

- Please mark author's errors in **blue** ink and typesetter's errors in **red** ink.
- For each proof correction instruction a distinct mark should usually be made:
 - (a) in the text, to indicate the exact place to which the instruction refers;
 - (b) in the margin, to signify or amplify the meaning of the instruction.













NB Some instructions have a combined textual and marginal mark.

- Where a number of instructions occur in one line, the marginal marks are to be divided between the left and right margins where possible, the order being from left to right in both margins.

Group A: General

Instruction	Textual mark	Marginal mark
Correction is concluded	None	/
Leave unchanged under characters to remain	Ⓢ
Insert in text the matter indicated in the margin	∟	New matter followed by ∟
Insert additional matter identified by a letter in a diamond (for matter too long to be written in the margin)	∟	Followed by for example Ⓢ
Delete	/ through characters or ↪ through words to be deleted	Ⓢ
Delete and close up	∟ through character or Ⓢ through characters	Ⓢ
Wrong font. Replace by character(s) of correct fount	Encircle characters to be changed	Ⓢ
Set in, or change to italic	— under characters to be set or changed	∟∟
Set in, or change to capital letters	≡ under characters to be set or changed	≡
Set in, or change to small capital letters	≡ under characters to be set or changed	=
Set in, or change to bold type	~ under characters to be set or changed	~
Set in, or change to bold italic type	~ under characters to be set or changed	∟~
Change capital letters to lower case letters	Encircle characters to be changed	≠
Change small capital letters to lower case letters	Encircle characters to be changed	≠
Change italic to upright type	Encircle characters to be changed	∟
Substitute or insert character in 'superior' position	/ through character ∟ where required	Ⓢ
Substitute or insert character in 'inferior' position	/ through character ∟ where required	∟

Group B: Deletion, insertion and substitution

Instruction	Textual mark	Marginal mark
Substitute or insert full point	/ through character \ or where required	
Substitute or insert colon	/ through character \ or where required	
Substitute or insert semi-colon	/ through character \ or where required	
Substitute or insert comma	/ through character \ or where required	
Substitute or insert apostrophe	/ through character \ or where required	
Substitute or insert single quotation marks	/ through character \ or where required	
Substitute or insert double quotation marks	/ through character \ or where required	
Substitute or insert ellipsis	/ through character \ or where required	
Substitute or insert hyphen	/ through character \ or where required	
Substitute or insert en-rule	/ through character \ or where required	
Substitute or insert em rule	/ through character \ or where required	
Substitute or insert solidus	/ through character \ or where required	

Group C: Positioning and spacing

Instruction	Textual mark	Marginal mark
Start new paragraph		
Run on (no new paragraph)		
Transpose characters or words	 between characters or words, numbered when necessary	
Transpose a number of characters or words	3 2 1	2 3
Transpose lines		
Transpose a number of lines		
Centre		
Indent		
Cancel indent		
Move matter specified distance to the right		
Move matter specified distance to the left		
Take over characters, words or line to next line, column or page		
Take back characters, words or line to previous line, column or page		
Raise matter	 over matter to be raised and under matter to be raised	
Lower matter	 over matter to be lowered and under matter to be lowered	
Move matter to position indicated	Enclose matter to be moved and indicate new position	
Correct vertical alignment		
Correct horizontal alignment	Single line above and below misaligned matter	
Close up. Delete space between characters or words	linking characters	
Insert space between characters	between characters	
Insert space between words	between words	
Reduce space between characters	between characters	
Reduce space between words	between words	
Close up to normal interline spacing		
Insert space between lines or paragraphs		
Reduce space between lines or paragraphs		

Example of correctly used proof marks

=/ BOOK DESIGN

k/ Success in boo/ design depends mainly on success in the design of the text page. The most admirable solution of all other problems can do nothing whatever to redeem a failure here. Text (design) is the foundation of the typographer's craft, and can be the pinnacle of his achievement. Reputations may be made in more spectacular activities among illustrations and preliminary pages; it is here that the author and his reader can best be served. Any

or her/

o/

→/ them.

the reader/ As though coaching a friend for a public speech, the typographer must make sure that the book, which is to address at length, does so without either monotony or distracting gestures. Its manner must be persuasive enough to attract and to retain the attention of those who glance into the pages to see whether they wish to read or buy.

≡/ **Legibility**

≡/ text composition must not only appear to be legible, it must *be* legible. The casual glance must first be attracted to the printed words and then must be invited to travel along the lines. Any oddity or ambiguity that may catch at the reader's eye or interrupt the rhythm of reading is better avoided.

u/ **Typefaces**

u/ A person equipped with determination and adequate eyesight can read almost anything without conscious difficulty; down to a certain level, bad printing is not incapable of being read. Printing which is bad below