

# Proof correction marks

(based on BS 5261 part 2)

Instruction	Textual mark	Margin mark	Comment
No corrections on this page	[ None ]		Mark indicates that the page has been looked at.
Leave unchanged ('stet')	<u>InterColor consortium</u>		Often added to cancel an instruction wrongly requested.
Remove unwanted marks	under <sup>o</sup> no circumstances		May be applied to blemishes in reprographics
Refer to appropriate authority	<u>InterColor</u> consortium	?	For use when the proofreader is unsure, or where a style guide can be referred to
Insert new matter	The <del>red</del> hen	little <del>h</del>	
Insert additional matter	required. <del>h</del> However, as		Additional matter is supplied on a separate sheet marked with reference letter.
Delete	See <del>the</del> table on page 5.		(In practice, these are usually the same in modern typesetting: 'close up' can be inferred from context.)
Delete & close up	See <u>the</u> table on page 5.		
Substitute character	The little red h <del>u</del> n	e	
Substitute string of characters e.g. word	The little <del>red</del> hen	black	Vertical marks at end of line help to indicate boundaries.
Wrong type font used; replace with correct font	Too <u>many</u> cooks		(May also need to refer to style guide or give type specifications.)
Insert a full point	This sentence must end <del>h</del>		(The encircling ring helps to identify the character, which might otherwise be mistaken for a spot on the proof.)
Insert a colon	This clause has a point <del>h</del>		
Insert a semi-colon	This is wrong <del>/</del> I should	;	(In this example, a semi-colon is being substituted rather than inserted.)
Insert a comma	Fish <del>h</del> chips and peas	, or	(As a comma is so small, to circle it might be wise.)
Insert single quotes	The <del>h</del> liberated <del>h</del> territory	' '	The additional mark under the punctuation helps to indicate the superscript positioning
Insert double quotes	The <del>h</del> liberated <del>h</del> territory	" "	
Insert apostrophe	The child <del>s</del> pajamas	'	
Substitute character in superscript or subscript position	23,500 m <del>3</del> of lumber		
	An escape of CO <del>2</del> gas		

Instruction	Textual mark	Margin mark	Comment
Set in or change to italics	An <u>incredible</u> fortune	<i>LI</i>	
Set in or change to bold	An <u>incredible</u> fortune	<b>LI</b>	
Set in or change to bold italics	An <u>incredible</u> fortune	<b><i>LI</i></b>	
Set in or change to capitals	When in <u>Rome</u> , do as	<b>LI</b>	
Set in or change to small capitals	<u>When in Rome</u> , do as	<b>LI</b>	(Some typefaces have a complementary 'expert set' containing small capitals.)
Capitals for initials; rest in small capitals	<u>When in Rome</u> , do as	<b>LI</b>	
Change capitals to lower case	<u>FAILURE</u> is seen	<b>LI</b>	
Change small capitals to lower case	<u>FAILURE</u> is seen	<b>LI</b>	
Change italic to roman	An <u>incredible</u> fortune	<b>LI</b>	
Start new paragraph	are confirmed. <u>The new name for the company is</u>	<b>LI</b>	
No new paragraph; run on	are confirmed. <u>The new name for the</u>	<b>LI</b>	
Insert space between characters/words	This type <u>face</u> is called	<b>LI</b> or <b>LI</b>	<b>#</b> is typographer's shorthand for 'space'.
Close space between characters/words	This type <u>face</u> is called	<b>LI</b>	
Indent text by amount indicated	are confirmed. <u>The new name for the company</u>	<b>LI 1em</b>	(An em is a space equal to the body size of the type; other units of measure could also be used e.g. millimetres.)
Cancel indent	are confirmed. <u>The new name for the company</u>	<b>LI</b>	
Transpose characters	Accidents <u>ah</u> ppen	<b>LI</b>	
Transpose words	This <u>fat</u> <u>full</u> cheese	<b>LI</b>	
Take over to new line	Cider apples have been <u>a</u> major source of income	<b>LI</b>	
Take back to preceding line	Cider apples have been <u>a</u> major source of income	<b>LI</b>	