COLOUR – CODING CORRECTION

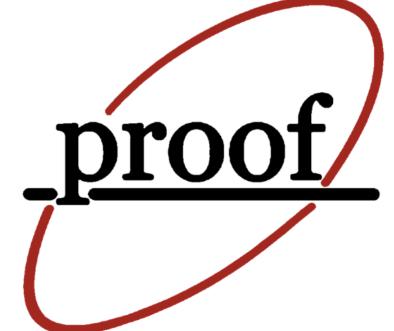


PROOF

• A proof is an initial version of a printed material.

 According to the site 'Standards in Proofreading', it represents a close enough picture of 'how a material appear when printed'.

It is made for corrections before final printing.



PROOFREADING

• The process of scrutinizing the text cautiously to find and correct any typographical errors and mistakes in grammar, punctuation, spelling, style etc.

Final stage of editing process.



Who does proofreading?

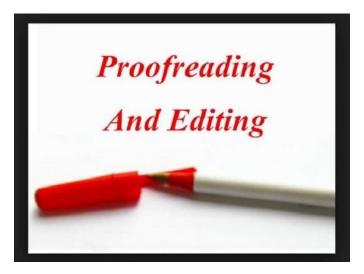
Proofreading can be done either by the author or the copy - editor.

• It is best done by a professional proofreader in a publishing house.

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quam sed neque iaculis cursus. Integer leo nisi, tincidunt sed
convallis vestibulum, blandit eget sapien. Nam iaculis orci in
sapien interdum vel dignissim dui porta. Sed ligula nisl, elemen

When?

Final stage of copy editing.



• Proofreading is different from editing as it corrects only surface errors in writing.

Importance of proofreading

It is to ensure that a written material is (i) factually accurate as well as in terms of

(ii) grammar, vocabulary, style, pagination etc.



Corrections in proofreading

A part of proofreading process.

It is done to make the material perfect for printing.

Notations or proofreading symbols are used to indicate corrections.

For example, caret (^) for insertion.

Proofreading Marks

	Capitalize		Close up
=			
	Insert letter/word	2	Transpose
ع	Delete or take out	F	Insert new paragraph
16	Lowercase	80	Spelling error
# /	Insert space	" "	Insert quotation marks
0	Insert a period	ろ	Insert a comma

How to mark corrections?

• It should be 'written near the margin and level with the error. If the line of text contains more than one mistake, the corrections in the, margin should be written from left to right in the same order' (Butcher 102).

- In an electronic copy, distinguish the corrections using different font styles like bold, italics etc.
- 'Corrections must be done legibly using conventional signs and colours' (Butcher 96).

COLOUR – CODING CORRECTIONS

- Corrections or queries are made with different colours as a means of identification.
- Standard British system follows three distinct colours :
- GREEN
- RED
- BLACK or BLUE



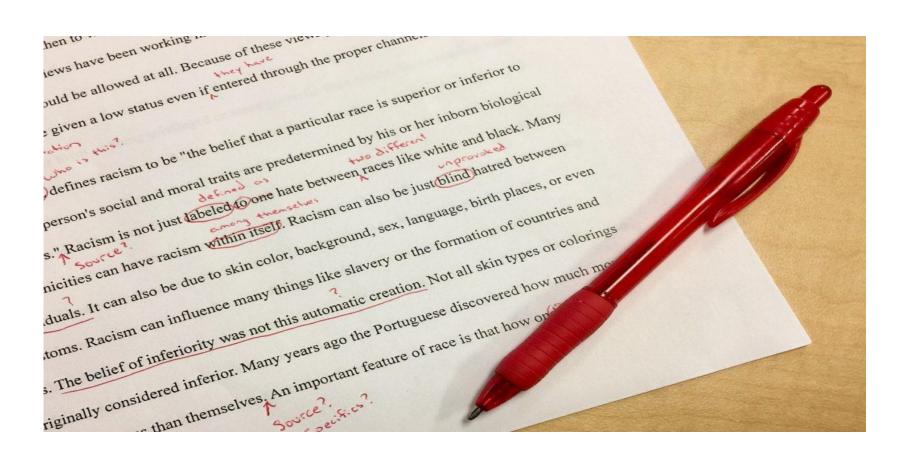
GREEN

- Typesetter's (one who typesets) own marks.
- It may include corrections and queries in spelling, layout, pagination etc done by the typesetter.



RED

• Typesetter's errors corrected by the author or the publisher.



Black or Blue

- Author's or publisher's own alterations.
- It may include omissions, additions or any kind of modifications.

Edit Ruthlessly

Somebody has said that words are a lot like inflated money-the more of them that you use, the less each one of them is worth.

Right on Go through your entire letter just as many times as it takes. Search out and annihilate all unnecessary words, and sentences—even entire paragraphs.

Malcolm Forbes C'How to write a business Letter CR HAKE A SPEECH