HOW TO MARK

CORRECTIONS?

FOOTPRINTS

- If you've ever had submitted a hard copy of a document for proofreading , the returned document will contain symbols or strange marks like hieroglyphics, squiggles, cuneiform script

- These strange markings are the footprint that the proofreader has left on the document to highlight where changes need to made to the text

- The proofreader uses a series of symbols and abbreviations to suggest changes , correct spelling errors,improve punctuations, and generally enchance the quality and readability of a hard copy document.

- The correction should be written in the nearer margin and level with the error

LOCATING PROOFREADING MARKS

➡ In hard copy proofreading, corrections typically appear in the left or right margins beside the line containing the error. A mark is also placed in the text to indicate where the correction needs to be made

➡ A caret (^) indicates an addition , and a line through the text indicates a deletion or a replacement. Proofreading marks are traditionally written in red ink for better visibility

FREQUENTLY USED PROOFREADING MARKS AND TECHNIQUES

OPERATIONAL SIGNS

Mark	Meaning
ꝰ	Delete
⌒	Close up; delete space
ꝰ⌒	Delete and close up (use only when deleting letters *within* a word)
(stet)	Let it stand
#	Insert space
(eq #)	Make space between words equal; make space between lines equal
(hr #)	Insert hair space
(ls)	Letterspace
¶	Begin new paragraph
□	Indent type one em from left or right
]	Move right
[	Move left
][	Center
⌐	Move up
�>	Move down
(fl)	Flush left
(fr)	Flush right
=	Straighten type; align horizontally
‖	Align vertically
(tr)	Transpose
(sp)	Spell out

TYPOGRAPHICAL SIGNS

Mark	Meaning
(ital)	Set in italic type
(rom)	Set in roman type
(bf)	Set in boldface type
(lc)	Set in lowercase
(caps)	Set in capital letters
(sc)	Set in small capitals
(wf)	Wrong font; set in correct type
X	Check type image; remove blemish
∨	Insert here *or* make superscript
∧	Insert here *or* make subscript

PUNCTUATION MARKS

Mark	Meaning
⌃	Insert comma
ꞌ ꞌ	Insert apostrophe *or* single quotation mark
⌄⌄ ⌄⌄	Insert quotation marks
⊙	Insert period
(set) ?	Insert question mark
;|	Insert semicolon
:| *or* :|	Insert colon
=	Insert hyphen
M̲	Insert em dash
N̲	Insert en dash
{|} *or* (|)	Insert parentheses

- If the line of the text contains more than one mistake, the corrections in the margin should be written from left to right in the same order, seperated by oblique strokes.(Note : An oblique stroke is not needed after a caret)

- Use standard correction signs such as those in the British Standard on proof correction

- Keep on marginal corrections short and clear, if only one letter is wrong , cross out that letter and put the correct letter, followed by an oblique stroke in the margin.

- Ring full stops and colons for clarity. Distinguish a closing single quote or an apostrophe from a comma, and superscripts from subscripts. Mark corrections to be bold, italic or small capitals whenever appropriate.

- Treat a letter with an accent as a single character: even if only the accent is wrong , cross out both letter and accent and write the correct form in the margin. Similarly with groups of letters thay may form a single character , called a ligature: ff, fi, ffi, ffl. If part of one of these needs correction , the whole character should be crossed out and rewritten in the margin

PRECAUTIONS

- Some authors put a marginal deletion sign for deleting the wrong letter, and an insertion sign for inserting the write letter; do not follow their example, because unconventional or unnecessary marginal marks will slow the typesetter down.

- The whole word should not be written in the margin unless there is more than one group of letters wrong in it, or unless the correct form is unusual.

- If you delete a letter or letters, make it absolutely clear how much is to be deleted .

- A carelessly written diagonal stroke through one letter can pass through part of its two neighbours, and the typsetter may not be able to tell whether you are deleting one or three.

- Whenever there is a doubt, make the word division clear by the use of 'space' or 'close up' marks. For eg, if a hyphen is deleted make clear whether one word or two is wanted instead.

- If one or more letters are added between two foreign words, show whether the letters form a separate word or are to be added to the preceeding or following word