

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.

proof

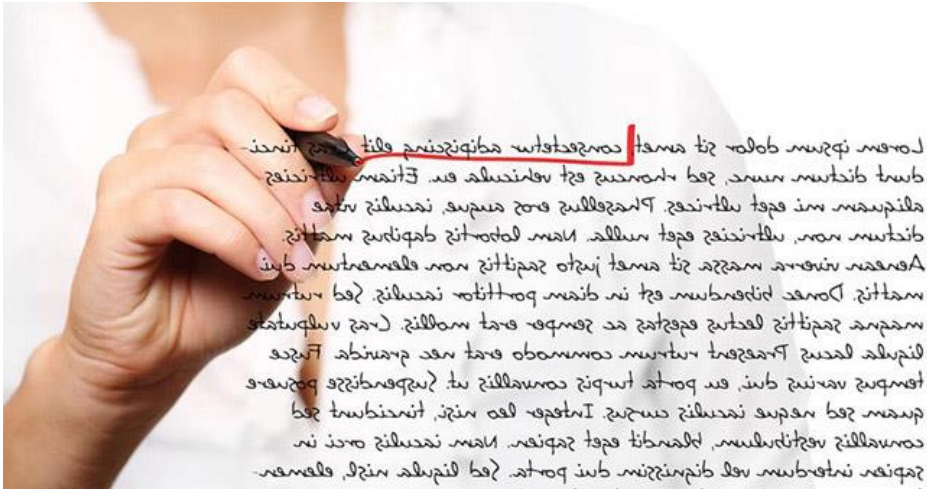
PROOFREADING

- 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.



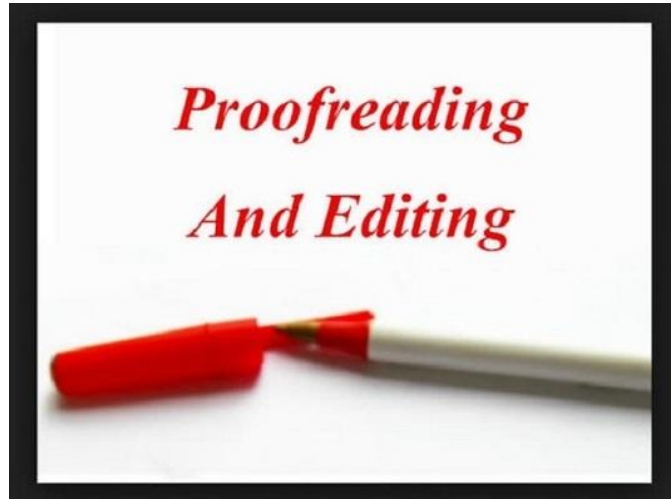
Who does proofreading?

- Proofreading can be done either by the author or the copy - editor.
- It is best done by a professional proofreader in a publishing house.



When?

- Final stage of copy editing.

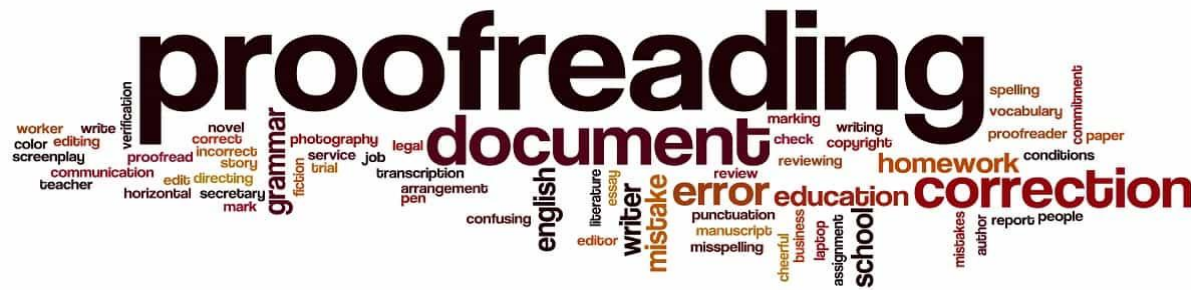


- Proofreading is different from editing as it corrects only surface errors in writing.

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
ƒ	Delete or take out	⌘	Insert new paragraph
lc /	Lowercase	sp	Spelling error
# <	Insert space	< >	Insert quotation marks
⊙	Insert a period	↵	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**



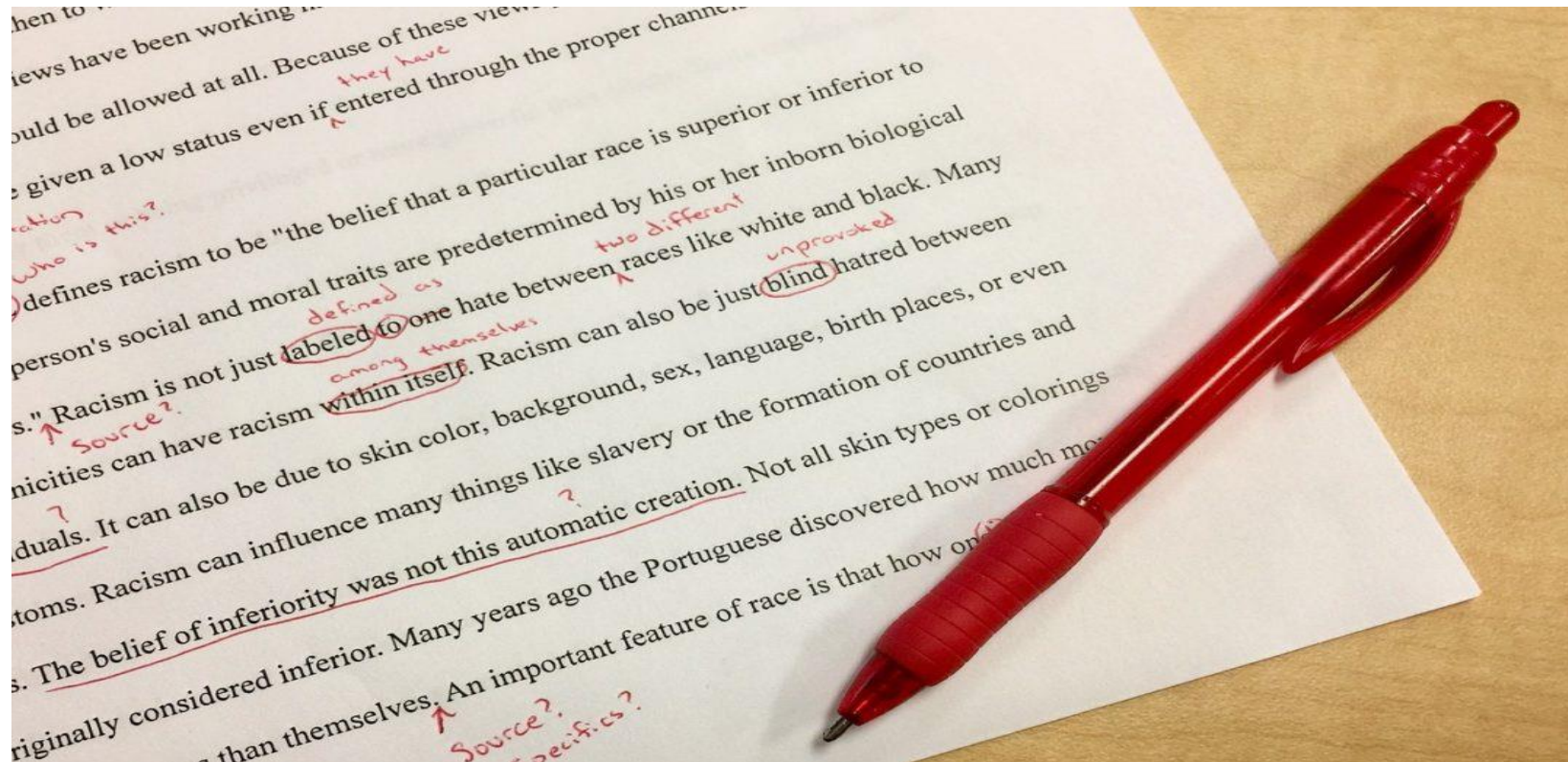
GREEN

- 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
("How to write a business Letter
OR MAKE A SPEECH")