

Editing and Proofreading Marks

Here is a list of symbols used by editors and proofreaders to mark corrections to content. An example of their use is also shown. Using these symbols will enable you to communicate with production and help them to interpret your instructions accurately. Please call your Project Manager with any questions. Here are a few tips:

- Prepare your manuscript thoroughly. Remember that corrections are very costly once the content is in production.
- Mark your corrections clearly and neatly in the margins. Indicate the end of each correction with a slash (/). Use multiple slashes if the correction is to be made more than once. Large inserts

to the manuscript should be typed on a separate sheet of paper with an indication showing placement of the insert.

- Be sure to answer all queries.
- We strongly encourage you to limit corrections to typographical and factual errors only. Extensive corrections causing changes to paging delay the schedule and invalidate the index. (Note how minor corrections caused the sample on p. 2 to gain two lines!) Low alterations of typeset material will save you money and expedite your work through production.

| <u>CORRECTION</u> | <u>EXAMPLE OF MARKING</u> | |
|-------------------------|-------------------------------|-----------|
| Close up; no space | The fuz ^z zy cat | ∩ / |
| Insert | The [^] boy | bad / |
| Delete | The sadd ^g girl | ∩ / |
| Transpose letters | Teh ^h happy dog | tr / |
| Wrong font | Two blue birds | wf / |
| Lower case | A Fat rabbit | lc / |
| Small capitals | 2:00 pm | sc / |
| Capitals | mr. jones | caps / |
| Italic | <u>The Raven</u> by Poe | ital / |
| Bold face | A negus is. . . | bf / |
| Let it stand; stet | The big ^g lion | stet / |
| Spell out | Sales tax is 6% | sp / |
| Start paragraph | ¶ The new tire | ¶ / |
| Transpose down | A double-hyph- enated word | tr down / |
| No paragraph; run in | marked the proof | run in / |
| Raise | Ten little pigs | align / |
| Lower | A fairy prince | align / |
| Move left | ┌ The bear | align / |
| Move right | ┐ A wolf | align / |

| <u>CORRECTION</u> | <u>EXAMPLE OF MARKING</u> | |
|------------------------|--|---------|
| Align vertically | 10 9 | / |
| Insert period | The end [^] | ⊙ / |
| Insert comma | Jim a plumber | ∧ / |
| Insert colon | as shown [^] | ⊙ / |
| Insert semicolon | green [^] blue [^] red | ⊙ // |
| Insert apostrophe | The Jones [^] | ∨ / |
| Insert quotation marks | Yes, I said. | ∨ / ∨ / |
| Insert superior figure | a ² + b ² = c [^] | 2 / |
| Insert inferior figure | HO is water | 2 / |
| Insert brackets | The white pony | [/] / |
| Insert parentheses | Smith 1 wrote | (/) / |
| Insert hyphen | 1 year old boy | ≡ // |
| Insert 1-en dash | Fig. 1 [^] 1 | 1 / N / |
| Insert 1-em dash | cold [^] like ice [^] is | 1 / M / |
| Insert space | The eagle | # / |
| Insert 1-en space | 1 [^] A list | ▣ / |
| Insert 1-em space | Fig. 1-1 [^] A map | □ / |
| Insert 2-em space | A. An outline 1. with subentries | ▣ / |



Editing and Proofreading Marks

Sample galley with proofreader's corrections marked.

When Obstacles Get You Down

Do obstacles get you down when trying to get something done? Consider the following

After Fred Astaire's first screen test, a 1933 memo from the mgm testing director said: "Can't act. Slightly bald. Can dance a little." Astaire kept that memo over the fire place in his Beverly Hills home.

An expert said of famous football coach Vince Lombardi: "He possesses minimal football knowledge. Lacks motivation."

Louisa May Alcott, the author of Little Women, was advised by her family to find work as a servant or seamstress.

Beethoven handled the violin awkwardly and preferred playing his own compositions instead of improving his technique.

His teacher called him utterly hopeless as a composer. The teacher of famous opera singer Enrico Caruso said Caruso had no voice at all and could not sing.

Walt Disney was fired by a newspaper for lacking ideas. He also went bankrupt several times before he built Disneyland.

Eighteen publishers turned down Richard Bach's 10,000-word story about a soaring seagull before Macmillan finally published it in 1970. By 1975, Jonathan Livingston Seagull had sold more than 7 million copies in the U.S. alone.

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Corrected galley gained 2 lines.

When Obstacles Get You Down

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