

## Appendix 13

### *Proof correction symbols*

Special character required	How it is keyed now	Examples on pages	Used in text only or also in notes, references?	Approx. how often used

**Typesetter's report:**  
disk/tapes can/cannot be used (and why)

disk/tapes will be more useful if author does the following:

Instruction	Textual mark	Marginal mark
Leave unchanged	- - - - under characters	①
Remove extraneous marks	Encircle marks to be removed or — through words	X
Delete	/ through character(s) or — through words	∅
Delete and close up	̄ through character(s) or ☐	∅
Insert in text the matter indicated in the margin	λ	New matter followed by λ
Substitute character or substitute part of one or more words	/ through character or — through word(s)	New character or new word(s)
Substitute ligature e.g. æ for separate letters	— through characters affected	⊖ e.g. æ
Substitute or insert full stop or decimal point	/ through character or λ	⊙
Substitute or insert comma, semicolon, colon, etc.	/ through character or λ	, ;   ⊙ / ( ( ) /
Substitute or insert character in 'superior' position	/ through character or λ	<sup>1</sup> under character e.g. <sup>2</sup> ŷ
Substitute or insert character in 'inferior' position	/ through character or λ	<sub>L</sub> over character e.g. <sub>2</sub> λ
Substitute or insert single or double quotation marks or apostrophe	/ through character or λ	ÿÿ and/or ÿÿ
Substitute or insert ellipsis	/ through character or λ	...
Substitute or insert hyphen	/ through character or λ	—
Substitute or insert rule	/ through character or λ	Give the size of the rule in the marginal mark   1 em     4 mm

Instruction	Textual mark	Marginal mark
Substitute or insert oblique	/ through character or $\backslash$	①
Wrong fount. Replace by character(s) of correct fount	Encircle character(s)	⊗
Change damaged character(s)	Encircle character(s)	×
Set in or change to italic	— under character(s) Where space does not permit textual marks, encircle the affected area instead	ℓ
Change italic to upright type	Encircle character(s)	⊥
Set in or change to capital letters	≡≡≡ under character(s)	≡
Set in or change to small capital letters	≡≡≡ under character(s)	≡
Set in or change to bold type	~~~~~ under character(s)	~
Set in or change to bold italic type	~~~~~ under character(s)	℥
Change capital letters to lower-case letters	Encircle character(s)	≠
Change small capital letters to lower-case letters	Encircle character(s)	≠
Close up. Delete space between characters or words	⌢ linking characters e.g. a_scribe	⌢
Insert space between characters	between characters	⌣
Insert space between words	⌣ between words	⌣
Insert space between characters	between characters	⌣

Instruction	Textual mark	Marginal mark
Reduce space between words	↵ between words	↵
Make space appear equal between characters or words	between characters or words	⌣
Close up to normal interline spacing	(each side of column) linking lines	
Insert space between lines or paragraphs	⌣ or ⌢	
Reduce space between lines or paragraphs	⌢ or ⌣	
Start new paragraph	↵	↵
Run on (no new paragraph)	⌢	⌢
Transpose characters or words	⌢ between characters or words, numbered when necessary	⌢
Transpose lines	⌢	⌢
Transpose a number of lines	3 2 1	Rules extend from the margin into the text with each line to be transposed numbered in the correct sequence
Centre	[to be centred]	[ ]
Indent	⌢	⌢ Give the amount of the indent
Cancel indent	⌢	⌢
Move matter specified distance to the right*	enclosing matter to be moved to the right	⌢

Instruction	Textual mark	Marginal mark
Move matter specified distance to the left*		
Set line to specified measure*		
Set column to specified measure*		
Take over character(s), word(s) or line to next line, column or page		
Take back character(s), word(s) or line to previous line, column or page		
Raise matter*		
Lower matter*		
Move matter to position indicated*		
Correct vertical alignment		
Correct horizontal alignment		

\* Give the exact dimensions when necessary.

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## Glossary

The entries are restricted to words, and meanings, that a copy-editor is likely to meet fairly frequently. In order not to introduce more technical terms, the definitions are perhaps oversimplified; books on printing and binding, for example, will explain the various terms and processes more fully. Alphabetical order is letter by letter.

**acknowledgements** a list of copyright owners and other people to whom the author is indebted.

**affiliation** an author's university or other post; used in this book to mean also any degrees or honours given below the author's name on the title page and jacket or cover.

**AH anno Hegirae** in the year of the Hegira, i.e. from the flight of Muhammad (mid AD 622 by the Christian reckoning; see appendix II).

Used to identify Muslim dates.

**angle brackets** ( *<* *>* ).

**apparatus criticus** materials for the critical study of a document, usually variant readings.

**art paper** coated paper used for printing fine-screen halftones (q.v.).

**artwork** an illustration or typeset material suitable for reproduction.

**ascender** the part of such letters as d and h which extends above the height of the letter x (see fig. G.1). *See also* descender.

**ASCII** abbreviation for American Standard Code for Information Interchange; one of a number of standard binary codes used to represent a character in a computer (others include ISO7, the International Organization for Standardization 7-bit code; and EBCDIC, the Extended Binary Coded Decimal Interchange Code).

**author-date system** a system of bibliographical references, in which a particular work in the list of references is referred to in the text etc. by author's name and date of publication, e.g. 'Smith, 1990'. *See* section 10.2.

**a/w** artwork (q.v.).

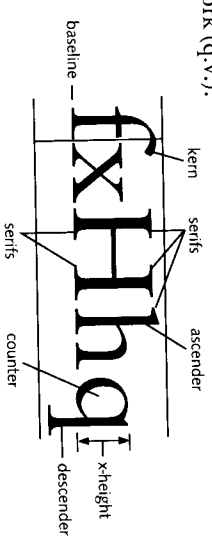


Fig. G.1 Type nomenclature.