

Proof correction marks

(based on BS 5261 part 2)

Instruction	Textual mark	Margin mark	Comment
No corrections on this page	[None]		Mark indicates that the page has been looked at.
Leave unchanged ('stet')	InterColor consortium		Often added to cancel an instruction wrongly requested.
Remove unwanted marks	under ^o no circumstances		May be applied to blemishes in reprographics
Refer to appropriate authority	InterColor consortium		For use when the proofreader is unsure, or where a style guide can be referred to
Insert new matter	The red hen	little h	
Insert additional matter	required. h However, as		Additional matter is supplied on a separate sheet marked with reference letter.
Delete	See the table on page 5.		(In practice, these are usually the same in modern typesetting: 'close up' can be inferred from context.)
Delete & close up	See the table on page 5.		
Substitute character	The little red h u n	e	
Substitute string of characters e.g. word	The little red hen	black	Vertical marks at end of line help to indicate boundaries.
Wrong type font used; replace with correct font	Too many cooks		(May also need to refer to style guide or give type specifications.)
Insert a full point	This sentence must end h		(The encircling ring helps to identify the character, which might otherwise be mistaken for a spot on the proof.)
Insert a colon	This clause has a point h		
Insert a semi-colon	This is wrong / I should	;	(In this example, a semi-colon is being substituted rather than inserted.)
Insert a comma	Fish h chips and peas	, or	(As a comma is so small, to circle it might be wise.)
Insert single quotes	The h liberated h territory	' '	The additional mark under the punctuation helps to indicate the superscript positioning
Insert double quotes	The h liberated h territory	" "	
Insert apostrophe	The child's h pajamas	'	
Substitute character in superscript or subscript position	23,500 m 3 of lumber		
	An escape of CO 2 gas		

Instruction	Textual mark	Margin mark	Comment
Set in or change to italics	An <u>incredible</u> fortune	<i>LI</i>	
Set in or change to bold	An <u>incredible</u> fortune	LI	
Set in or change to bold italics	An <u>incredible</u> fortune	<i>LI</i>	
Set in or change to capitals	When in <u>Rome</u> , do as	LI	
Set in or change to small capitals	<u>When in Rome</u> , do as	LI	(Some typefaces have a complementary 'expert set' containing small capitals.)
Capitals for initials; rest in small capitals	<u>When in Rome</u> , do as	LI	
Change capitals to lower case	<u>FAILURE</u> is seen	LI	
Change small capitals to lower case	<u>FAILURE</u> is seen	LI	
Change italic to roman	An <u>incredible</u> fortune	LI	
Start new paragraph	are confirmed. <u>The new name for the company is</u>	LI	
No new paragraph; run on	are confirmed. <u>The new name for the</u>	LI	
Insert space between characters/words	This type <u>face</u> is called	LI or LI	# is typographer's shorthand for 'space'.
Close space between characters/words	This type <u>face</u> is called	LI	
Indent text by amount indicated	are confirmed. <u>The new name for the company</u>	LI 1em	(An em is a space equal to the body size of the type; other units of measure could also be used e.g. millimetres.)
Cancel indent	are confirmed. <u>The new name for the company</u>	LI	
Transpose characters	Accidents <u>ah</u> ppen	LI	
Transpose words	This <u>fat</u> <u>full</u> cheese	LI	
Take over to new line	Cider apples have been <u>a</u> major source of income	LI	
Take back to preceding line	Cider apples have been <u>a</u> major source of income	LI	