


PROOFREADER'S SYMBOLS

After a news story or magazine article has been set in type, it comes back to the editorial office in proof form for careful reading and correction.

In correcting proof, standard symbols are used as shown below.

PROOFREADING SYMBOLS

| MARK | MEANING | HOW USED | CORRECTED EXAMPLE |
|--------|----------------------------|----------|-------------------|
| ↗ | Take out matter indicated. | | The symbols |
| ⌋ | Close up; no space. | | errors overlooked |
| ⌌ | Less space. | | looks better |
| ✓✓ | Equalize space. | | It looks better |
| # | Insert space. | | improved examples |
| ^ or v | Left out; insert. | | better spelling |
| 9 | Turn inverted letter. | | right side up |
| X | Imperfect type; replace. | | right side up |
| tr | Transpose. | | Accidents happen |
| wf | Wrong font type; change. | | mixed up letters |
| # | New paragraph here. | | misplaced mat |
| | | | one ends. Another |

| MARK | MEANING | HOW USED | CORRECTED EXAMPLE |
|------|---|--|-------------------------------|
| # | No paragraph; run in. | no # this time.  But it | this time. But it |
| 2c | Lower case. | lc lower case | lower case |
| cap | Capitals. | caps set in caps | set in CAPS |
| sc | Small caps. | sc table headings | TABLE HEADINGS |
| ital | Italics. | ital publication names | publication names |
| rom | Roman. | Rom ordinary copy | ordinary copy |
| bf | Bold face. | bf punch lines | punch lines |
| let | Let it stand. | let Oops! Sorry. | Oops! Sorry. |
| out | Out, see copy. | out John tomorrow. | John made plans for tomorrow. |
| Q | Query to author. | Q make This doesn't sense. | This doesn't make sense. |
| P | Spell out. | sp (Geo) had 13 sp | George had thirteen |
| | Move to right. | have even margins | have even margins |
| | Move to left. | [align both sides | align both sides |
| | Move up. | don't have it low | don't have it low |
| | Move down. | don't have it high | don't have it high |
| // | Align type. | Men scored Women scored | Men scored Women scored |
| | Straighten line or letter. | Worn mats, maybe | Worn mats, maybe |
| . | Insert period. | end the sentence) If | end the sentence. If |
| , | Insert comma. | Mary, Jane and Ruth | Mary, Jane and Ruth |
| ' | Insert apostrophe. | at week's end | at week's end |
| " " | Insert quotation marks. | called "Rusty" by some | called "Rusty" by some |
| - | Insert hyphen. | a so-called title | a so-called title |
| - | Insert dash. | 1920-25 | 1920-25 |
| () | Insert parentheses. | that year (1925) he | that year (1925) he |
| ; | Insert semicolon. (Colon, question marks and exclamation marks are handled similarly.) | eleven; a third try | eleven; a third try |
| ² | Insert superior figure. | K² x L | K² x L |
| ₁ | Insert inferior figure. | R x M₁ | R x M₁ |
| | Indent 1 em for each square. | tabular alignment | tabular alignment |

These sample paragraphs show two different ways of marking proof. The first method is used by many printing houses because it is simpler and quicker. The general rule is: Draw your leader line *up* into the nearest white space—either margin.

DECLARATION OF INDEPENDENCE

When, in the Course of human events, it becomes necessary for one people to dissolve the Political bands which have connected them with another, and to assume among those powers of the Earth, the separate and equal station which to the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed. That whenever any form of government becomes destructive to these ends, it is the Right of the

In the second method, a carat is inserted wherever a correction is necessary. Proofreading symbol is shown in the margin level with the line to be corrected.

Declaration of Independence

12 pt caps
Round

#/
J/#
E/g
J/the
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to/e

When, in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the Earth, the separate and equal station which to the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

le/t
le/s
Rom
C

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed. That whenever any form of government becomes destructive to these ends, it is the Right of the

J
C

u/H
J
a/F/g

J