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.

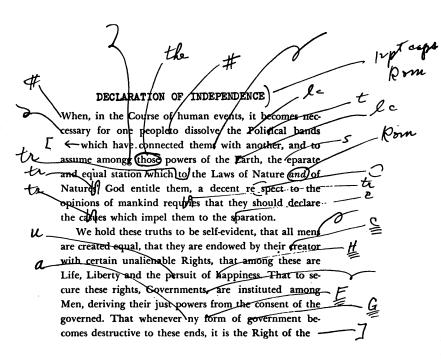
PROOFREADING SYMBOLS

MARK	MEANING	HOW USED	CORRECTED EXAMPLE
70) V# × 9 × to f #	Take out matter indicated. Close up; no space. Less space. Equalize space. Insert space. Left out; insert. Turn inverted letter. Imperfect type; replace. Transpose, Wrong font type; change. New paragraph here.	The symbools errors over looked looks better It looks better improvedexamples better spilling right sipe up wf misplaced mat one ends Another	The symbols errors overlooked looks better It looks better improved examples better spelling right side up Accidents happen mixed up letters misplaced mat one ends.
			Another

TARK	MEANING	HOW USED	CORRECTED EXAMPLE
#-	No paragraph; run in.	no# this time.	this time. But it
င	Lower case.	le But it	lower case
si.	Capitals.	lower Case set in (caps)	set in CAPS
ب	Small caps.	Sc (table headings)	TABLE HEADINGS
l	Italics.	tal (publication names)	publication names
m	Roman.	Rom (ordinary) copy	ordinary copy
	Bold face.	funch lines	punch lines
C.	Let it stand.	Stat Gopel Sorry.	•
AC	Out, see copy.	out John Homorrow.	Oops! Sorry. John made plans for t
	O 4	Omeke	morrow.
	Query to author.	This doesn't sense.	This doesn't make sens
	Spell out.	SP Geo had [3] - SP	George had thirteen
	Move to right.	have even margins	have even margins
_	Move to left.	align both sides	align both sides
•	Move up.	Idon't have it low	don't have it low
ل ــ	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 weeks 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.	1-1-1920 25	1920–25
)	Insert parentheses.	that year 1925 he	that year (1925) he
/	Insert semicolon. (Colon, question marks	eleven a third try	eleven; a third try
	and exclamation marks are handled similarly.)		
:	Insert superior figure.	12 TX L	
	Insert inferior figure.	-1	K ² x L
	Indent 1 em for each	R x M	R x M ₁
	square.	tabular alignment	tabular alignmen

54 EDITOR'S HANDBOOK

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.



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

When, in the Course of human events, it becomes neclessary for one peopleto dissolve the Political bands
which have connected them with another, and to
assume among those powers of the Earth, the eparate
and equal station which to the Laws of Nature and of
Natures God entitle them, a decent re spect to the
opinions of mankind requires that they should declare
the castles which impel them to the sparation.

We hold these truths to be self-evident, that all meny are created equal, that they are endowed by their reator with certain unalienable Rights, that among these are Life, Liberty and the prisuit of pappiness. 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

12 pt caps

Ia/t

Rc/s

- (1)

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te to the

a/F/g