

## Proofreading marks and how to apply them

Proofreading a report should always be undertaken by marking up hard copy using standardised proofreaders marks. Proofreading marks are an industry standard means of indicating required corrections to copy; they provide consistency and help to avoid miscommunication, which in turn improves efficiency and accuracy of the corrections process.

The application of proofreader's marks is twofold; carets ( ^ ), circles ( o ) and other symbols ( # ¶ ∘ / ) are used to indicate the location of changes or corrections within the copy while further notations and proofreader's marks are made in the adjacent margin to indicate how to apply that correction.

The table below outlines the most common proofreading marks:

INSTRUCTION	TEXT MARK	MARGINAL MARK
Correction is concluded	None	/
Insert text as indicated in margin	All's well that ^ well	ends /
Insert omitted text	All's well ^ well	out - See Copy
Delete letter	All's well that ends s ^ well	¶
Delete word	All's well that <del>that</del> ends well	¶
Delete and close up	All's well tha <del>at</del> ends well	¶
Replace text	All's <del>good</del> ^ that ends well	¶ / well /
Leave unchanged	All's well <del>that</del> ends well	stet
Insert or substitute with full stop	All's well that ends well ^	⊙ /
Insert or substitute with colon	To sleep: perchance to dream ^ ay, there's the rub	⊙ /
Insert or substitute with comma	Friends, Romans, Countrymen ^ lend me your ears	⊙ /
Insert or substitute with semi-colon	Men's evil manners live in brass ^ their virtues we write in water	⊙ /
Insert or substitute with question mark	No more cakes and ale ^	⊙ /
Insert or substitute with exclamation mark	While you live, tell truth and shame the Devil ^	⊙ /
Insert or substitute with apostrophe	There's ^ method in my madness	¶
Insert or substitute with quotations	^ All's well that ends well ^	¶ ¶
Insert or substitute with single quotes	^ All's well that ends well ^	¶ ¶



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Insert or substitute with hyphen	All's well $\lambda$ that ends well	—
Insert or substitute with en rule	All's well $\lambda$ that ends well	<u>en</u>
Insert or substitute with 1-em rule	All's well $\lambda$ that ends well	<u>em</u>
Insert or substitute with 2-em rule	All's well $\lambda$ that ends well	<u>2em</u>
Insert or substitute with brackets	All's well $\lambda$ that ends well $\lambda$	[ / ] /
Insert or substitute with parentheses	All's well $\lambda$ that ends well $\lambda$	( / ) /
Insert or substitute with forward slash	All's well $\lambda$ that ends well	/ /
Insert or substitute with ellipsis	All's well that ends well $\lambda$	... /
Change to italic type	<u>All's well that ends well</u>	<i>ital</i>
Change to roman type	All's <u>well</u> that ends well	<i>rom.</i>
Change to bold type	All's well that <u>ends</u> well	<b>bold</b>
Change to light face type	All's <u>well</u> that ends well	<i>l.f.</i>
Change to bold and italic type	All's well that <u>ends</u> well	<b><i>bold &amp; ital</i></b>
Change to capital letters	<u>All's well that ends well</u>	<i>caps</i>
Change to small capital letters	<u>All's well that ends well</u>	<i>s.c.</i>
Change to capital and small capital letters	<u>All's well that ends well</u>	<i>c &amp; s.c.</i>
Change to lower case letters	All's <u>Well</u> that ends well	<i>l.c.</i>
Underline text	<u>All's well that ends well</u>	<i>underline</i>
Wrong font type or size	All's <u>well</u> that ends well	<i>w.f.</i>
Spell out abbreviation or numeral in full	All's well that ends well (e.g.)	<i>spell out</i>
Make indicated text superior	$\lambda$ Footnote to Shakespere quotes	$\lambda$
Make indicated text inferior	The symbol for water is H $\lambda$ O	$\lambda$
Start new paragraph here	Neither a borrower nor a lender be. ¶ For loan oft loses both itself and friend, and borrowing dulls the edge of husbandry.	<i>n.p.</i>



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No new paragraph here	Neither a borrower nor a lender be. For loan oft loses both itself and friend, and borrowing dulls the edge of husbandry.	<i>run on</i>
Move text forward to next line or page	All's well that ends well	<i>take over</i>
Move text back to previous line or page	All's well that ends well	<i>take back</i>
Transpose letters	All's well that edns well	<i>trs</i>
Transpose words	All's well ends that well	<i>trs</i>
Centre text	All's well that ends well	<i>centre</i>
Close up	All's well that ends well	<i>()</i>
Insert space	All's well that ends well	<i>#</i>
Insert space between lines or paragraphs	All's well that ends well All's well that ends well	<i>#</i>
Reduce space between lines	All's well that ends well All's well that ends well	<i>less # close up</i>
Make space between words equal	All's/well that/ ends well	<i>eg. #</i>
Reduce space between words	All's well / that ends well	<i>less #</i>
Add space between letters	All's well that ends well	<i>letter #</i>
Move text to the right	All's well that ends well	<i>[</i>
Move text to the left	All's well that ends well	<i>]</i>
Move text to position indicated	All's well that ends well	<i>move</i>
Correct vertical alignment	All's well that ends well All's well that ends well All's well that ends well	<i>  </i>
Straighten lines	All's well that ends well	<i>==</i>
Move lines of text up	All's well that ends well All's well that ends well	<i>raise</i>
Move lines of text down	All's well that ends well All's well that ends well	<i>lower</i>
Question accuracy of text	All's well that ends well	<i>?</i>



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## Example of marked-up copy

- en* Proofreaders are an invaluable part of the project (often used at the end as a skilled/fresh eye). *FF*
- caps* They may be used to check that corrections have been taken in correctly, or they might just be used as a clean read. they should not re-edit, restructure or rewrite.
- Proofreaders are involved in the detail of the document. They will *(:)*
- check page numbers are consecutive and running headings and footers are correct
  - ensure consistency – particularly of alternative spellings and hyphenation – by following a supplied style guide or by compiling their own
  - identify necessary changes and mark them in the copy. This is generally done on hard copy. *(:)* If proofs come in electronic format as PDFs, they can be printed out and marked up in the usual way.
- run on* Page proofs, draft web pages and pdfs can also be read on-screen, but this is usually less *caps / # /* successful than proofreading from hard copy and more difficult to mark-up changes
- check for typographical and design inconsistencies as well as textual ones
  - cross-check chapter titles with the table of contents and that references to the appendices, index, etc within the text correspond accurately
  - check or insert numbers in cross-references
  - eliminate bad word, line, column and breaks/page
  - ensure that illustrations and their captions and labels correspond with each other and *with take over* the text
  - liaise with the copy-editor and/or the author to resolve queries or bring them to the clients attention
  - mark-up changes in a clear manner that makes them easy for the designer to take in, and therefore be less costly.

## Example of corrected copy

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