PROOF CORRECTION MARKS

EACH correction on a proof consists of two marks: one in the text and one in the margin (except for those textual marks that protrude into the margin). This is because (*a*) the person implementing the corrections should not have to read the whole document but need only scan the margin for corrections and (*b*) some of the textual marks are not specific enough and require amplification.

To distinguish them from replacement text, instructions written in the margin are ringed. Symbols consisting entirely of dots (full point, colon, and ellipsis points) are also ringed, for fear that they might be overlooked.

The marginal marks are written in the nearer margin; when there are two or more in the same line they are written from left to right, in the same sequence as the text corrections.

Each marginal mark is followed by (or incorporates) a stroke (/): this serves to draw attention to isolated marks and also to separate a sequence of marks on the same line.

The following list gives the traditional marks for the most commonly occurring corrections.

	Text mark	Marginal mark
Delete letter	housse	ℌ/
Delete word	this ~~this~~	ℌ/
Close up (delete space)	hou ses	⌒/
Insert letter (or word)	houes	s/
Substitute letter	houtes	s/
Substitute word	~~this~~ houses	*these*/
Insert space	thishouse	#/
Substitute space (for hyphen)	fully-fitted	#/
Delete hyphen (and close up)	un-equal	ℌ/
Reduce space	this ⏐ house	⊞/
Stet (cancel correction)	~~this~~ house	(stet)/
Transpose words	⏐house⏐this⏐	(trs)/
Start new paragraph	house. The	¶/
Run on (no new paragraph)	new house.	
Add space between lines	Each time ——— which was	#
Reduce space between lines	every time which was	

Change to capital letters	in dublin	(cap)/
Change to lower case	in the City	(l.c.)/
Change to italic	the Titanic	(ital)/
Change to small capitals	see houses	(s.c.)/
Change to roman	*this* house	(rom)/
Change to bold type	In Dublin	(bold)/
Indent	This house	□/
Cancel indent	This house	
Centre	In Dublin	(centre)/
Take over (to next line)	which re-	
Take back (to previous line)	sulted in	
Wrong font	this house	(w.f.)/
Superscript	and 14C	
Subscript	is H2O	

Symbols for particular characters

full point		⊙/
colon		⊙/
ellipsis points		⊙/
(three full points separated by non-breaking spaces)		
hyphen		-/
dash		*m*/
en rule		*n*/
oblique stroke		(/)/
apostrophe		
quotation marks		