

Proofreaders' Marks

OPERATIONAL SIGNS	TYPOGRAPHICAL SIGNS
↵ Delete	<i>ital</i> Set in italic type
○ Close up; delete space	<i>rom</i> Set in roman type
⊖ Delete and close up (use only when deleting letters <i>within</i> a word)	<i>bf</i> Set in boldface type
<i>stet</i> Let it stand	<i>lc</i> Set in lowercase
# Insert space	<i>caps</i> Set in capital letters
<i>eq #</i> Make space between words equal; make space between lines equal	<i>sc</i> Set in small capitals
<i>hr #</i> Insert hair space	<i>wf</i> Wrong font; set in correct type
<i>ls</i> Letterspace	X Check type image; remove blemish
¶ Begin new paragraph	∨ Insert here or make superscript
□ Indent type one em from left or right	∧ Insert here or make subscript
] Move right	PUNCTUATION MARKS
[Move left	↗ Insert comma
] Center	↵↵ Insert apostrophe or single quotation mark
┌ Move up	“ ” Insert quotation marks
└ Move down	○ Insert period
<i>fl</i> Flush left	<i>set</i> ? Insert question mark
<i>fr</i> Flush right	Insert semicolon
== Straighten type; align horizontally	↵ or : Insert colon
Align vertically	= Insert hyphen
<i>tu</i> Transpose	<u>M</u> Insert em dash
<i>sp</i> Spell out	<u>N</u> Insert en dash
	{ } or () Insert parentheses

Fig. 3.1. Proofreaders' marks.

] Authors /s Proofreaders [

(*ctr* / *lc*)

fl ["I don't care what kind of type you use for my book," a myopic author once said to the publisher, but please print the proofs in large type. With current technology, such a request no longer sounds ridiculous to those familiar with typesetting and printing.¹ Yet even today, type is not reset except to correct errors. Proofreading is an art and a craft. All authors should know the rudiments thereof though no proofreader expects them to be masters of it. Watch proofreader expects them to be masters of it. Watch not only for misspelled or incorrect words (often a most abusive error but also for misplaced spaces, "unclosed" quotation marks and parentheses, and improper paragraphing; and learn to recognize the difference between an em dash—used to separate an interjectional part of a sentence—and an en dash [used commonly] between continuing numbers e.g., pp. 5–10; & d. 1165–70) and the word-dividing hyphen. Whatever is underlined in a (MS) should, of course, be italicized in print. Two lines drawn beneath letters or words indicate that these are to be reset in small capitals; three lines indicate full capitals. To find the errors overlooked by the proofreader is the author's first problem in proof reading. The second problem is to make corrections using the marks and symbols, devised by professional proofreaders, that any trained typesetter will understand. The third—and most difficult—problem for authors proofreading their own works is to resist the temptation to rewrite in proofs.

(*caps + sc*)

Manuscript editor □ □

¶ 1. With electronic typesetting systems, type can be reduced in size or enlarged.

Fig. 3.2. Marked proof.

From the Chicago Manual of Style, 15th ed. p. 100-101