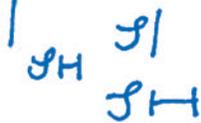
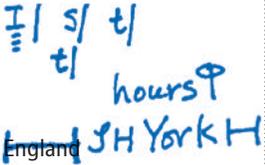


ANNEX B

How to correct proofs: Standard proofing marks

| INSTRUCTION | SYMBOL | EXAMPLE | |
|-------------------------------------|---|---|--|
| | | TEXT | MARK IN THE MARGIN |
| delete |  (deleatur) | the traffics etc. in this way |  |
| delete and leave space |  | New Jersey |  |
| delete and close up |  | macroeconomic |  |
| insert a letter or punctuation mark |  | sensible growth immanent an old bonze |  |
| insert a word |  | to be or not be |  |
| replace what was omitted |  | It lay of Capri |  |
| make a correction | | Itx cloudy outside an aptitude the We visited in New England |  |

| INSTRUCTION | SYMBOL | EXAMPLE | |
|---|--------|---|--------------------|
| | | TEXT | MARK IN THE MARGIN |
| stet (leave unchanged) | --- | She had good reason to insist | <u>Stet</u> |
| insert a space | # or † | a job well done | # |
| equalise space between words |) | To be or not to be |) |
| close up/delete space | ↑ | They left happily. | ↑ |
| change case: upper change case: lower | | the royal Society's funding of University research. | R u r (c) |
| multiple corrections of the same error | | all's will that ands wall | e |
| move right | ↗ | on the one hand | ↗ |
| move left | ↖ | but, on the other hand | ↖ |
| decrease line space | → | Do the musicians understand that the dancers have finished? | → |
| increase line space | ⊥ | There is always an easy solution to every human problem – neat, plausible, and wrong. (H.L. Mencken) | ⊥ |

| INSTRUCTION | SYMBOL | EXAMPLE | |
|--------------------------------------|--------|--|--------------------|
| | | TEXT | MARK IN THE MARGIN |
| transpose adjacent letters | | the Secretariat's draft report | |
| transpose non-adjacent letters | | Chinese Taipei | |
| transpose words | | He who everybody praises, praises nobody. | |
| | | (Samuel Johnson) | |
| transpose lines | | Blessed is the man who, having us wordy evidence of the fact. nothing to say, abstains from giving | |
| | | (George Eliot) | |
| new paragraph | | Tiger, tiger, burning bright. forests of the night, | |
| run on (no new paragraph) | | You see things; and you say "Why?" But I dream things that never were; and I say "Why not?" | |
| | | (G.B. Shaw) | |
| move up from line below ¹ | | Ambition is the last refuge of failure. | |
| | | (Oscar Wilde) | |
| move down to next line ² | | The more minimal the art, the more maximum the explanation. | |
| | | (Hilton Kramer) | |

1. For clarity, the word with the mistake can be rewritten correctly and circled.

2. By altering the size of the space between words, the printer can lengthen or shorten the text contained on one line.

| INSTRUCTION | SYMBOL | EXAMPLE | |
|---|--------|--|--------------------|
| | | TEXT | MARK IN THE MARGIN |
| wrong font | | As one g rows older, one becomes wiser and more foolish. (Rochefoucauld) | |
| change of type style | | FOURNIER in his <i>book</i> <i>Memories of Rome</i> recalls.. | |
| letters and numbers in superscript; apostrophes | | E=MC ² Theres the kings messenger | |
| numbers in subscript | | CO ₂ | |

1. "rom." is to indicate roman, unslanted, type, the opposite of italic type.



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