Proof correction marks

(based on BS 5261 part 2)

Instruction	Textual mark	Margin mark	Comment
No corrections on this page	[None]	/	Mark indicates that the page has been looked at.
Leave unchanged ('stet')	InterColor consortium	⊘	Often added to cancel an instruction wrongly requested.
Remove unwanted marks	under no circumstances	✕	May be applied to blemishes in reprographics
Refer to appropriate authority	(InterColor) consortium	?	For use when the proofreader is unsure, or where a style guide can be referred to
Insert new matter	The/red hen	little /	
Insert additional matter	required./However, as	/⟨A⟩	Additional matter is supplied on a separate sheet marked with reference letter.
Delete	See ~~the~~ table on page 5.	∂	(In practice, these are usually the same in modern type-setting: 'close up' can be inferred from context.)
Delete & close up	See ~~the~~ table on page 5.	∂̂	
Substitute character	The little red h/n	e	
Substitute string of characters e.g. word	The little ~~red~~ hen	black	Vertical marks at end of line help to indicate boundaries.
Wrong type font used; replace with correct font	Too (many) cooks	⊗	(May also need to refer to style guide or give type specifications.)
Insert a full point	This sentence must end/	⊙	(The encircling ring helps to identify the character, which might otherwise be mistaken for a spot on the proof.)
Insert a colon	This clause has a point/	⊙̈	
Insert a semi-colon	This is wrong/ I should	;	(In this example, a semi-colon is being substituted rather than inserted.)
Insert a comma	Fish/chips and peas	, or ⊙	(As a comma is so small, to circle it might be wise.)
Insert single quotes	The/liberated/territory	ʼ ʼ	The additional mark under the punctuation helps to indicate the superscript positioning
Insert double quotes	The/liberated/territory	" "	
Insert apostrophe	The childs pajamas	ʼ	
Substitute character in superscript or subscript position	23,500 m/3 of lumber	₃	
	An escape of CO_2 gas	₂	

This card was prepared by Conrad Taylor of Popular Communication Courses

Instruction	Textual mark	Margin mark	Comment
Set in or change to italics	An incredible fortune	⌐⌐	
Set in or change to bold	An incredible fortune	∿	
Set in or change to bold italics	An incredible fortune		
Set in or change to capitals	When in Rome, do as	≡	
Set in or change to small capitals	When in Rome, do as	=	(Some typefaces have a complementary 'expert set' containing small capitals.)
Capitals for initials; rest in small capitals	When in Rome, do as	≣	
Change capitals to lower case	FAILURE is seen	≢	
Change small capitals to lower case	FAILURE is seen	≠	
Change italic to roman	An incredible fortune		
Start new paragraph	are confirmed. The new name for the company is	⌐	
No new paragraph; run on	are confirmed. The new name for the	⌒	
Insert space between characters/words	This typeface is called	or #	# is typographer's shorthand for 'space'.
Close space between characters/words	This type face is called	⌣	
Indent text by amount indicated	are confirmed. The new name for the company	⌐ 1 em	(An em is a space equal to the body size of the type; other units of measure could also be used e.g. millimetres.)
Cancel indent	are confirmed. ←The new name for the company		
Transpose characters	Accidents ahppen		
Transpose words	This fat full cheese		
Take over to new line	Cider apples have been a major source of income		
Take back to preceding line	Cider apples have been a major source of income		