

# MARKED PROOF

## Please correct and return this set

Please use the proof correction marks shown below for all alterations and corrections. If you wish to return your proof by fax you should ensure that all amendments are written clearly in dark ink and are made well within the page margins.

<i>Instruction to printer</i>	<i>Textual mark</i>	<i>Marginal mark</i>
Leave unchanged	... under matter to remain	Ⓟ
Insert in text the matter indicated in the margin	⋏	New matter followed by ⋏ or ⋏ <sup>Ⓢ</sup>
Delete	/ through single character, rule or underline or ⌞ through all characters to be deleted	Ⓞ or Ⓞ <sup>Ⓢ</sup>
Substitute character or substitute part of one or more word(s)	/ through letter or ⌞ through characters	new character / or new characters /
Change to italics	— under matter to be changed	↵
Change to capitals	≡ under matter to be changed	≡
Change to small capitals	≡ under matter to be changed	≡
Change to bold type	~ under matter to be changed	~
Change to bold italic	≈ under matter to be changed	≈
Change to lower case	Encircle matter to be changed	≡
Change italic to upright type	(As above)	⋈
Change bold to non-bold type	(As above)	⋈
Insert 'superior' character	/ through character or ⋏ where required	Y or Y under character e.g. Y or Y
Insert 'inferior' character	(As above)	⋏ over character e.g. ⋏
Insert full stop	(As above)	⊙
Insert comma	(As above)	,
Insert single quotation marks	(As above)	Y or Y and/or Y or Y
Insert double quotation marks	(As above)	Y or Y and/or Y or Y
Insert hyphen	(As above)	⌞
Start new paragraph	┐	┐
No new paragraph	┐	┐
Transpose	┐	┐
Close up	linking ○ characters	○
Insert or substitute space between characters or words	/ through character or ⋏ where required	Y
Reduce space between characters or words		↑