

## Proofreaders' Marks

### OPERATIONAL SIGNS

	Delete
	Close up; delete space
	Delete and close up (use only when deleting letters <i>within</i> a word)
	Let it stand
	Insert space
	Make space between words equal; make space between lines equal
	Insert hair space
	Letterspace
	Begin new paragraph
	Indent type one em from left or right
	Move right
	Move left
	Center
	Move up
	Move down
	Flush left
	Flush right
	Straighten type; align horizontally
	Align vertically
	Transpose
	Spell out

### TYPGRAPHICAL SIGNS

	Set in italic type
	Set in roman type
	Set in boldface type
	Set in lowercase
	Set in capital letters
	Set in small capitals
	Wrong font; set in correct type
	Check type image; remove blemish
	Insert here or make superscript
	Insert here or make subscript

### PUNCTUATION MARKS

	Insert comma
	Insert apostrophe or single quotation mark
	Insert quotation marks
	Insert period
	Insert question mark
	Insert semicolon
	Insert colon
	Insert hyphen
	Insert em dash
	Insert en dash
	Insert parentheses

{ | } or ( | ) Insert parentheses

Fig. 3.1. Proofreaders' marks.

The Chicago Manual of Style,  
15<sup>th</sup> edition, 2003

## ] Authors /s Proofreaders [

(ctr) / (lc)

[ "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.<sup>1</sup> 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 proofreading. 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.