

Authors / Proofreaders

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“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 illusive error but also for misplaced spaces, “unclosed” quotation marks and parenthesis, 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.

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Manuscript editor

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

# Publishing Workflow

## The Editor

(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 <sup>o</sup> 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 <del>red</del> hen	little <del>h</del>	
Insert additional matter	required. <del>h</del> However, as		Additional matter is supplied on a separate sheet marked with reference letter.
Delete	See <del>the</del> table on page 5.		(In practice, these are usually the same in modern typesetting: 'close up' can be inferred from context.)
Delete & close up	See <del>the</del> table on page 5.		
Substitute character	The little red h <del>y</del> n	e	



# Tracking Changes Microsoft Word

