Authors As Proofreaders ["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 familar with typesetting and printing.1 Yet even today, type is not reset exerct to correct (b) errors. Proofreading is an Art and a craft. All authors should know the rudiaments 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 works (often a most illusive error but also for misplace dspaces, "unclosed?" quotation marks and parenthesis, and imporper 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 (b) 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 (ital) lines drawn beneath letters or words indicate that these are to be reset in small capitals/three lines indicate o full capitals To find the errors overlooked by the proofreader is the authors first problem in proof reading. The sectond prolem is to make corrections using the by marks and symbols, devized by proffesional proofreaders, than 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. Manuscript editor [I. With electronic typesetting systems, type can be reduced in size or

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 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.	8)	(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.	<u> </u>	
Substitute character	The little red h <mark>y</mark> in	е	

Tracking Changes Microsoft Word

