

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')	<u>InterColor consortium</u>		Often added to cancel an instruction wrongly requested.
Remove unwanted marks	under ^o no circumstances		May be applied to blemishes in reprographics
Refer to appropriate authority	<u>InterColor</u> consortium		For use when the proofreader is unsure, or where a style guide can be referred to
Insert new matter	The red hen		
Insert additional matter	required. However , as		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 typesetting: 'close up' can be inferred from context.)
Delete & close up	See the table on page 5.		
Substitute character	The little red hy n		

Authors /s Proofreaders

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Manuscript editor

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

Tracking Changes Microsoft Word

