

# Proof Readers Marks

Instruction	Mark in Margin	Mark in Type	Corrected Type
Delete		the <del>good</del> word	the word
Inset indicated material	good	the word ^	the good word
Let it stand	(STET)	the <del>good</del> word	the good word
Make capital	(CAP)	the <u>w</u> ord	the Word
Make lower case	(LC)	<del>T</del> heWord	the Word
Set in small capitals	(SC)	See <u>word</u> .	See word.
Set in italic	(ITAL)	The word is <u>word</u> .	The word is <i>word</i> .
Set in boldface	(BF)	the entry <u>word</u>	the entry <b>word</b>
Transpose	(TR)	the <u>word</u> <u>good</u>	the good word
Close up space	∩	the wo rd	the word
Delete extra word space	∩	the word	the word
Delete and close up space		the wo rd	the word
Spell out	(SP)	② words	two words
Insert space	#	the word	the word
period	○	This is the word <sub>^</sub>	This is the word.
comma	∧	words <sub>^</sub> words, words	words, words, words
hyphen	△	word <sub>^</sub> for <sub>^</sub> word	word-for-word
colon	⊙	the following words <sub>^</sub>	the following words:
semicolon	∧	Scan the words <sub>^</sub> Skim the words	Scan the words; Skim the words
apostrophe	∨	John's words	John's words
quotation marks	⊕ / ⊖ /	the word <sub>^</sub> word <sub>^</sub>	the word "word"
parentheses	(/)/	The word <sub>^</sub> word <sub>^</sub> is in parentheses	The word (word) is in parentheses
asterisk	*	word <sub>^</sub>	word*
Run in	(RUN IN)	The entry word is printed in boldface. → ← The pronunciation follows.	The entry word is printed in boldface. The pronunciation follows.
Move left	⊔	⊔ the word	the word
Move right	⊓	<u>the</u> word	the word
Align		the word    the word    the word	the word the word the word

## **"Proofs"**

**Definition:** A general term for a variety of options for seeing what your file will look like when printed is a **proof**. Printing proofs are used for checking that all text and graphics and colors come out as expected before going to press. A prepress proof uses ink jets, dyes, overlays or other methods to simulate the final printed piece. A press proof uses the printing plates and inks specified for the job.

Proofing your work comes at various stages but there are specific types of proofs created during prepress and printing that allow the designer to see if their piece will come out as intended in the final printing. Different types of printing proofs are more accurate than others but with increased accuracy comes increased costs.

## **"Press Proof"**

**Definition:** A **press proof** is a proof from the printing press, plates, and actual inks specified for the job. A press proof is used to verify images, tone values, colors, and imposition. Because it involves setting up the job and running a proof on the actual paper to be used, it is normally done with the designer on-site (and sometimes your customer as well). It's your last chance to get it right and can add additional cost to the job.

## **"Contract Proof"**

**Definition:** The **contract proof** is usually a color proof that is looked on as a contract between the printer and client as the final proof before going to press. Currently the de facto standard for a contract proof is a Matchprint or laminate proof although some high-end digital proofs are considered good enough to accurately predict color from the press.

## **When and Why to Use Proofreading Marks**

Three important rules of desktop publishing are: 1. Proofread, 2. Proofread, 3. Proofread. But once you've proofread the material how do you indicate the needed changes? You don't have to be a professional proofreader to benefit from the use of standard editors' marks and proofreading marks.

Proofreaders' proofreading marks are a combination of symbols and short notations used to mark up both draft documents and typeset pages. Markup may occur at two different stages:

1. when copyediting material (editors' marks) before typesetting
2. when proofreading typeset materials (proofreaders' marks).

The symbols are virtually identical but may be used slightly differently depending on the material.

## Why to Use Proofreading Marks

*Just because most of your work is done on the computer doesn't mean marking up a hard copy is obsolete.*

*There are some types of errors that only become obvious when seen in print. Don't rely solely on what you see on-screen.*

*Proofreaders' proofreading marks **provide consistency** and help to **avoid miscommunication**. Whether sharing work with others or proofing your own work, proper use of proofreaders' marks saves time and frustration.*

## How to Use Proofreaders' Proofreading Marks

*There's no need to memorize every one of the dozens of symbols used in proofreading. You'll become familiar with the most frequently used symbols quickly enough. Keep a chart handy for everything else. (See the sidebar for several different charts of proofreaders' marks.)*

- *At the copyediting stage text is often double-spaced, leaving plenty of room for inserting editors' marks and notations within the text. At this stage most markup will indicate additions and deletions due to grammar, spelling, and style.*
- *In single-spaced or typeset material use carets, circles and other simple marks in the text to indicate a problem. Place proofreaders' marks and notations in the margin adjacent to each line of marked up text to indicate what to do. Markup at this stage indicates typesetting errors such as transposed characters, incorrect fonts, improper indentation or text spacing, widows and orphans, or missing design elements.*