

PROOFREADING

Beware the spell checker. Errors make their way into print because of over-reliance on automated spell checking. A misspelled word may become another word that passes the spell checker. The only way to guarantee accuracy is to proofread.

Reading on screen is best if you enlarge the page of type to 200 percent or more. Even at 100 percent on a flat screen, it may be difficult to discern certain letters.

A proofreader works with language as well as the language of type. They mark the proof where it differs from the original copy, such as where letters, words, lines, and spacing are omitted, duplicated, or incorrect.

Proofreading marks provide consistency and avoid miscommunication. Whether sharing your work with others, checking another's work, or proofing your own work, proper use of proofreader's marks saves time and improves communication.

Carefully and slowly read the writing out loud. Often your ear will hear what your eye missed.

Read sentence by sentence. Some proofreaders read from bottom to top. This technique interrupts the logical flow of the prose and neutralizes any impression of correctness arising from the knowledge of what one meant to say.

Use the dictionary to check any words of which you are unsure, and to check for correct prepositions, verb tenses, and irregular forms. Online search engines help with proper names.

Cross out characters carefully and clearly, including punctuation; the corrector must be unable to mistake what you want. Good handwriting is essential.

Also check that...

- periods did not become commas
- dashes are real dashes and not two hyphens in a row
- quote marks are not inch marks
- two spaces in a row are corrected to one
- three hyphens in a row are made no more than two
- lone words at the top of a column or page are fixed

PROOFREADER'S MARKS

The proofreader's marks shown on the following pages are standard and should be familiar to everyone working with type. It is important to use these accepted signs, rather than others which will not be understood by the typesetter. Marking changes with a colored pen or pencil enables the typesetter to see the corrections more easily. The illustration on page 46 shows how these symbols are used in actual practice.

Proof with errors marked

cap THE PRACTICE OF TYPOGRAPHY, if it *cb* followed faithfully, is hard work—*f*
of full of detail, full *x* petty restrictions full of drudgery, and not *h*
lc Greatly rewarded as men now count rewards: There are times *o*
v when we need to bring to *it*, all the history and art and feeling
e that *w* can, to make it bearable. *~*
no q But in the light of history *x* and of art, and of knowledge and *h*
v of man's achievement, it is as interesting *v* a *v* work *v* as *v* exists—*v*
a broad and humanizing employment which can *indeed* be followed *r*
eg # merely *v* as *v* a trade, but which if perfected *o* into an art, or even *wt*
v broadened *into* a profession, will perpetually open new horizons
tr to *eyes* *our* and opportunities to our hands.

—D. B. Updike *sc* *→*

Proof after corrections have been made

THE PRACTICE OF TYPOGRAPHY, if it be followed faithfully, is hard work—full of detail, full of petty restrictions, full of drudgery, and not greatly rewarded as men now count rewards. There are times when we need to bring to it all the history and art and feeling that we can, to make it bearable. But in the light of history, and of art, and of knowledge and of man's achievement, it is as interesting a work as exists—a broad and humanizing employment which can indeed be followed merely as a trade, but which if perfected into an art, or even broadened into a profession, will perpetually open new horizons to our eyes and opportunities to our hands.

—D. B. UPDIKE

Proofreading is only as useful as the clarity of communicating corrections to someone else. Colored pens are very popular and sometimes different proofreaders may use different colored pens so one can identify the person who made the change. Clear writing is essential so the person making the corrections can understand what must be done.

After changes are made, it is important to verify that they were made by checking the corrected text against the marked-up proof. Proofreading is a vital step that assures correctness, consistency, and clear communication. Do not think that spell checkers and electronic aids substitute for good old-fashioned proofreading.

Delete and insert

l Delete, take out

⓪ Delete and closeup

/s LETTER SP A CE

Insert space (more space)

Em quad space or indentation

stet Let it stand—(all matter above dots)

Punctuation marks

Period

^ Comma

; Semicolon

: Colon

' Apostrophe or 'single quote'

“ Open quotes

” Close quotes

? Question mark or Query

! Exclamation point or Bang

= Hyphen

(/) Parentheses

- Dash

Style of type

wf Wrong font or **style of type**

lc Set in **LOWERCASE** or **LOWERCASE**

caps Set in capital letters

sc Set in small capitals

rom Set in roman type

ital Set in italic type

lf Set in light face type

bf Set in bold face type

Spacing

⓪ Close up entirely; take out space

˘ Less space between words

Insert space

Paragraphing and position

] Move to right

[Move to left

└ Lower letters or words

┐ Raise letters or words

= Align horizontally

|| Align vertically

¶ Begin a paragraph

no ¶ No paragraph.

run in Run in

flush ¶ No paragraph indentation

tr Transpose letters in a word

tr Transpose enclosed in circle **matter**

Miscellaneous

× Broken type

∩ Invert (upside down type)

↓ Push down space

sp Spell out **Capt Smith**

ok % OK "with corrections"

ok % or "as corrected"

⋯ Ellipsis