

Proof correction marks (based on BS5261 part 2)

Instruction	Text mark	Margin mark	Comment
No corrections on this page	(none)		Mark indicates that the page has been looked at.
Leave unchanged ('stet')	<u>Petersfield consortium</u>		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	Petersfield consortium		When the proofreader is unsure or where a style guide can be referred to.
Insert new matter	The red hen	little h	
Insert additional matter	required h However, as		Additional matter supplied on a separate sheet marked with reference letter.
Delete	See the table on page 5.		
Substitute character	The little red h h n		
Substitute string of characters e.g. word	The little red hen	black	Vertical marks at end of line help indicate boundaries.
Wrong type font used, replace with correct font	The red hen		May also need to refer to style guide or give type specifications.
Insert full point	The little red hen left h		Encircling ring helps identify the character which might otherwise be mistaken for a spot on the proof.
Insert a colon	This clause leads to h		
Insert a semi-colon	This is wrong h I should		
Insert a comma	Blood h sweat and tears		
Insert single quotes	The h sensible h option		The additional mark under the punctuation helps to indicate the superscript positioning
Insert double quotes	The h sensible h option		
Insert apostrophe	The cat's h whiskers		
Substitute character in superscript or subscript position	20,000m h container		
	CO h emissions		

