COLUMN
COMMUNICATIONS
GRAPHIC DESIGN

bold

How to mark up your corections

r

Marking up your corrections in a simple, clear and standard manner helps ensure that your ~~your~~ amends are done quickly and accurately. You don't need to know every proof reading symbol – there are dozzens of them – but ~~just~~ enough to get you by.

stet

The most common mistake made by inexperienced proof readers is to try to insert a correction between the lines of text. It's much better to insert the proofing symbol amongst the text but mark the correction in the margin where there is a clear space.

#

ital

Additionally, making corrections in a subtle way is asking for trouble. For example, inserting a comma or full **stop** without circling it can easily be missed by the designer. And finally, please write clearly using a blue or red pen.

NP

CAPS

these paragraphs demonstrate the use of common symbols and working in the margins. Opposite you will see a list and explanation of the proof reading symbols most frequently used

For further advice, call Phillip Lyndon on 020 8810 1202
or email phil@columncomm.co.uk

What the marks mean and how to use them			
Instruction	Mark in text	In margin	Note
Insert letter r		r	Use mark in text then letter or word to be inserted in margin
Insert full stop		⊙	
Insert space		#	
Delete letter z	z		Delete character, space, full stop, comma, para etc
Delete word	~~your~~		Delete whole word
Ignore correction	.....	stet	Use dotted line under correction to be ignored
Make bold	∿∿∿	bold	Use wavy line under text to be set in bold
Make roman	∿✗∿	roman	To unbold bold text, strikethrough the wavy line
Make italic		ital	Use symbol under text to be italic. To make roman, use strikethrough
Make new para		NP	Can use symbol or NP, or both for clarity
Make capitals	≡≡≡	CAPS	Underline text to be capped up. To uncap, use strikethrough