



## *'How-to' guide to proof-correction symbols*

Welcome to **paperlessproofs**, the electronic system for marking up proof corrections on PDFs using British Standard (BS 5261) proof-correction symbols.

This guide illustrates the use of the proof-correction symbols under a series of 'How do I ...' headings

Please read through it before you begin so that you can achieve effective and accurate mark up of proofs .

# How do I ...

## **Insertions**

insert new characters or words?  
add text that is too long to fit in the margin?

## **Change words/characters**

change existing characters or words?

## **Deletions**

delete a single character?  
delete multiple characters or words?

## **Text formatting**

change text to italics?  
remove italics?  
change text to bold?  
remove bold?  
change text to bold italics?  
remove bold italics?  
change letters to capitals?  
change capital letters to lower case?  
change letters to small capitals?  
change small capitals to lower case?  
change text to capitals for initial letters and to small capitals for the rest of the word?  
insert a superior character such as an asterisk, numeral or letter?  
change any character to a superior character?  
underline text?

## **Adjust layout**

show the start of a new paragraph?  
indent or move the beginning of lines to the right?  
cancel an indent or move the end of lines to the left?  
indicate that there should not be a new line or new paragraph?  
take text over to the next line, column or page?  
take back to the previous line, column or page?  
move text or figures to the left?  
move text or figures to the right?  
centre text or figures?  
transpose adjacent characters, words or figures?  
transpose two characters, words or figures that are not adjacent?  
transpose adjacent lines or figures?  
transpose two lines or figures that are not adjacent?  
raise matter?  
lower matter?  
justify a line to a specific measure?  
justify a column to a specific measure?  
correct vertical alignment?  
correct horizontal alignment?  
unjustify text?

## **Adjust spacing**

remove all space between characters or words?  
insert more space between characters, words or figures?  
replace characters, words or figures with space?  
reduce space between characters, words or figures?  
make space equal between characters, words or figures?  
insert more space between lines?  
reduce space between lines?  
insert a fixed space?  
change a character or a variable space to a fixed space?  
insert a thin space?  
change a character or normal space to a thin space?

## **Punctuation**

insert a full stop, period or decimal point?  
change a character to a full stop, period or decimal point?  
insert a comma?  
change a character to a comma?  
insert a colon?  
change a character to a colon?  
insert a semi-colon?  
change a character to a semi-colon?  
insert an opening single quote?  
insert an apostrophe or a terminal single quote?  
change a character to an opening single quote?  
change a character to an apostrophe or a terminal single quote?  
insert an opening double quote?  
insert closing double quote?  
change a character to an opening double quote?  
change a character to a closing double quote?  
Insert an ellipsis or leader dots?  
change a character to an ellipsis or leader dots?  
insert a hyphen?  
change a character to a hyphen?  
insert a rule?  
change a character to a rule?  
insert an oblique?  
change a character to an oblique?



## **Miscellaneous**




raise a query  
indicate type is the wrong font (face or size)?  
mark damaged characters to be fixed or extraneous marks to be removed?  
indicate that a change is not to be made?  
turn type or figures?

## How do I ...?

---


### insert new characters or words?



Place  in the text exactly where the insertion is required. Select the insert text tool and click in the margin. Type the new characters or words, and place  immediately after them.

 that a man in possession  single   
wife.

---



### change existing characters or words?


Delete the characters or words in the text using the cross out tool. Select the insert text tool and click in the margin. Type in the new characters or words, and place  immediately after them.

 IT is a truth acknowledge  
possession of a  good fortun  
However little known the

---


### delete a single character?



Place  on the character to be deleted. Use  in the margin.

 “How so? how can it affect  
“My dear Mr Bennett,” re  
tiresome!

---




### delete multiple characters or words?

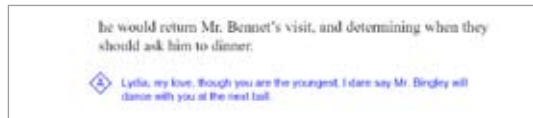
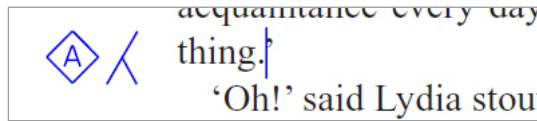
Use the cross-out tool to mark the affected text. Use  in the margin.

 may be on his first  
well fixed in the  the minds  
considered as the rightful p

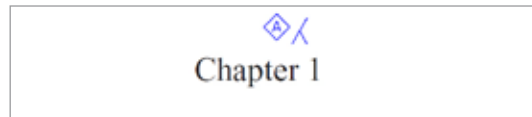
---

## add text that is too long to fit in the margin?


Place  in the margin, followed by  if the text is new, or by  if it is an alteration to existing text. Use the same mark at the foot of the page. Use the insert-text tool to open a box, then type in the text.

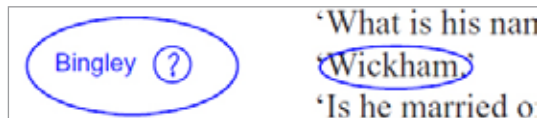


Alternatively, the material may be in an attached file.



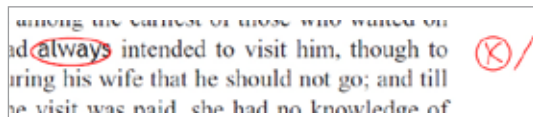
## raise a query

Use the insert-text tool to type in the query in the margin Place  at the end of a query, and use the oval tool to ring the query to ensure it does not get set.





### indicate type is the wrong font (face or size)?

Use the oval tool to circle the text and place  in the margin, followed by .



### mark damaged characters to be fixed or extraneous marks to be removed?

Use the oval tool to circle the character(s) to be fixed or marks to be removed, and place  into the margin, followed by .



### change text to italics?

Use the polygon tool to underline the text to be changed, and place  in the margin, followed by .




### remove italics?

Use the oval tool to circle the text to be changed, and place  in the margin, followed by .



### change text to bold?

Use  under text to be changed, and in the margin followed by . Where space does not permit the textual mark, use the oval tool to circle the text to be changed.






### remove bold?

Use the oval tool to circle the text to be changed, and place  in the margin, followed by .



### change text to bold italics?

Use the polygon tool to underline the text and place  beneath it. Place  in the margin, followed by . Where space does not permit the textual marks, use the oval tool to circle the text to be changed.





### remove bold italics?

Use the oval tool to circle the text to be changed, and place  in the margin, followed by .



### change letters to capitals?

Place  under text to be changed, and in the margin, followed by . Where space does not permit the textual mark, use the oval tool to circle the text to be changed.





### change capital letters to lower case?

Use the oval tool to circle the text to be changed, and place  in the margin, followed by .



### change letters to small capitals?

Place  under text to be changed, and in the margin, followed by . Where space does not permit the textual mark, use the oval tool to circle the text to be changed.







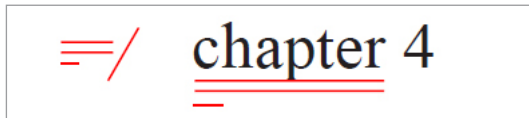
### change small capitals to lower case?

Use the oval tool to circle the text to be changed, and place  in the margin, followed by .



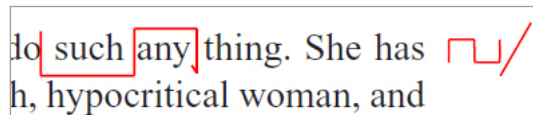
### change text to capitals for initial letters and to small capitals for the rest of the word?

In the text, place  under initial letters and  under the rest of the word(s) to be changed, and  in the margin, followed by . Where space does not permit the textual marks, use the oval tool to circle the text to be changed.



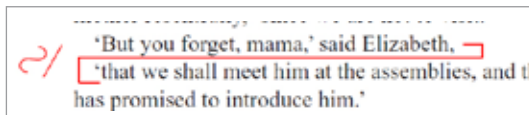
### transpose adjacent characters, words or figures?

Use the line tool to indicate the matter affected and place  in the margin, followed by .




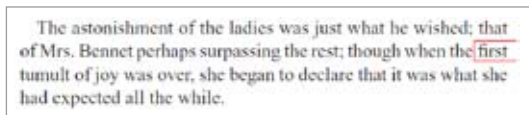
### indicate that there should not be a new line or new paragraph?

Use the line tool to run from the end of one line to the beginning of the next, and place  in the margin, followed by .




### take text over to the next line, column or page?

Use , resizing as required to extend into the margin; use without a separate margin mark.





### take back to the previous line, column or page?


Use , resizing as required to extend into the margin; use without a separate margin mark.

If I had known as much this morning, I certainly would not have called on him. It is very unlucky; but as I have actually paid the visit, we cannot escape the acquaintance now.  
The astonishment of the ladies was just what he wished; that

---



### insert a full stop, period or decimal point?


Use  where the insertion is required in the text, and place  in the margin, followed by .

ly have had my share of  
y thing extraordinary now.   
ughters, she ought to give

---




### change a character to a full stop, period or decimal point?


Cross out the character to be changed in the text, and place  in the margin, followed by .

impatently.  
/≡/ “You want to tell me, and  
This was invitation enough

---

### insert a comma?

Use  where the insertion is required in the text, and place  in the margin, followed by .

nd the girls may go or you   
perhaps will be still better

---

### change a character to a comma?

Cross out the character to be changed in the text, and place ☐ in the margin, followed by ☐.

Mr Bennet replied that he had  
“But it is,” returned she, “for  
she told me all about it.”

### insert a colon?

Use ☐ where the insertion is required in the text, and place ☐ in the margin, followed by ☐.

like you the best of the party.  
‘My dear, you flatter me. I  
beauty, but I do not pretend to

### change a character to a colon?

Cross out the character to be changed in the text, and place ☐ in the margin, followed by ☐.

THIS WAS INVITATION ENOUGH  
“Why, my dear, you must have  
taken by a young man of la


### insert a semi-colon?

Use ☐ where the insertion is required in the text, and place ☐ in the margin, followed by ☐.


perhaps will be still better  
them, Mr. Bingley might




### change a character to an apostrophe or a terminal single quote?

Cross out the character to be changed in the text, and place  in the margin.


ling here?"  
y can you talk so! But it is very likely



### insert an opening double quote?

Use  where the insertion is required in the text, and place  in the margin.



tiresome!  
You must know tha  
them."




### insert closing double quote?

Use  where the insertion is required in the text, and place  in the margin.


milies, that he is considered as  
or other of their daughters.  
ady to him one day, "have you




### change a character to an opening double quote?


Cross out the character to be changed in the text, and place  in the margin.

the rightful property of so  
My dear Mr Bennet," s  
heard that Netherfield Parl



### change a character to a closing double quote?


Cross out the character to be changed in the text, and place  in the margin.

no objection to hearing it. | 

---

### insert a superior character such as an asterisk, numeral or letter?


Use  where the insertion is required in the text. Place  in the margin, and type the desired character above it.

  ~~$E(t)$~~  construction cost  
 ~~$N(t)$~~  coefficient for ca  
after construction

---




### change any character to a superior character?

Cross out the character to be changed in the text. Place  and type the desired character above the symbol.

  ~~$Ee_{tot}(td)$~~  is total life cycle en  
 ~~$Ee(0)$~~  environmental co

---



### Insert an ellipsis or leader dots?


Use  where the insertion is required in the text. Place  in the margin, followed by ; add measurement for leader dots.

and see Mr. Bingley | 

---




### change a character to an ellipsis or leader dots?


Cross out the character to be changed in the text. Place  in the margin, followed by ; add measurement for leader dots.

e you loved our girls too  
Well, how pleased I am! /  
ou should have gone this

---



### insert a hyphen?

Hyphen. Use  where the insertion is required in the text, and place  in the margin, followed by .

e you loved our girls too  
Well, how pleased I am! /  
ou should have gone this

---

### change a character to a hyphen?

Cross out the character to be changed in the text, and place  in the margin, followed by .



---

### insert a rule?

Use  where the insertion is required, and place  in the margin, followed by . Add measurement (N, Ms, or mm) in a circle above the rule, when required.




---

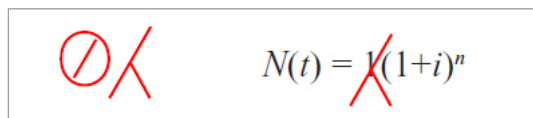
### change a character to a rule?

Cross out the character to be changed in the text and place  in the margin, followed by . Add measurement (N, Ms, or mm) in a circle above the rule, when required.



---

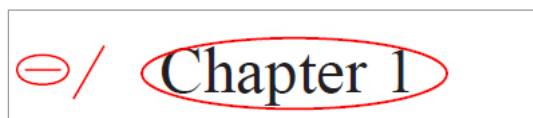
### insert an oblique?

Use  where the insertion is required in the text, and place  in the margin, followed by .



### change a character to an oblique?



Cross out the character to be changed in the text, and place  in the margin, followed by .

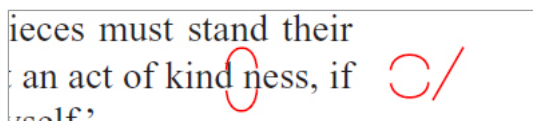


### underline text?




Use the oval tool to circle the text to be changed, and place  in the margin, followed by .

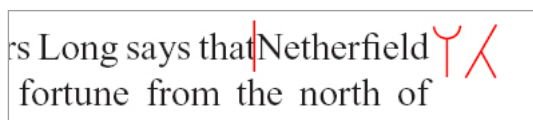
### remove all space between characters or words?

Use  in the text between characters or words where all space is to be deleted, resizing as required, and in the margin followed by .





### insert more space between characters, words or figures?

Use  where the insertion is required in the text, and place  in the margin, followed by .






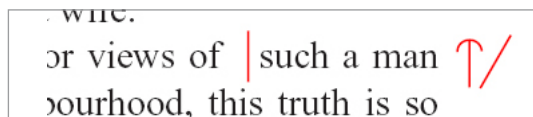
### replace characters, words or figures with space?

Cross out the characters, words or figures, and place  in the margin, followed by .

---




### reduce space between characters, words or figures?

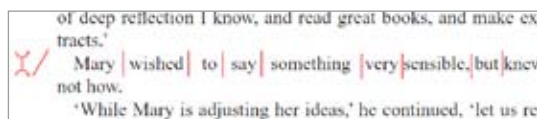
Use  in the space to be reduced, and place  in the margin, followed by .



---



### make space equal between characters, words or figures?

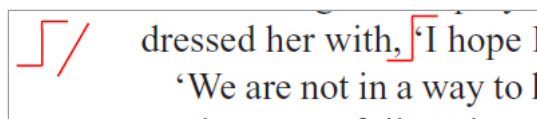
Use  between characters or words affected, and place  in the margin, followed by .



---





### show the start of a new paragraph?

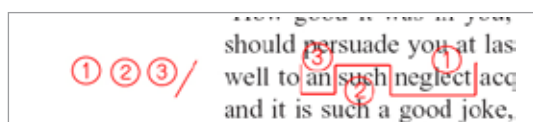
Use  in the text, and in the margin followed by .



---

### transpose two characters, words or figures that are not adjacent?

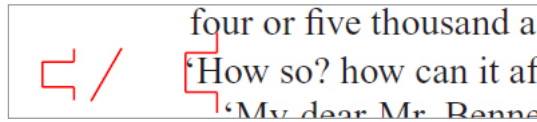
Use line tool to indicate the matter to be moved, and place    in the margin, followed by .







---

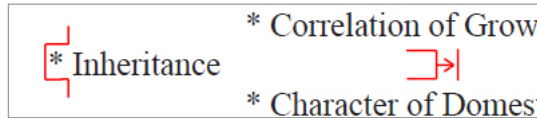
indent or move the beginning of lines to the right?

Use  in the text, placing the vertical marks at the point to which the matter is to be moved, and in the margin, followed by .





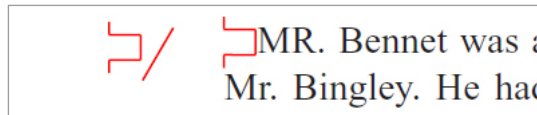
move text or figures to the right?

Use  in text at the beginning of the specified matter and  at the end to show the new position, resizing both to enclose the matter affected. Place  in the margin, followed by .






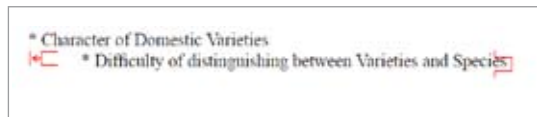
cancel an indent or move the end of lines to the left?

Use  in the text, placing the vertical marks at the point to which the text is to be moved, and in the margin, followed by .



move text or figures to the left?

Use  in the text to show the new position at the beginning of the line and [move left] at the end, resizing both to enclose the specified matter. Place  in the margin, followed by .

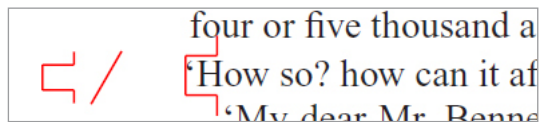


centre text or figures?

---


### indent or move the beginning of lines to the right?



Use  in the text, placing the vertical marks at the point to which the matter is to be moved, and in the margin, followed by .

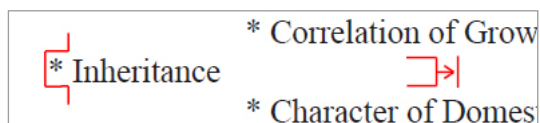


---

### move text or figures to the right?



Use  in text at the beginning of the specified matter and  at the end to show the new position, resizing both to enclose the matter affected.

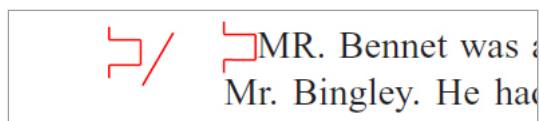
Place  in the margin, followed by .



---


### cancel an indent or move the end of lines to the left?

Use  in the text, placing the vertical marks at the point to which the text is to be moved, and in the margin, followed by .

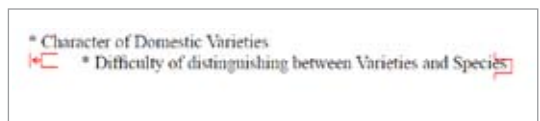


---

### move text or figures to the left?





Use  in the text to show the new position at the beginning of the line and [move left] at the end, resizing both to enclose the specified matter.

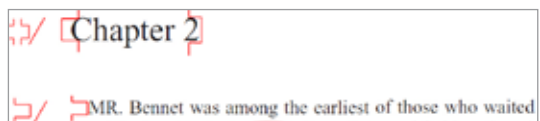
Place  in the margin, followed by .




---

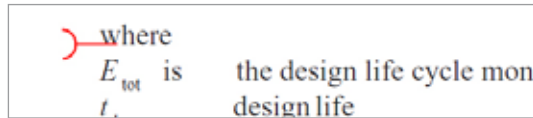
### centre text or figures?

Use  at the left and  at the right of the matter to be moved. Place  in the margin, followed by .




## insert more space between lines?

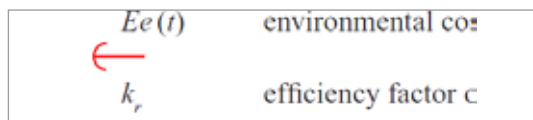
- In single-column setting or for a left-hand column, place  in the text so that it extends into the left margin. In a circle near the open curve give the size of the space to be inserted, if known; no separate margin mark is needed.



- For a right-hand column, place  so that it extends into the right margin. In a circle near the open curve give the size of the space to be inserted, if known; no separate margin mark is needed.

## reduce space between lines?

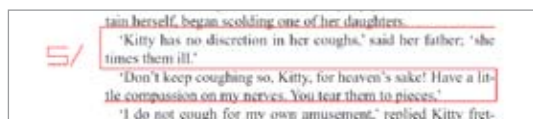
- In single-column setting or for a left-hand column, place  in the text so that it extends into the left. In a circle near the curve give the amount by which the space is to be reduced, if known; no separate margin mark is needed.



- For a right-hand column, place  so that it extends into the right margin. In a circle near the open curve give give the amount by which the space is to be reduced, if known; no separate margin mark is needed.

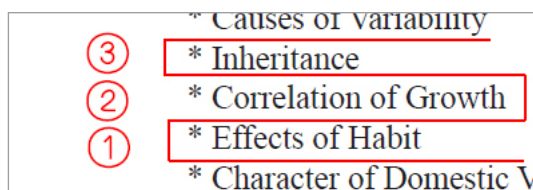
## transpose adjacent lines or figures?

Use the line tool to indicate the matter affected. Place  in the margin, followed by .






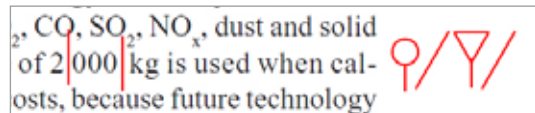
## transpose two lines or figures that are not adjacent?

Use the line tool to indicate the matter affected. Place    in the margin, followed by .



### insert a fixed space?

Use  where the insertion is required in the text, and place  in the margin, followed by .




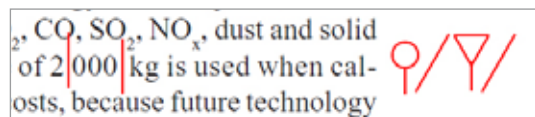
---

### change a character or a variable space to a fixed space?

Cross out the character to be changed or place  in the variable space in the text. Place  in the margin, followed by .




### insert a thin space?

Use  where the insertion is required in the text, and place  in the margin, followed by .




---

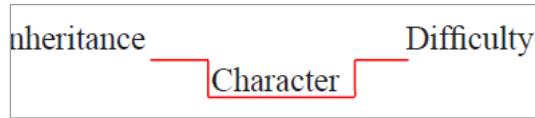
### change a character or normal space to a thin space?





Cross out the character or place  into the space to be changed in the text. Place  in the margin, followed by .

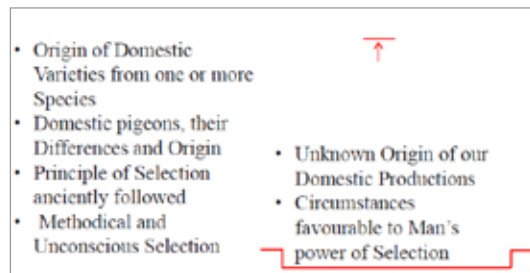
---

## raise matter?


To change alignment at the bottom, use  under the matter affected, resizing as required to extend the full width of the matter affected and to place the horizontal marks where the matter is to be aligned.

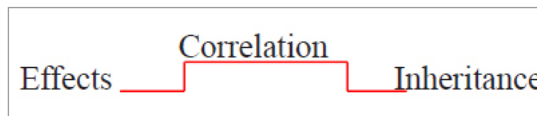





To change alignment at the top, use  under the matter to be raised, and  above matter to show the new position of the top of the matter, resizing as required to extend the full width of the matter affected. Place  in the margin, followed by .

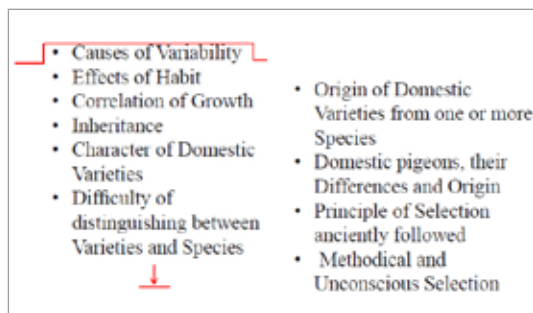


## lower matter?

To change alignment at the top, use  over the matter affected, resizing as required to extend the full width of the matter affected and to place the horizontal marks where the matter is to be aligned.



To change alignment at the bottom, use  above the matter to be lowered, and [line with downward arrow below it] below the matter to show the new position of the bottom of the matter, resizing as required to extend the full width of the matter affected. Place  in the margin, followed by .



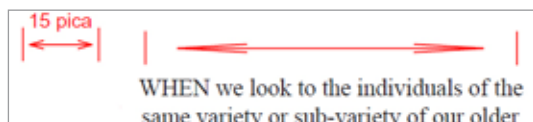
## justify a line to a specific measure?

Use  or  at the end of the line affected. Place  in the margin, followed by , and give exact measurement when necessary.



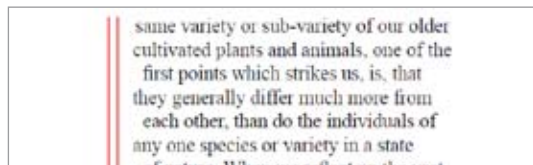
## justify a column to a specific measure?

Use  across the column. Place  in the margin, followed by . Give exact measurement when necessary.



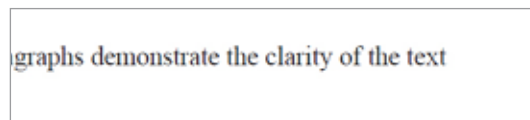
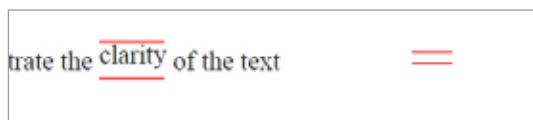
### correct vertical alignment?

Use  in the text on the side to be aligned, resizing to indicate all the matter affected, and in the margin, followed by .





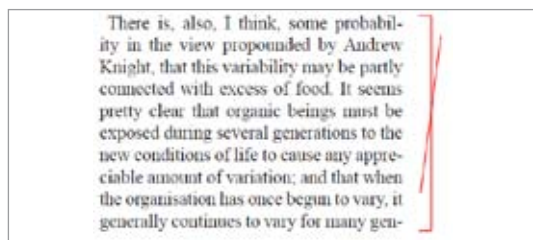
### correct horizontal alignment?

Use  in the text, resizing to indicate all the matter affected, and in the margin, followed by .





### unjustify text?



Use  or , resizing as necessary, to enclose text at the side that is to be unjustified; no separate margin mark is needed.



### indicate that a change is not to be made?

You can delete any mark you have made, but to show that you want to disagree with a change marked by someone else, use the line tool to draw [- -] under text affected, and place  into the margin, followed by .

### turn type or figures?

Use the oval tool to circle the item to be turned. Place  into the margin, followed by ; use with a circled number to give the degrees of rotation.

