



## *Guide to proof-correction symbols and their use*

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

This manual will explain all the functions of **paperlessproofs** and the symbols used for proof correction.

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

## Getting started







When you open a paperlessproof PDF with Acrobat Reader 7, the **paperlessproof** palette opens automatically. The symbols are at the top, and the tools are at the bottom.

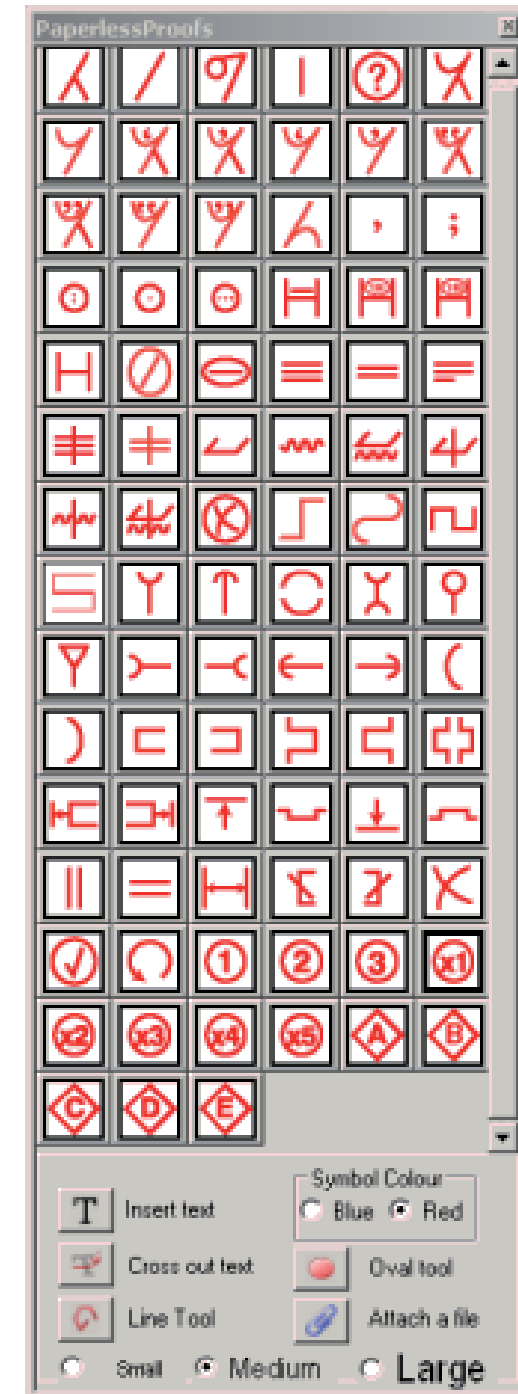
This guide outlines the correct use of each symbol.

Click on a symbol or tool in the chart opposite to jump to description; click on 'Back to symbol chart' at foot of the description page to return to this chart.

To use a symbol in paperlessproofs, click on it in the palette, then move the cursor to the appropriate position and click again. All the symbols should be placed in the margin unless stated otherwise. Each symbol is listed with the corresponding textual mark where necessary.

In the following examples the symbols are shown in boxes as they appear on the palette. The box will not appear when you use the symbol.

- Place the symbol in the margin on the same line as the change marked in the text.
- Use  (insert) or , as appropriate, after all margin marks except  (delete) and all versions of insert or substitute superior characters (including quote marks).
- Use a circled numeral after ,  or  in the margin only where the same instruction is used more than once on a line without interruption.



## The tools



### ***Symbol size***



Click to select the size of symbols that are used to mark up the proofs.

### ***Symbol colour***



Select red to mark corrections to typesetting errors and to write instructions to the typesetter.

Select blue to mark editorial corrections and changes, and to write queries to the editor.



Click to insert text in the margin to write additions, corrections and changes to the text, instructions to the designer/typesetter (in red) and queries to the editor (in blue). Use the oval tool to circle instructions and queries to ensure they do not get set.

### ***Cross out tool***



Click to cross out characters or words you want to change or delete.

### ***Oval tool***



Click to encircle character(s) or word(s). Click and drag to the right and down to draw to the appropriate size. Use in the text around characters or words that are to change case (e.g. capitals to lower case) or style (e.g. bold text to plain). Also use in margins around instructions and queries to ensure they are not set.

### ***Line tool***



Click to draw lines to indicate the text that the proof correction is to be applied to. Click and begin to draw. Click the mouse to change the direction of the line. Double click to end the line. Use this tool to underline text for italics and to draw rules.

## Resizing the symbols or tools



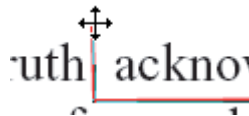
To resize the oval or symbols in both vertically and horizontally, highlight it. Four corners appear. Move the cursor until a double-headed arrow appears at one of the corners.

Click and drag until the oval is the desired size and shape.



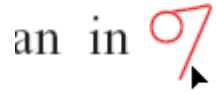
To resize an oval or a symbol in in just one direction, vertically or horizontally, highlight it. Four corners appear. Move the cursor until a double-headed arrow appears at one of the edges

Click and drag until the oval or symbol is the desired size and shape.



To change the angle or extent of a line drawn with the polygon tool, move the cursor to the end of the line until the arrow-headed cross appears. Click and drag the line to a new angle or length.

### ***Moving symbols or tools***






To move a symbol, oval or line to a different position, move the cursor over it until the solid arrow appears. Click and drag the symbol to a new position.

### ***Deleting symbols or tools***


To delete a change you have made, click to highlight it and press the delete key on the keyboard.

## The symbols


This section tells you what each symbol means. To use a symbol, click on it in the palette, then move the cursor to the appropriate position and click again. Place all the symbols listed below in the margin unless stated otherwise. Each symbol is listed with the corresponding textual mark where necessary. In the following examples the symbols are shown in boxes as they appear on the palette. The box will not appear when you use the symbol.



- Place the symbol in the margin on the same line as the change marked in the text.
- Use  (insert) or , as appropriate, after all margin marks except  (delete) and all versions of insert or substitute superior characters (including quote marks).

ife  

- Use a circled numeral after ,  or  in the margin only where the same instruction is used more than once on a line without interruption.


---


 Use in the margin following new matter to be inserted on the baseline and use in the text exactly where the insertion is required.

 that a man in possession single   
wife.

ged, that a single man in  
e in need of a wife.



---

 Use in the margin following a change to the text: substituted characters or words on the baseline, a symbol that changes case (e.g. lower case to capitals), spacing, or style (e.g. plain text to bold).



or views of | such a man   
ourhood, this truth is so



gs or views of such a man may  
rhood, this truth is so well fixed

 Use in text on a single character that is to be replaced or deleted, and between matter where more or less space is required.


or views of  such a man   
neighbourhood, this truth is so



ings or views of such a man may  
neighbourhood, this truth is so well fixed


 Delete. Use  to mark a single character or cross out multiple characters or words in the text.

   
may be on his first entrance  
well fixed in the ~~the~~ minds of  
considered as the rightful property


DE ON HIS FIRST ENTERING A HEIGHT  
in the minds of the surrounding  
the rightful property of some

 Query. Use at the end of a query; use the oval tool to ring the query to ensure it does not get set.

 'What is his name?  
 'Is he married or



 Change to a superior character or change an existing superior character. Type the desired character above the symbol. Cross out the character to be changed in the text.

 Insert superior character, such as asterisk, numeral or letter. Type the desired character above the symbol. Use  where the insertion is required in the text.

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



$N(t)^2$  coefficient for ca  
after construction


    Insert quote marks. Use  where the insertion is required in the text.



  Is that his design in settling here? ‘Design! nonsense, how can you talk so!’	‘Is that his design in settling here?’ ‘Design! nonsense, how can you talk so!’
--	--

    Change to quote marks. Cross out the character to be changed in the text.



ling here?’ y can you talk so! But it is very likely	settling here?’ how can you talk so! But it is very likely
---	---

 Insert or change to inferior character. Type the desired character below the symbol. Use  where the insertion is required in the text or cross out the character to be changed in the text.



 $Ee_{\text{tot}}(t_d)$ is total life cycle $Ee(0)$ environmental	$Ee_{\text{tot}}(t_d)$ is total life cycle $Ee(0)$ environmental
---	---

 Comma. Use  where the insertion is required in the text or cross out the character to be changed in the text.

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

 Semi-colon. Use  where the insertion is required in the text or cross out the character to be changed in the text.



perhaps will be still better them, Mr. Bingley might	perhaps will be still better; any of them, Mr. Bingley might
---	---

 Colon. Use  where the insertion is required in the text or cross out the character to be changed in the text.



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


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

 Full point, period, decimal point. Use  where the insertion is required in the text or cross out the character to be changed in the text.

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

ainly have had my share of  
any thing extraordinary now.  
daughters, she ought to give

 Ellipsis. Use  where the insertion is required in the text or cross out the character to be changed in the text. Add space marks where necessary for a spaced ellipsis.





nd see Mr. Bingley    
when




go and see Mr. Bingley ...  
ood.”

 Hyphen. Use  where the insertion is required in the text or cross out the character to be changed in the text.



‘When is your next  
‘Tomorrow fortnigh  
‘Ave so it is’ cried b


‘When is your next b  
‘To-morrow fortnigh  
‘Ave so it is’ cried b

   Rule. Add measurement (N, Ms, or mm), in a circle above the rule, when required. Use  where the insertion is required in the text or cross out the character to be changed in the text.


lue discounting method  
costs  using the following    
A


lue discounting method  
mental costs – using the

 Oblique. Use  where the insertion is required in the text or cross out the character to be changed in the text.

  $N(t) = \cancel{1}(1+i)^n$

$N(t) = 1/(1+i)^n$

 Underline. Use the oval tool to circle the text to be changed.


 Chapter 1


Chapter 1

 Change to capitals. Use the same symbol under the text to be changed. Where space does not permit this textual mark, use the oval tool to circle the text affected.




 chapter 2

CHAPTER 2

 Change to small capitals. Use the same symbol under the text to be changed. Where space does not permit this textual mark, use the oval tool to circle the text affected.


 Chapter 3

CHAPTER 3

 Change 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 to be changed. Where space does not permit these textual marks, use the oval tool to circle the text affected.


 / chapter 4

CHAPTER 4

 Change capitals to lower case. Use the oval tool to circle the text to be changed.


 / CHAPTER 5

Chapter 5

 Change small capitals to lower case. Use the oval tool to circle the text to be changed.


 / CHAPTER 6

Chapter 6

 Change to italics. Use the polygon tool to underline the text to be changed.


 / Chapter 7

*Chapter 7*

 Change to bold. Use the same symbol under text to be changed. Where space does not permit this textual mark, use the oval tool to circle the text affected.

 / Chapter 8

**Chapter 8**

 Change to bold italics. Use the polygon tool to underline the text and place  beneath it. Where space does not permit these textual marks, use the oval tool to circle the text affected.


 Chapter 9

*Chapter 9*

 Remove italics. Use the oval tool to circle the text to be changed.


 Chapter 10

Chapter 10

 Remove bold. Use the oval tool to circle the text to be changed.


 Chapter 11



Chapter 11

 Remove bold italics. Use the oval tool to circle the text to be changed.


 Chapter 12


Chapter 12

 Wrong font. Use the oval tool to circle the text to be changed.


among the earnest of those who waited on  
ad  intended to visit him, though to  
bring his wife that he should not go; and till   
the visit was paid she had no knowledge of



Mr. Bingley. He had always intended to  
the last always assuring his wife that he sh  
the evening after the visit was paid, she l  
it. It was then disclosed in the following

 Start new paragraph. Use the same symbol in the text.


 dressed her with, 'I hope  
'We are not in a way to


dressed her with,  
'I hope Mr. Bingley will like i  
'We are not in a way to know

 Run on: no new line or paragraph. Use the same symbol in the text, resizing it to run from the end of one line to the beginning of the next, or use the polygon line tool.

 'But you forget, mama,' said Elizabeth,   
'that we shall meet him at the assemblies, and th  
has promised to introduce him.'


mother resentfully, 'since we are not to visit.'  
'But you forget, mama,' said Elizabeth, 'that we shall  
him at the assemblies, and that Mrs. Long has promised  
troduce him.'

 Transpose characters, words or figures that are adjacent. Use the polygon line tool to fit around the matter affected.



do such any thing. She has   
h, hypocritical woman, and


will do any such thing. She has  
selfish, hypocritical woman, and

 Transpose lines or figures that are adjacent. Use the polygon line tool to fit around the matter affected.

 tain herself, began scolding one of her daughters.  
'Kitty has no discretion in her coughs,' said her father; 'she  
times them ill.'  
'Don't keep coughing so, Kitty, for heaven's sake! Have a lit-  
tle compassion on my nerves. You tear them to pieces.'  
'I do not cough for my own amusement,' replied Kitty fret-


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'Don't keep coughing so, Kitty, for heaven's sake! Have a lit-  
tle compassion on my nerves. You tear them to pieces.'  
'Kitty has no discretion in her coughs,' said her father; 'she  
times them ill.'  
'I do not cough for my own amusement,' replied Kitty fret-

 Space or more space between characters, words or figures. Use  where the insertion is required, or cross out the character to be changed, in the text.


rs Long says that Netherfield   
fortune from the north of



v, Mrs Long says that Netherfield  
arge fortune from the north of

 Reduce space between characters, words or figures. Use  in the space to be reduced. Use only  after  in the margin .



... while.  
or views of | such a man   
neighbourhood, this truth is so


... in need of a while.  
or views of such a man may  
good, this truth is so well fixed

 Close up. Use the same symbol in the text, resizing as required, where all space is to be deleted between characters, words or figures.


ieces must stand their  
an act of kind  ness, if   
...self'



her nieces must stand their  
think it an act of kindness, if  
on myself.'

 Make space equal between characters, words or figures. Use  between matter affected.


of deep reflection I know, and read great books, and make ex-  
tracts.'  
 Mary | wished | to | say | something | very | sensible, | but | knew  
not how.  
'While Mary is adjusting her ideas,' he continued, 'let us re-



of deep reflection I know, and read great books, and make ex-  
tracts.'  
Mary wished to say something very sensible, but knew not  
how.  
'While Mary is adjusting her ideas,' he continued, 'let us re-

 Thin space. Use  where the insertion is required, or cross out the character to be changed, in the text.


g CO<sub>2</sub>, SO<sub>2</sub>, NO<sub>x</sub>, dust and solid  
of 2|000| kg is used when cal-   
costs, because future technology 


g CO<sub>2</sub>, CO, SO<sub>2</sub>, NO<sub>x</sub>, dust and solid  
al rate of 2000 kg is used when cal  
ental costs. because future technolo

 Fixed space. Use  where the insertion is required, or cross out the character to be changed, in the text.


g CO<sub>2</sub>, SO<sub>2</sub>, NO<sub>x</sub>, dust and solid  
of 2|000| kg is used when cal-   
costs, because future technology 


g CO<sub>2</sub>, CO, SO<sub>2</sub>, NO<sub>x</sub>, dust and solid  
al rate of 2000 kg is used when cal  
ental costs. because future technolo

 More space between lines. Use the first symbol in single-column setting or for a left-hand column. Use the second for a right-hand column. Place the symbol in the text so that it extends into the 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.


 where  
 $E_{\text{tot}}$  is the design life cycle monet  
 $t_r$  design life

where  
 $E_{\text{tot}}$  is the design life cycle monet

 Less space between lines. Use the first symbol in single-column setting or for a left-hand column. Use the second for a right-hand column. Place the symbol in the text so that it extends into the margin. In a circle near the open curve give the size of the space to be reduced, if known; no separate margin mark is needed.

  $Ee(t)$  environmental cos  
 $k_r$  efficiency factor o

$Ee(0)$  environmental cost at the  
 $Ee(t)$  environmental cost to be  
 $k_r$  efficiency factor of recyc

 Restore normal line spacing. Use the first symbol in single-column setting or for a left-hand column. Use the second for a right-hand column. Place the symbol in the margin.


turn to Mr. Bingley.'  
 'I am sick of Mr. Bingley,' cried his wife.  
 'I am sorry to hear that; but why did not you tell me so before?'  
 If I had known as much this morning, I certainly would not have

turn to Mr. Bingley.'  
 'I am sick of Mr. Bingley,' cried his wife.  
 'I am sorry to hear that; but why did not you tell me so before?'  
 If I had known as much this morning, I certainly would not have

 Take over to the next line, column or page. Use the symbol in the text, resizing it to extend into the margin; a separate margin mark is not necessary.

The astonishment of the ladies was just what he wished; that of Mrs. Bennet perhaps surpassing the rest; though when the first tumult of joy was over, she began to declare that it was what she had expected all the while.

The astonishment of the ladies was just what he wished; that of Mrs. Bennet perhaps surpassing the rest; though when the first tumult of joy was over, she began to declare that it was what she had expected all the while.


 Take back to the previous line, column or page. Use the symbol in the text, resizing it to extend into the margin; a separate margin mark is not necessary.

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


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

 Move right

• To indent, use the same symbol in the text, resizing as required to enclose the matter affected and to place the vertical marks at the point to which the beginning of lines or figures is to be moved.

 four or five thousand a  
‘How so? how can it af  
‘My dear Mr. Bennet

four or five thousand a year.  
‘How so? how can it affec  
‘My dear Mr. Bennett ’ re

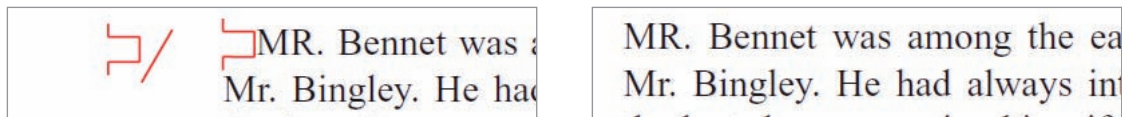
• To move specified matter to the right, use the same symbol in the text at the beginning of the affected matter, and use  to show the position to which the end of lines or figures is to be moved.



\* Inheritance  
\* Character of Domes

\* Correlation of Growth  
\* Inheritance  
\* Character of Domestic

 Move left

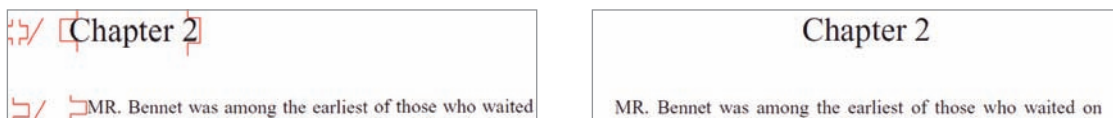
• To cancel an indent or move lines to the left, use the same symbol in front of the text affected, resizing as required to place the vertical marks at the point to which the beginning of lines or figures are to be moved; or use the symbol enclosing the end of matter affected, resizing as required to place the vertical marks at the point to which the end of lines or figures are to be moved.



• To move specified matter to the left, use  in text at beginning of the affected matter to show the position to which it is to be moved, and use  to enclose the end of the affected matter.





 Centre. Use  and  in the text, resizing as required to enclose the matter affected.





 Raise matter.


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

Inheritance  Character  Difficulty

Inheritance      Character      Difficulty

- To change alignment at the top, use  under the matter to be raised, and  above the matter to show where the top is to be aligned, resizing as required to extend the full width of the matter affected.

• Origin of Domestic Varieties from one or more Species  
• Domestic pigeons, their Differences and Origin  
• Principle of Selection anciently followed  
• Methodical and Unconscious Selection

 ↑

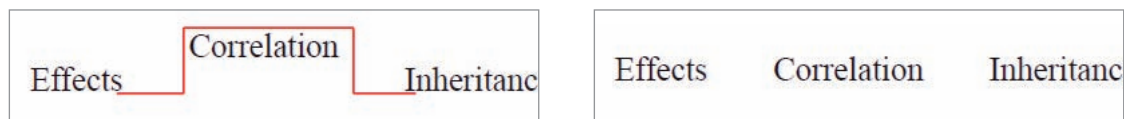
• Unknown Origin of our Domestic Productions  
• Circumstances favourable to Man's power of Selection



• Origin of Domestic Varieties from one or more Species  
• Domestic pigeons, their Differences and Origin  
• Principle of Selection anciently followed  
• Methodical and Unconscious Selection

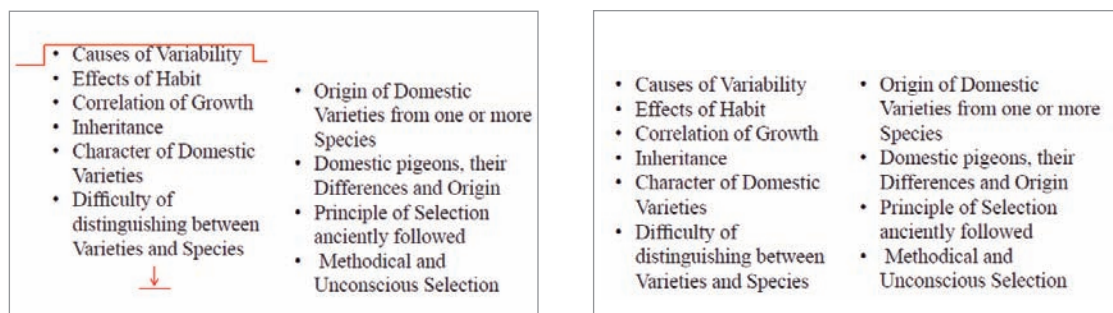
• Unknown Origin of our Domestic Productions  
• Circumstances favourable to Man's power of Selection


 Lower matter.

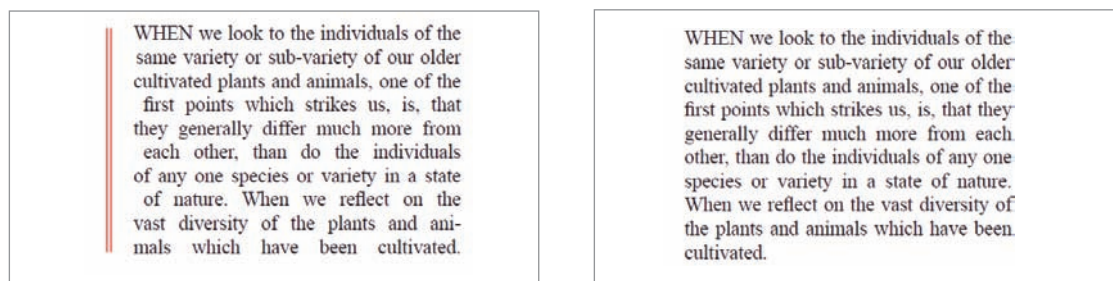
• To change alignment at the top, use the same symbol in the text over the matter affected, resizing as required to extend the full width of the matter affected and to place the horizontal marks where the top is to be aligned.





• To change alignment at the bottom, use  above the matter to be lowered, and  below the matter to show where the bottom is to be aligned, resizing as required to extend the full width of the matter affected.




 Correct vertical alignment. Use the same symbol in the text on the side it is to be aligned, resizing to indicate all the matter affected.






 Correct horizontal alignment. Use the same symbol in the text, resizing to indicate all the matter affected.

trate the clarity of the text      



graphs demonstrate the clarity of the text



 Set line justified to a specific measure.


- Use  or  at the end of the line affected, and give exact measurements when necessary.

Example 1.1 A list of topics which are covered in Chapter 1, showing the range  30 pica  
of material that will be covered

- Set column justified to a specific measure. Use the same symbol across the column in the text, and give exact measurements when necessary.

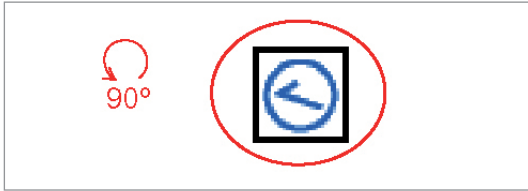
 15 pica  
|       |  
WHEN we look to the individuals of the  
same variety or sub-variety of our older


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

There is, also, I think, some probability in the view propounded by Andrew Knight, that this variability may be partly connected with excess of food. It seems pretty clear that organic beings must be exposed during several generations to the new conditions of life to cause any appreciable amount of variation; and that when the organisation has once begun to vary, it generally continues to vary for many gen- 


There is, also, I think, some probability in the view propounded by Andrew Knight, that this variability may be partly connected with excess of food. It seems pretty clear that organic beings must be exposed during several generations to the new conditions of life to cause any appreciable amount of variation; and that when the organisation has once begun to vary, it generally

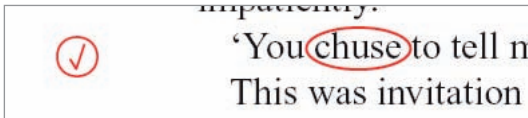
 Turn type or figure; use with a circled number to give the degrees of rotation. Use the oval tool to circle the item to be turned.



 Fix damaged character(s) or remove extraneous marks. Use the oval tool to circle the character(s) to be fixed or marks to be removed.



 Leave unchanged.






• Transpose a number of characters, words or figures that are not adjacent. Use the the polygon line tool to draw the  in the text around the matter affected

① ② ③ /  
should persuade you at last  
well to an such neglect acq  
and it is such a good joke,

should persuade you at last. I was sure y  
well to neglect such an acquaintance. We  
and it is such a good joke, too, that you

• Transpose a number of lines or figures that are not adjacent. Use the the polygon line tool to draw the  in the text around the matter affected.


③ \* Causes of Variability  
② \* Inheritance  
① \* Correlation of Growth  
\* Effects of Habit  
\* Character of Domestic Varieties

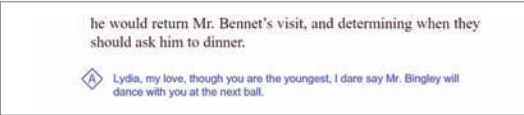
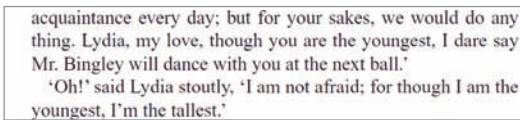
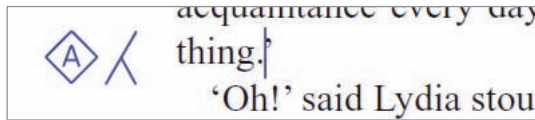
\* Causes of Variability  
\* Effects of Habit  
\* Correlation of Growth  
\* Inheritance  
\* Character of Domestic Varieties

 etc. Repeat the same instruction on the same line.

Bennet; and/as he spoke, he left the room, fatigued with the raptures of his wife. %/\@  
'What an excellent father you have, girls,' said she, when the door was shut. 'I do not know how you will ever make him amends for his kindness; or me either, for that matter. At our

Bennet; and, as he spoke, he left the room, fatigued with the raptures of his wife.  
'What an excellent father you have, girls,' said she, when the door was shut. 'I do not know how you will ever make him

 etc. Use to indicate added or altered text that is too long to fit in the side margin. Use the same mark at the top or foot of the page with accompanying text.



Alternatively, the material may be attached in another file.

