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TABLE 4.1 Markup Symbols: Words, Letters

Symbol/Meaning	Example	Result	Comment
ϒ delete	deleƴte	delete	
ℒ delete, close	proof͡reading	proofreading	Use the closeup mark, too, if the word could be spelled as two words.
— delete a word	in the the back	in the back	
∧ insert	inṣert	insert	Place the caret beneath the line. Write what is to be inserted above the line.
| insert space	insert⸽space	insert space	Usually the line alone will suffice; use the space symbol if there could be a question.
or |#	mark|# up a text	mark up a text	
∿ transpose	traṇspose	transpose	If multiple transpositions in a word make the edited version difficult to read, delete the whole word and print the correction above it.
	Australia / Autsarlia	Australia	
⌒ close up	cl͡ose	close	
≡ capital letters	ohio; ibm	Ohio; IBM	
= small caps	6 a.m.	6 A.M.	Since not all fonts include small caps, make sure they are available before you mark them.
/ lower case	Ƒederal	federal	
⁀WORD lower case, whole word	⁀FEDERAL	federal	
WORD⁀ initial cap	FEDERAL	Federal	
___ italics	Star Wars	*Star Wars*	Underline to change the type style from roman to italic or vice versa. Roman type is the opposite of italic, with straight rather than slanted vertical lines. You can also add the letters "Rom," circled, while underlining or circling the text to change.
— roman type	*Star Wars* (rom)	Star Wars	
or (rom)	(*Star Wars*) (rom)	Star Wars	
∿∿ boldface	emphasis	**emphasis**	
∨ superscript	Masterˇs degree	Master's degree	Use the superscript sign to identify apostrophes, quotation marks, or exponents.
	A2ˇ	A^2	
∧ subscript	H∧2O	H$_2$O	
'''' delete an underline	revelry	revelry	

TABLE 4-1　Markup Symbols: Words, Letters *(continued)*

Symbol/Meaning	Example	Result	Comment
◯ spell out an abbreviation or number	② (Assn.) (hp)	two Association horsepower	Circle an abbreviation or number you want spelled out. Spell the word as well as circling if the spelling may be in question.
(stet) "let it stand"; or .... ignore the editing	*e* g (stet) precede⌃ *e* g precede⌃	precede	If you have edited in error or changed your mind, direct the compositor to set the copy in its original unedited form.

Production specialists are taught to type what they see rather than to do global edits. The editing is your job. Furthermore, more than one person may work on the job. Prepare the typescript as though the next person to read it will begin reading only at the point of the mark you are making, rather than at the beginning.

Mark each heading to identify whether it is a level one, two, or three heading, and mark other types of text as well. In Figure 4.1, all the specific directions for type are written out, including the name of the typeface and its size, line length, and justification directions (FL = flush left, RR = ragged right). In Figure 4.3, on page 54, you will see a more efficient way to mark: each type of text is identified by an abbreviation (such as H1 for a level-one heading). The second type of marking requires that you provide the specifications for the type to the production specialist. If paragraph indentions are not clear in the typescript, mark each change. Marking is especially important with spacing and graphic design marks if the design itself includes variations. Some designers, for example, indent all paragraphs except those that follow headings. You would check all paragraph indentions and mark any places where the pattern varies. You don't have to mark the ones that are typed correctly.

In Figure 4.1, the marginal line from the text specifications to the bottom of the example indicates that those type specifications apply to all the text identified by the line. If another heading appears, it will have to be marked again as will the body text. The need to mark each instance of text for graphic design explains why editors prefer to define type specifications for each type of text (heading 1, heading 2, body text, bulleted list, and so forth) and then mark each section with a label (such as H1) rather than with all the directions for typography and spacing. (See Chapter 5 for more information on "structural" markup.)

Distinguishing Marginal Notes from Text Emendations

Marginal notes may be necessary to clarify your marks on the text. For example, if you want an equal sign but the marked text looks just like a hyphen with an underscore, you could write "equal sign" in the margin. But you don't want the production specialist to type "equal sign" into the text. So you distinguish instructions from text insertions by circling the instructions. If you need to include marginal messages to both writer and production specialist, you may distinguish these by using different colors of pencil for each category of message. Or you may preface the note with a label identifying the audience for the message—perhaps "au" for author and "   "

TABLE 4.2   **Markup Symbols: Punctuation**

Symbol/Meaning	Example	Result	Comment
⊙ period	...forever⊙	...forever.	Circle the period to call the compositor's attention to this small mark. Do not circle other punctuation.
⋀ comma	copper,iron,and silver	copper, iron, and silver	Place an inverted caret over the comma. Do not place it over other punctuation.
: colon	following:	following:	
; semicolon	following; following; following;	following; following; following;	To create a semicolon from a comma or colon, draw in the dot or tail. Otherwise, simply insert the semicolon.
⟮ ⟯ parentheses	⟮2002⟯	(2002)	The lines in the parentheses won't be typeset, but they do reinforce your intent to include parentheses rather than other lines.
[ ] brackets	[word]	[word]	Be sure to square the lines if the writer has also used parentheses.
= or ˇ hyphen	light-emitting diode computer= assisted	light-emitting diode computer-assisted	The underline or checking of the hyphen reinforces your intent to include a hyphen at that point. Mark end-of-line hyphens for clarity.
= ⟨eq⟩ equal sign	a = b	a = b	Since the equal sign can look like an underlined hyphen, write *eq* by the mark and circle it to show that the information is an instruction.
l/M or M em dash	a pejorative M disparaging M word	a pejorative— disparaging—word	An em dash is as wide as the base of the capital letter M in the typesize and typeface used. It is used to set off parenthetical material or a break in thought.
l/N or N en dash	2000-01	2000–01	An en dash is as wide as the base of the capital letter N in the typeface and typesize used. Its primary use is in numbers expressed as a range.

Pierce's philosophy ⟨Au: Correct?⟩

Influences on Darwin's Origin of Species ⟨Comp: set rom⟩

Marginal notes may also give instructions for the placement of ill...

TABLE 4.3 — Markup Symbols: Spacing, Position

Mark	Meaning	Example	Result
¶	begin a new paragraph	...other design features. The editor's...	...other design features. The editor's...
⌐	begin a new line	numbers; abbreviations;	numbers; abbreviations;
⌒	run together (do not break the line or create a new paragraph)	...form your marks. It is not the time to express your...	...form your marks. It is not the time to express your...
⌐ or (FL)	flush left or justify left (Place the edge of the mark on the margin where text should move.)	⌐ The editor's choice...	The editor's choice...
⌐	justify right	Book Title	Book Title
] [	center	] Book Title [	Book Title
(RR)	ragged right (Lines do not align on the right margin.)		
‖	align		
▢	indent one em		
▢▢ or ▢	indent two ems		
▢	indent the whole block of text 2 ems		
⌐⌐	transpose a group of words	transpose of words a group	transpose a group of words
(	close up vertical space (as when an extra space has been skipped between paragraphs)	...too many lines skipped. Close up vertical space.	...too many lines skipped. Close up vertical space.
#>	insert vertical space	**Heading** Insufficient leading follows.	**Heading** Insufficient leading follows.
⌇	set as a paragraph rather than as a list	numbers; abbreviations; and spelling	numbers; abbreviations; and spelling.

Figure 4.1   Marked Typescript

Special Problems of Markup

Though the markup symbols will be clear in most situations, marks or letters that could be interpreted in different ways require clarifying information. You may need to insert additional instructions when marking punctuation, distinguishing between hyphens and dashes, clarifying ambiguous letters and symbols or unusual spellings, and when marking

spaced type... 1
editing stage.

Some of the principles of marking proofs are discussed in CH. 20. Following is a chart showing the standard *proofreaders' marks*, with demonstrations of their use. Every person working *in any part* of bookmaking should learn these marks and how to use them correctly.

proofreaders' marks

Marginal sign	Mark in text	Meaning	Corrected text
℈	Proofreading⌿	Delete, take out letter or word	Proofreading
℈	Legibil/ity is	Delete and close up	Legibility is
first	the⌃requirement	Insert marginal addition	the first requirement
◠	of a proof reader's marks.	Close up entirely	of a proofreader's marks.
‿	Symbols should be	Less space	Symbols should be
#	in|ine with	Add space	in line with
eq.#	the⌄text⌄to⌄which	Space evenly	the text to which
¶	they refer.⌊Place	New paragraph	they refer.
no¶	marks carefully.⌒	No new paragraph	Place marks carefully. Paragraphs
	⌒Paragraphs may be		may be
□	□ indented one em	Indent one em	indented one em
□□	□□ two ems or (rarely)	Indent two ems	two ems or (rarely)
□□□	□□□ three ems. Head-	Indent three ems	three ems.
⊏	⊏ings are flush left	Move to the left	Headings are flush left
⊐	or flush right⊐	Move to the right	or flush right
⊐⊏	⊐ or centered ⊏	Center	or centered
⊔	Marginal marks	Lower to proper position	Marginal marks
⊓	are separated	Raise to proper position	are separated
X	by vertical	Replace defective letter	by vertical
w.f.	in a line of type	Wrong font; change to proper face	in a line of type
tr.	is beside noted the	Transpose	is noted beside the
?	nearest bend of the line.	Is this correct?	nearest end of the line
Sp.	and the 2nd next.	Spell out	and the second, next.
	in this way both margins	Transfer to position shown by arrow.	both margins are used in
	are used		this way

Marginal sign	Mark in text	Meaning	Corrected text
b.f.	English Finish	Change to boldface type	**English Finish**
b.f. ital	English Finish	Change to boldface italics	***English Finish***
rom.	*galley* proof	Set in roman type	galley proof
ital.	is laid paper	Set in italics	is *laid* paper
u.c.	Book of type	Set in upper case, or capital	Book of Type
Caps	Book Papers	Set in large capitals	BOOK PAPERS
s.c.	BOOK PAPERS	Change to small capitals	BOOK PAPERS
c.s.c.	Book Papers	Initial large capitals; other letters, small capitals	BOOK PAPERS
l.c.	the first Type	Change to lower case or small letter	the first type
x	base-ball player	Broken type	baseball player
Stet	to the editors	Retain crossed out word	to the editors
$\frac{2}{\wedge}$	Water, HO	Insert inferior figure	Water, H_2O
$\overset{2}{\vee}$	$X^2 \div Y^2 = Z_\wedge$	Insert superior figure	$X^2 \div Y^2 = Z^2$
‖	The paper / The ink / The type	Align type	The paper / The ink / The type
ld	prepare copy and submit it	Insert lead between lines	prepare copy and submit it
hr. #	P A P E R	Hair space between letters	P A P E R
⊙	to the printer$_\wedge$	Insert period	to the printer.
$\wedge$	the proof$_\wedge$but	Insert comma	the proof, but
; or ;/	excellent$_\wedge$it is	Insert semicolon	excellent; it is
: or ⊙	to the following$_\wedge$	Insert colon	to the following:
$\vee$	authors notes	Insert apostrophe	author's notes
$\overset{\vee\vee}{} / \overset{\vee\vee}{}$	called$_\wedge$caps$_\wedge$	Insert quotation marks	called "caps"
-/ or =	halftone	Insert hyphen	half-tone
$\frac{1}{em}$	$_\wedge$Robert Henderson	Insert em dash	—Robert Henderson
$\frac{1}{en}$	1939$_\wedge$1940	Insert en dash	1939–1940
?	"Where$_\wedge$" she asked.	Insert question mark	"Where?" she asked.
!	"Stop$_\wedge$" he cried.	Insert exclamation mark	"Stop!" he cried.
(/)	author$_\wedge$see page 2$_\wedge$	Insert parentheses	author (see page 2)
[/]	$_\wedge$To be continued$_\wedge$	Insert brackets	[To be continued]

5. Typo

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