

1.22. Corrections made to proofs should be indicated as follows:

⊙	Insert period	<i>rom.</i>	Roman type
↗	Insert comma	<i>caps.</i>	Caps—used in margin
:	Insert colon	≡	Caps—used in text
;	Insert semicolon	<i>C+sc</i>	Caps & small caps—used in margin
?	Insert question mark	≡	Caps & small caps—used in text
!	Insert exclamation mark	<i>l.c.</i>	Lowercase—used in margin
=/	Insert hyphen	/	Used in text to show deletion or substitution
∨	Insert apostrophe	Ⓛ	Delete
↔	Insert quotation marks	Ⓛ	Delete and close up
—	Insert 1-en dash	<i>w.f.</i>	Wrong font
—	Insert 1-em dash	⊂	Close up
#	Insert space	⊃	Move right
<i>ld</i> >	Insert () points of space	⊂	Move left
<i>shill</i>	Insert shilling	⊎	Move up
∨	Superior	⊎	Move down
∧	Inferior		Align vertically
(/)	Parentheses	=	Align horizontally
[/]	Brackets	⊂⊃	Center horizontally
□	Indent 1 em	⊎	Center vertically
□□	Indent 2 ems	<i>eq. #</i>	Equalize space—used in margin
#	Paragraph	✓✓✓	Equalize space—used in text
<i>no #</i>	No paragraph	Let it stand—used in text
<i>tr</i>	Transpose ¹ —used in margin	<i>stat.</i>	Let it stand—used in margin
~	Transpose ² —used in text	⊗	Letter(s) not clear
<i>sp</i>	Spell out	<i>run over</i>	Carry over to next line
<i>ital</i>	Italic—used in margin	<i>run back</i>	Carry back to preceding line
—	Italic—used in text	<i>out, see copy</i>	Something omitted—see copy
<i>b.f.</i>	Boldface—used in margin	<i>S/?</i>	Question to author to delete ³
~	Boldface—used in text	∧	Caret—General indicator used to mark position of error.
<i>s.c.</i>	Small caps—used in margin		
≡	Small caps—used in text		

¹ In lieu of the traditional mark “tr” used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections.

² Corrections involving more than two characters should be marked by striking out the entire word or number and placing the correct form in the margin. This mark should be reserved to show transposition of words.

³ The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer.

TYPOGRAPHICAL ERRORS

reset 8 pt. C & SC

(SC) It does not appear that the earliest printers had e
 any method of correcting errors before the form
 was on the press. The learned ~~The learned~~ cor-
 rectors of the first two centuries of printing were
 not proofreaders in our sense, they were rather
 what we should term office editors. Their labors
 were chiefly to see that the proof corresponded to
 the copy, but that the printed page was correct
 in its latinity ~~that the words were there, and~~
 that the sense was right. They cared but little
 about orthography, bad letters, or purely printer's
 errors, and when the text seemed to them wrong
 they consulted fresh authorities or altered it on
 their own responsibility. Good proofs in the
 modern sense, were impossible until professional
 readers were employed men who had first a
 printer's education, and then spent many years
 in the correction of proof. The orthography of
 English, which for the past century has under-
 gone little change, was very fluctuating until after
 the publication of Johnson's Dictionary, and capi-
 tals, which have been used with considerable regu-
 larity for the past 80 years, were previously used
 on the miss or hit plan. The approach to regu-
 larity, so far as we have, may be attributed to the
 growth of a class of professional proofreaders, and
 it is to them that we owe the correctness of mod-
 ern printing. More errors have been found in the
 Bible than in any other one work. For many gen-
 erations it was frequently the case that Bibles
 were brought out stealthily, from fear of govern-
 mental interference. They were frequently
 printed from imperfect texts, and were often mod-
 ified to meet the views of those who published
 them. The story is related that a certain woman
 in Germany, who was the wife of a printer, had
 become disgusted with the continual assertions
 of the superiority of man over woman which
 she had heard, hurried into the composing room
 while her husband was at supper and altered a
 sentence in the Bible, which he was printing, so
 that it read Narr instead of Herr, thus making
 the verse read "And he shall be thy fool" instead
 of "and he shall be thy lord." The word not
 was omitted by Barker, the king's printer in En-
 gland in 1632, in printing the seventh commandment.
 He was fined £3000 on this account.

81?

NOTE.—The system of marking proofs can be made easier by the use of an imaginary vertical line through the center of the type area. The placement of corrections in the left-hand margin for those errors found in the left-hand portion of the proof and in the right-hand margin for right-side errors prevents overcrowding of marks and facilitates corrections.