

APPENDIX B

PROOFREADING

PART A. Proofreaders' Marks.

PROOFREADER'S MARKS	
<p>Insertions</p> <p>^ Insert ^{material} at this point</p> <p>⊙ Insert period</p> <p>^ Insert comma</p> <p>∨ Insert apostrophe or single quote</p> <p>∨ Insert quotation mark</p> <p>∧ Insert colon</p> <p>∧ Insert semicolon</p> <p>? Insert question mark</p> <p>/= Insert hyphen</p> <p>(^) Insert parentheses</p> <p>[^] Insert square bracket</p> <p>/ ^ Insert Slash (virgule)</p> <p>—¹/_{en} En dash</p> <p># Space</p> <p>—¹/_{em} Em dash</p> <p>1. 1. 1. 1 Ellipses</p> <p>Insert p. 12 Insert added text (more than 10 words) found on separate sheet—designate by page number</p> <p>Deletions and Replacements</p> <p>e Delete the letter or word</p> <p>⊖ Close up (delete unneeded space)</p> <p>⊖ Delete and close up</p> <p># Delete and leave open</p> <p>sp Spell out (U.S.) or don't (et cetera)</p> <p>stet Let stand</p>	<p>Type Size and Style</p> <p>lc Lower Case letter</p> <p>uc CAPITAL LETTER</p> <p>clc LOWERCASE with initial capital</p> <p>sc SMALL capitals</p> <p>rom Set in Roman (plain) (type)</p> <p>ital Set in italic type</p> <p>bf Set in boldface type</p> <p>bfital Set in boldface italic type</p> <p>st Superscript 1st</p> <p>2 Subscript H₂O</p> <p>~ Ligature (ÆEsop)</p> <p>wf Wrong font</p> <p>9 Reverses</p> <p>Position of Copy</p> <p>] Move right</p> <p>[Move left</p> <p>∩ Move up</p> <p>∪ Move down</p> <p>] [Center</p> <p> Align vertically</p> <p>= Align horizontally</p> <p>¶ Begin a new paragraph</p> <p>no ¶ No new paragraph— run together</p> <p>∟ Start next line</p> <p>+2 Transpose: order of letters/words</p> <p># Add a blank line</p>

PART B. Sample Back Matter Proofing Chart.

The version of the copy of back matter that is read aloud is chosen with a view to reviewing carefully the final revisions that were made in each section. If a section has undergone many changes just before being submitted to the Press, read the latest marked copy rather than the printout of the coded copy that went to the Press. It is helpful to make a chart of the sections before beginning proofreading, in order to keep track of which version the person reading aloud is supposed to have.

Journal 6 Back Matter Proofing Chart: First proofs, 11/4/99					
Section	Date of file labeled "Latest"	Date of file sent to PUP 5/3/99	To read against at NIU	Where is version to read against?	Proofing Completed
Appendix	3/10	4/13	3/10	latest	11/11
Ann & Bib	4/15	4/15	4/12	previous	11/15
Index	3/10	4/20	3/10	latest	11/16
Ed App	4/12	4/12	4/12	to PUP	11/18
Notes on Illus	4/12	4/12	4/12	to PUP	11/18
Ack	9/1	4/12	9/1	to PUP	11/18
Ed Con	4/12	4/12	4/12	to PUP	11/18
HI	4/12	4/12	4/12	to PUP	11/22
TI	4/12	4/12	4/12	to PUP	11/22
TN	3/10	4/12	3/10	latest	11/23
Em	3/10	3/1	3/10	latest	11/24
Alt	3/10	4/20	3/10	latest	11/30
ELH	3/10	4/20	4/20	to PUP	12/1
LR	3/10	4/20	3/10	latest	12/1
XR	3/10	4/20	3/10	latest	12/01
Other reviews		Who	Completed		
Running		LX, MS	11/29, ?		
Foliation		LX, MS	11/29, ?		
Spacing of					

PART C. Methods of Proofreading. See Peggy Smith's *Mark My Words*, 2d. ed. (Alexandria, VA: EEI, 1993), pp. 70-83.