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Guide to

Copy preparation and proof correction —

**Part 1: Recommendations for
preparation of typescript copy for
printing**

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Contents

	Page
Co-operating organizations	Inside front cover
Foreword	ii
1 Scope	1
2 References	1
3 Definitions	1
4 The typescript	1
5 Headings	2
6 Words	4
7 Punctuation marks and other symbols	4
8 Hyphens: their use and non-use	4
9 Numbers, fractions, mathematical signs	5
10 Times and dates	6
11 Capitals, small capitals and lower case	6
12 Italic and roman type	8
13 Bold	8
14 Quotation	9
15 Abbreviation	10
16 References and citations	11
17 Footnotes and endnotes	13
18 Non-roman scripts	14
19 Illustrative material	15
20 Indexing	16
Appendix A Hyphens and dashes in typescript	17
Appendix B Small capitals	17
Bibliography	18
Index	19
Style A Table 00 — Numbers and distribution of employees	3
Style B Table 00 — Numbers and distribution of employees	3
Publications referred to	Inside back cover

Foreword

Any large organization may have a trademark, a colour scheme, a livery and a recognizable typographic “image”. Leading publishers extend this house-style principle to rules for spelling and punctuation. Printers also create similar rules, which are used by the printer’s staff when the customer (author or publisher) is vague or uncertain about consistency of style. On the other hand, a few authors with a keen interest in these matters have persuaded their publishers and through them the printers to bow to their own rules. Early agreement must be made in every case as to whether the style of the publisher, the printer or the author is to be followed. This requires agreement on the style manual to be followed.

Many publishers and printers have compiled and issued booklets with such titles as House Rules, Guide to Authors, House Style, Standards for Authors and Printers, Notes for Authors. These booklets have a common purpose, but on numerous points they are mutually inconsistent; since they are usually distributed free to potential authors or customers, the necessary limits of cost may result in the omission of useful material. Each printer probably deals with several publishers or other customers and each publisher with several printers, and a reasonable uniformity of style will make for efficiency and accuracy. In this, as in other matters of printing practice, rationalization is highly desirable.

A publisher’s style manual may describe that firm’s procedure, particularly as regards the author’s responsibilities for typescript or other copy, provision of illustrative material, proof correction and indexing. It may also offer advice on the legal responsibilities of the respective parties for copyright permission for quoted material, for avoiding libellous statements and for including the necessary printer’s imprint and statement of country of origin.

In printers’ style manuals, if a list of typefaces available is given, it should show actual specimens and refer to type specimen books in which further details are available. If specimen pages are given to illustrate the appearance of text typefaces available, they should show such factors as the effect of keyboarding for a larger body, the width of measure in relation to type size and readability, and the difference between justified and unjustified setting.

Style manuals may give technical information on methods of text setting, blockmaking, platemaking etc., and also on proof correction.

Authors’ typescripts need to be very thoroughly prepared if the best interests of authors, printers and publishers are to be served. The factors appropriate to all style manuals can be listed and defined, and are here drawn up as a basis for the future. Needless and costly repetition may be avoided if publishers and printers refer authors and customers to this British Standard, while (in their own booklets) defining as they may wish any special preference or exceptions.

Authors’ typists may also refer to this standard, when preparing manuscripts before the publisher or printer is known. It is perhaps in this field that the standard will be most immediately useful.

Part 2 of this standard “Specification for typographic requirements, marks for copy preparation and proof correction, proofing procedure”, gives advice on the marking-up of copy for printers and specifies the use of marks for proof correction.

In this Part of this British Standard the word “shall” is used for recommendations which, in the opinion of the committee which drafted the standard, are essential if clear presentation is to be achieved. The word “should” is used for recommendations which are desirable but not essential.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i to iv, pages 1 to 22, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

1 Scope

The purpose of this Part of this British Standard is to help authors, typists and others to prepare typescript for printing in such a way as to minimize the amount of additional work required before it reaches the printer, to ensure a high standard of composition and to eliminate proof correction due to inadequately prepared copy. The recommendations of this standard are intended to apply to all methods of printing, including, where possible, strike-on composition.

2 References

The titles of the British Standards referred to in this standard are listed on the inside back cover.

3 Definitions

For the purposes of this British Standard the following definitions apply:

3.1 bold

type, whether upright or sloping, which is heavier (blackier in appearance) than normal. It does not usually include small capitals

3.2 double-spacing

the use of line-spacing which leaves the equivalent of one line blank between adjacent lines (see example in 4.13)

3.3 folio

one sheet (which should be used on one side only) of manuscript, typescript or printed copy supplied to the compositor for setting. Folios are numbered consecutively from 1, but these numbers differ from the numbers of the printed pages, and in this connection it is important to distinguish folio numbers from page numbers

3.4 house style

in printing, a set of standard practices governing design and composition associated with particular printing or publishing houses; more widely, distinctive uniform styles of design in documents

3.5 italic

sloping type, normally comprising capitals and lower case and, rarely, small capitals

3.6 keyboarding

operation of the keyboard which controls the production of metal type, metal slugs, photoset image or strike-on image

3.7 strike-on composition

the preparation of camera-ready copy on an electric typewriter or machine of similar principle

3.8 typescript

typed manuscript, for which the author is responsible

4 The typescript

4.1 Instructions to typist. The typist should be instructed by the author that the work is copy for printing and that normal office rules for typing correspondence etc. do not apply. Each typescript shall be clearly identified with a title, the author's name and his address. An inventory showing the number of folios, listing any additional copy, and giving particulars of any illustrative material, shall accompany it.

4.2 Copy. Copy shall be clearly typed in black, on one side only of good paper that will withstand erasure. The reverse side of the paper shall not be used. The size of the paper should be A4. At least three copies should be made; the top copy (not carbon or photocopy) should be provided for the printer; one copy is required for the publisher; the author himself shall retain a copy of the typescript for reference.

4.3 Margins. The minimum margins shall be 25 mm at the head and foot and on the right of the page, and 40 mm on the left.

4.4 Spacing. All copy, including text, footnotes, quoted passages, captions etc., shall be typed double-spaced, preferably using the same type size throughout. Additional space is required above and below headings. (See also 4.14.)

4.5 Folio numbering. Text folios shall be numbered in one sequence, in the top right-hand corner. A folio that is cancelled after numbering has been done should be struck through and left in place. If a folio (say 40) is taken out, the preceding folio shall be renumbered (e.g. 39–40). The total number of folios in the manuscript should be indicated on the first folio and the last folio should be so marked.

4.6 Additions and corrections. Additional copy added after the completion of the typescript should be typed on paper the same size as the rest of the text, numbered into the sequence thus: if two folios are added after folio 30, folio 30 shall become 30a and folio 29 shall carry a note, e.g. “folios 30a–c follow”. Additional copy should not be typed on hinged flaps of paper stuck, stapled or pinned to the text paper. Occasional words may be carefully corrected by hand; such corrections should be written in ink between the lines and not in the margin.

4.7 Collation. The typescript folios should not be bound or stapled together but should be hole-punched and threaded on a tag.

4.8 Preliminary pages. The necessary preliminary pages (title page, contents etc.) should be included from the start. They shall be numbered separately from the main text and the last preliminary page indicated.

4.9 Footnotes. Footnotes, if used, should be numbered serially through each chapter or, if chapters are very long, each section of a chapter. They may be typed on separate folios, especially if there is any possibility of their being set as endnotes. Alternatively, they may be typed in the main text at the foot of the page containing the footnote indicator. (See clause 17.)

4.10 Quotations. Quotations shall be typed in position in the text and may be indented (see clause 14). Verse quotations shall clearly show the poet's indentation scheme, if any. If there is any possibility of doubt, especially in foreign languages, quotations should be marked “verse” or “prose”.

4.11 Letters and figures. Typewriters with italic or sanserif type should not be used. Typescript should, where necessary, differentiate clearly between lowercase l, roman numeral I, arabic numeral 1 and capital I, and between capital O and zero 0. If necessary, instructions should be written in the margin (see 4.15).

4.12 Underlining. Underlining in typescript should be used only for the following reasons:

- a) single straight underlining to indicate italic type;
- b) wavy underlining to indicate bold type (if available);
- c) double underlining to indicate small capitals.

They should be used within text only, the style of headings being left to the publisher (see 5.2).

4.13 Hyphens. In typescript, hyphens shall not occur at the ends or beginnings of lines, but shall be avoided by carrying over as much as necessary to the next line. Any hyphenation appearing in the typescript will then be followed correctly by the compositor when he re-sets the copy. This is particularly important in words in which a hyphen has technical significance, e.g. 3,4-dichlorotoluene. Otherwise (for example)

Hyphens should never be
allowed to appear in type–
script at the end of a line.

might be wrongly hyphenated by the printer thus:

Hyphens should never be allowed to appear in
type-script at the end of a line.

4.14 Paragraphs. Paragraphs should be shown by indenting the first line of each at least three spaces. If paragraphs are differentiated only by extra line-spaces between them, and a paragraph ends at the foot of a folio, attention should be drawn to the fact that a new paragraph is required, e.g. by a marginal note.

4.15 Instructions to printer. Any notes for the guidance of the printer and not for publication should be written in the margin and encircled.

5 Headings

5.1 Titles of books. The wording of a book title may need reconsideration by the publisher, preference being given to the form which is most effective in publicity, reading lists and library catalogues, and most likely to be correctly indexed by information services.

5.2 Headings in typescript. If the author cannot be told in advance what size or style will be given to headings when printed, he should bear the points outlined in 5.2.1 to 5.2.5 in mind when preparing the typescript.

5.2.1 Length. Headings should be as short as possible.

5.2.2 Treatment. All headings should be ranged left and typed in upper and lower case, with extra space above and below to aid recognition. They shall not be underlined as underlining means “set in italic” to the printer. They shall not have a terminal punctuation mark, except when a question mark or exclamation mark is required. Marginal headings and cut-in headings shall not be used.

5.2.3 Capitals. The use of capital letters in headings shall be consistent and kept to a minimum.

5.2.4 Grades. The hierarchy of grades of headings should be kept to a minimum; three grades is the desirable maximum. Where headings have no numbering system, the grade or relative importance of each heading shall be indicated by a letter in a square, **A**, **B** or **C** etc., in the margin. Headings shall not be otherwise marked by the author or typist for typographic style.

5.2.5 Numbering. Where text paragraphs are numbered continuously, the headings themselves within a chapter should not normally be numbered.

5.3 Headings following printed model. In typescript prepared for addition, without change of typographic style, to copy which is already in agreed printed form, the typescript headings shall follow tile printed model as far as possible as regards indentation, use of capitals etc. Each heading in the typescript may be marked with a letter in a square, **A**, **B** or **C** etc., in the margin, to indicate the grade of heading. An agreed specimen of the printed copy, labelled "For style only" may be provided, with headings marked likewise, as a guide to the printer.

5.4 Column headings. For tables, vertical rules and boxes (see style A below) may be unnecessary and in some processes are troublesome to insert. An alternative arrangement is given in style B; copy is prepared in the same manner, with each column heading ranged left, and with rules broken to show extent of coverage.

Examples

Style A

Table 00 — Numbers and distribution of employees

Year	HQ Euston	Southern group				Northern group			
		London area		Devon area		Lancs area		Glasgow	Belfast
		Croydon	Luton	Exeter	Plymouth	Bolton	Wigan		
1961	571	300	401	107	171	201	192	27	20
1962	600	312	307	99	150	190	200	30	25
1963	607	307	301	97	160	187	140	41	27
1964	650	350	371	98	140	170	111	52	30
1965	701	401	472	85	130	150	113	63	41
1966	709	450	501	89	107	230	—	71	50
1967	800	471	521	97	120	200	—	72	45
1968	907	482	471	100	131	221	—	69	47
1969	1071	507	450	98	160	230	—	70	48
1970	1113	500	430	90	171	227	—	72	50

Style B

Table 00 — Numbers and distribution of employees

Year	HQ Euston	Southern group				Northern group			
		London area		Devon area		Lancs area		Glasgow	Belfast
		Croydon	Luton	Exeter	Plymouth	Bolton	Wigan		
1961	571	300	401	107	171	201	192	27	20
1962	600	312	307	99	150	190	200	30	25
1963	607	307	301	97	160	187	140	41	27
1964	650	350	371	98	140	170	111	52	30
1965	701	401	472	85	130	150	113	63	41
1966	709	450	501	89	107	230	—	71	50
1967	800	471	521	97	120	200	—	72	45
1968	907	482	471	100	131	221	—	69	47
1969	1071	507	450	98	160	230	—	70	48
1970	1113	500	430	90	171	227	—	72	50