
Copy preparation and proof correction

Part 2. Specification for typographic requirements,
marks for copy preparation and proof correction,
proofing procedure

Préparation du manuscrit et correction sur épreuve

Partie 2. Specifications typographiques, repères pour la préparation du
manuscrit et procédure de tirage de la correction sur épreuve

Manuskriptvorbereitung und Korrektur der Probeabzüge

Teil 2. Setzerische Angaben, Zeichen für die Manuskriptvorbereitung
und Korrekturverfahren für den Probeabzug

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Foreword

A British Standard for proof correction marks was first published as BS 1219 in 1945, having been prepared following a request from the British Society for International Bibliography for a code of proof correction marks to be used by authors and editors. The committee responsible for drawing up the standard recommended in effect that authors and editors should conform to the practice of British printers which had centuries of tradition behind it, not confined to the United Kingdom, and varied only slightly from place to place and from house to house. BS 1219 therefore contained a list of proof correction marks with which all printers were familiar. It was revised in 1958 and a few amendments were made to the recommended marks.

A further revision was undertaken in 1972 and it was decided to extend the scope of BS 1219 to cover matters which now comprise Part 1 and clauses 3 and 4 of Part 2 of this three part British Standard. Clause 4 of Part 2 is a revision and expansion of the marks given in Part 1 of BS 1219 : 1958, which it supersedes. A revision of Part 2 'Preparation of mathematical copy and correction of proofs' of BS 1219 : 1958 will be issued in due course as Part 3 of this standard. Part 3 will also, for the first time, deal with chemical copy and proofs, including chemical formulae.

Clause 4 of this Part, which recommends the marks to be used for copy preparation and proof correction has been prepared using the marks given in BS 1219 as a basis and taking into account the following criteria.

- (a) The marks should be relevant to the needs of all users of the standard and should reflect good trade practice.
- (b) The marks should be clearly recognizable, memorable, and be quick and easy to reproduce.
- (c) Words, abbreviations and contractions should not be used for marginal marks as these have applications only in one language.
- (d) Textual and marginal marks should contain common graphic elements and, where possible, be identical.
- (e) Proof correction marks used in other countries should be adopted where they conform with the criteria enumerated above. This made the marks suitable for putting forward to ISO as the basis for a Draft International Standard. Where the marks in this British Standard are the same as those in the ISO Draft Proposal they bear the same serial number. Marks which are not at present in the Proposal are distinguished by a decimal point in their serial numbers. It will be appreciated that the ISO Draft Proposal is subject to amendment and that when the final content of the International Standard is known some consequential amendment to this British Standard may be desirable.

For information on the correction of colour proofs and on typographic measurement, reference should be made to BS 4785 'Colour proof correction symbols' and BS 4786 'Metric typographic measurement' respectively.

British Standard

Copy preparation and proof correction

Part 2. Specification for typographic requirements, marks for copy preparation and proof correction, proofing procedure

1. Scope

Part 2 of this British Standard specifies marks for use in copy preparation and proof correction. It gives advice on specification factors to be considered when marking-up copy for the printer and recommends the proofing procedure to be followed by printer and customer.

Specimen pages of printers' proofs, showing the use of the marks, are included in appendix A.

2. Reference

The title of the British Standard referred to in this standard is given on the inside back cover.

3. Typographic specifications

3.1 General. The preparation of typescript copy for printing, so that it is clear in presentation and consistent in style, is dealt with in BS 5261 : Part 1. Before such copy can be typeset, it has to be marked-up from a typographic specification which will enable it to be typeset by an appropriate composition method.

3.2 Specification factors

3.2.1 Composition method. The performance characteristics of the composition method and, in the case of machine composition, of the specific type of machine to be used, should be ascertained before marking-up copy for composing.

3.2.2 Items to be included. Data of the following kind should be provided.

- (a) Designations and sizes of:
 - (1) typefaces and typefoundry;
 - (2) special characters;
 - (3) rules, borders and ornaments.
- (b) Line length (measure).
- (c) Intercolumn spacing (gutter).
- (d) Interline spacing (base line to base line):
 - (1) in metal: the type body set solid;
 - (2) in metal: the type body plus leading;
 - (3) in photocomposition: the film or paper advance;
 - (4) in strike-on/impact composition: the paper advance.

- (e) Character spacing.
- (f) Word spacing.
- (g) Justification.
- (h) Ranging:
 - (1) flush left;
 - (2) flush right;
 - (3) centre.
- (i) Indentation.
- (j) Hyphenation (word breaks at end of lines).

4. Marks for copy preparation and proof correction

4.1 The marks to be used for marking-up copy for composition and for the correction of printers' proofs shall be as shown in table 1.

4.2 The marks in table 1 are classified in three groups as follows.

- (a) Group A: general.
- (b) Group B: deletion, insertion, and substitution.
- (c) Group C: positioning and spacing.

4.3 Each item in table 1 is given a simple alpha-numeric serial number denoting the classification group to which it belongs and its position within the group.

4.4 The marks have been drawn keeping the shapes as simple as possible and using sizes which relate to normal practice. The shapes of the marks should be followed exactly by all who make use of them.

4.5 For each marking-up or proof correction instruction a distinct mark is to be made:

- (a) in the text: to indicate the exact place to which the instruction refers;
- (b) in the margin: to signify or amplify the meaning of the instruction.

It should be noted that some instructions have a combined textual and marginal mark.

4.6 Where a number of instructions occur in one line, the marginal marks are to be divided between the left and right margins where possible, the order being from left to right in both margins.

4.7 Specification details, comments, and instructions may be written on the copy or proof to complement the textual and marginal marks. Such written matter is to be clearly distinguishable from the copy and from any corrections made to the proof. Normally this is done by encircling the matter and/or by the appropriate use of colour (see 4.8).

4.8 Proof corrections shall be made in coloured ink thus:

- (a) printer's literal errors marked by the printer for correction: green;
- (b) printer's literal errors marked by the customer and his agents for correction: red;
- (c) alterations and instructions made by the customer and his agents: black or dark blue.

5. Proofing procedure

5.1 The printer should supply the customer with proofs. The number of proofs required will depend upon the nature of the job and should be agreed between customer and printer.

5.2 One of the proofs to be supplied shall be the printer's marked proof on which he has marked literal errors and queries for the customer's attention. The printer should date and indicate the status of this proof, e.g. first galley proof, revised galley proof, page proof, etc.

5.3 The printer's marked proof shall be returned to the printer by the customer or his agent with all additional corrections marked on it, integrating those made by author, editor, designer, publisher, etc. It thus becomes a master reference for the next stage of the job.

5.4 The customer should keep a copy of the printer's marked proof, as returned to the printer, for his own reference.

5.5 Where the printer has drawn attention to any particular point on the printer's marked proof by means of a query (see table 1, mark A4), it is essential that the appropriate authority should settle the query by writing a clear instruction on the proof or, if the matter is already correct, strike through the query.

5.6 The following additional information should be entered on the printer's marked proof before returning it.

- (a) *Either* that a revised set of proofs is required (indicate whether these are to be supplied in galley/slip, page, imposed page or book form); *or* that the job is approved for press (indicate whether approval is subject to final corrections being made).
- (b) The signature and status of the person who is returning the printer's marked proof.
- (c) The date on which the printer's marked proof is returned to the printer; this clearly identifies the position of the proof in the production sequence.

Table 1. Classified list of marks

NOTE. The letters M and P in the notes column indicate marks for marking-up copy and for correcting proofs respectively.

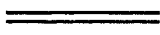
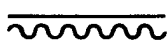
Group A General

Number	Instruction	Textual mark	Marginal mark	Notes
A1	Correction is concluded	None	/	P Make after each correction
A2	Leave unchanged	----- under characters to remain	Ⓟ	M P
A3	Remove extraneous marks	Encircle marks to be removed	X	P e.g. film or paper edges visible between lines on bromide or diazo proofs
A3.1	Push down risen spacing material	Encircle blemish	⊥	P
A4	Refer to appropriate authority anything of doubtful accuracy	Encircle word(s) affected	Ⓢ	P

Group B Deletion, insertion and substitution

B1	Insert in text the matter indicated in the margin	⧵	New matter followed by ⧵	M P Identical to B2
B2	Insert additional matter identified by a letter in a diamond	⧵	⧵ Followed by for example ⬠A	M P The relevant section of the copy should be supplied with the corresponding letter marked on it in a diamond e.g. ⬠A
B3	Delete	/ through character(s) or ⏟ through words to be deleted	Ⓞ	M P
B4	Delete and close up	⧻ through character or ⏟ through characters e.g. character character	Ⓞ	M P

Table 1 (continued)

Number	Instruction	Textual mark	Marginal mark	Notes
B5	Substitute character or substitute part of one or more word(s)	 through character or  through word(s)	New character or new word(s)	M P
B6	Wrong fount. Replace by character(s) of correct fount	Encircle character(s) to be changed		P
B6.1	Change damaged character(s)	Encircle character(s) to be changed		P This mark is identical to A3
B7	Set in or change to italic	 under character(s) to be set or changed		M P Where space does not permit textual marks encircle the affected area instead
B8	Set in or change to capital letters	 under character(s) to be set or changed		
B9	Set in or change to small capital letters	 under character(s) to be set or changed		
B9.1	Set in or change to capital letters for initial letters and small capital letters for the rest of the words	 under initial letters and  under rest of the word(s)		
B10	Set in or change to bold type	 under character(s) to be set or changed		
B11	Set in or change to bold italic type	 under character(s) to be set or changed		
B12	Change capital letters to lower case letters	Encircle character(s) to be changed		P For use when B5 is inappropriate