

Copy preparation and proof correction —

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

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Committees responsible for this British Standard

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- Amicus
- British Printing Industries Federation
- Digital and Screen Printing Association (UK)
- Institute of Paper, Printing and Publishing
- London College of Communication
- Oil and Colour Chemists Association
- PICON Ltd.
- Royal Society
- Society for Editors and Proofreaders
- Co-opted members

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Foreword

This part of BS 5261 has been prepared by Technical Committee PAI/43. It supersedes BS 5261-2:1976, which is withdrawn.

This British Standard has been revised in line with current practices in the printing industry and to update the order and grouping of the symbols.

BS 5261 consists of the following parts:

- *Part 1: Design and layout of documents;*
- *Part 2: Specification for typographic requirements, marks for copy preparation and proof correction, proofing procedure;*
- *Part 3: Specification for marks for mathematical copy preparation and mathematical proof correction and their use.*

NOTE BS 5261C:2005, *Marks for copy preparation and proof correction* is available as an A5 fold-out card. This card includes Table 1 together with notes on the use of the marks (4.3, 4.4, 4.5, 4.6 and 4.7) extracted from BS 5261-2:2005.

This part specifies marks for use in the preparation of primarily textual documents. Marks for use in mathematical copy are specified in BS 5261-3.

The copy preparation and proof correction marks specified in Table 1 have been chosen:

- a) to be relevant to the needs of all users of the standard and to reflect good trade practice;
- b) to be clearly recognizable, memorable, and be quick and easy to reproduce;
- c) so that no words, abbreviations and contractions are used for marginal marks, as they have applications in only one language;
- d) so that textual and marginal marks contain common graphic elements and, where possible, are identical.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 14, an inside back cover and a back cover.

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1 Scope

This part of BS 5261 specifies marks for use in copy preparation and proof correction. It specifies procedures to be followed when marking up copy for the typesetter and the proofing procedure to be followed by typesetter and customer.

A specimen page of a typesetter's proof, showing the use of the marks, is included in Annex A.

2 Normative references

The following referenced document is indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 5261-1, *Copy preparation and proof correction — Part 1: Design and layout of documents*.

3 Typographic specifications

3.1 General

The preparation of the design and layout of primarily textual documents, both for those producing the version that will be disseminated and for those producing text that will be printed by professionals, shall conform to BS 5261-1.

Where such copy needs to be marked up for typesetting, it shall be marked up from a typographic specification that will enable it to be typeset by an appropriate composition method.

3.2 Specification factors

The typographical designer or copy editor shall provide data on:

- a) designations and sizes of:
 - 1) typefaces and fonts;
 - 2) special characters;
 - 3) rules, borders and ornaments.
- b) line length (measure);
- c) intercolumn spacing (gutter);
- d) interline spacing (base line to base line);
- 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 typesetters' proofs shall be as shown in Table 1.

NOTE 1 The marks in Table 1 are classified as:

- a) group A: general;
- b) group B: deletion, insertion, and substitution;
- c) group C: positioning;
- d) group D: spacing.

NOTE 2 Each item in Table 1 is given a simple alphanumeric serial number denoting the classification group to which it belongs and its position within the group.

NOTE 3 The marks have been drawn keeping the shapes as simple as possible and using sizes that relate to normal practice.

4.2 The shapes of the marks shall be followed as closely as possible by all who write them.

4.3 For each editorial mark-up on original copy, a distinct mark shall be made in the text only, not in the margin.

4.4 For each proof correction instruction a distinct mark shall 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.

NOTE Some instructions have a combined textual and marginal mark.

4.5 Where a number of proof correction marks occur in one line, the marginal marks shall be divided between the left and right margins where practicable, the order being from left to right in both margins.

4.6 Specification details, comments, and instructions shall be written on the copy or proof to complement the textual and marginal marks. Such written matter shall be clearly distinguishable from the copy and from any corrections made to the proof. This shall be done by circling the matter and/or by the appropriate use of colour (see 4.7).

4.7 Proof corrections shall be made in coloured ink thus:

- a) typesetter's literal errors marked by the typesetter for correction: green;
- b) typesetter's literal errors marked by the customer for correction: red;
- c) alterations and instructions made by the customer: blue.

5 Proofing procedure

5.1 The typesetter shall supply the customer with proofs.

5.2 One of the proofs to be supplied shall be the typesetter's marked proof on which literal errors and queries for the customer's attention have been marked.

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

NOTE It is recommended that the customer keeps a copy of the typesetter's marked proof, as returned to the typesetter, for reference.

5.4 Where the typesetter has drawn attention to any particular point on the typesetter's marked proof by means of a query (see Table 1, mark A4), the appropriate authority shall settle the query by writing a clear instruction on the proof or, if the matter is already correct, strike through the query.

5.5 The return of the marked proof to the typesetter shall be accompanied by:

- a) an instruction that either a revised set of proofs is required (indicate the form in which these are to be supplied); or 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 typesetter's marked proof;
- c) the date on which the typesetter's marked proof is returned to the typesetter; this clearly identifies the position of the proof in the production sequence.