

Copy preparation and proof correction —

Part 3: Specification for marks for mathematical copy preparation and mathematical proof correction and their use

UDC 001.816:655.25.8:51

NO COPYING WITHOUT BSI PERMISSION EXCEPT AS PERMITTED BY COPYRIGHT LAW



Document Sharing Hub

Committees responsible for this British Standard

The preparation of this British Standard was entrusted by the Paper and Printing Standards Policy Committee (PAM/-) to Technical Committee PAM/22, upon which the following bodies were represented:

- Aslib
- Association of Teachers of Printing and Allied Subjects
- British Printing Industries Federation
- Cambridge University Press
- Her Majesty's Stationery Office
- Institute of Printing
- Library Association
- London College of Printing
- National Graphical Association
- National Union of Journalists
- Publishers Association
- Society of Industrial Artists and Designers
- Society of Typographic Designers

The following bodies were also represented in the drafting of the standard, through subcommittees and panels:

- London Mathematical Society
- Open University
- Royal Society
- University of Reading

This British Standard, having been prepared under the direction of the Paper and Printing Standards Policy Committee, was published under the authority of the Board of BSI and comes into effect on 30 June 1989

© BSI 03-2000

First published as BS 1219 June 1945
First revision December 1958
Second revision as BS 5261-3 June 1989

The following BSI references relate to the work on this standard:
Committee reference PAM/22
Draft for comment 85/65602 DC

ISBN 0 580 17022 5

Amendments issued since publication

Amd. No.	Date of issue	Comments
6619	December 1990	Indicated by a sideline in the margin

Contents

	Page
Committees responsible	Inside front cover
Foreword	ii
1 Scope	1
2 Definitions	1
3 Copy preparation and proof correction	1
Appendix A Examples of marked-up copy and corrected proofs	6
Appendix B Characters and symbols similar in form	12
Figure 1 — Illustration of em space	2
Table 1 — List of marks	3
Table 2 — Characters and symbols similar in form	12
Publications referred to	Inside back cover

Foreword

This Part of BS 5261 has been prepared under the direction of the Paper and Printing Standards Policy Committee. It supersedes BS 1219:1958 and BS 1219M:1961, which are withdrawn. The marks for mathematical copy preparation and proof correction specified herein are compatible with those specified in BS 5261-2.

In BS 5261-2, the marks for copy preparation and proof correction are so specified that the use of words is avoided; hence preparation and correction are independent of language. It was planned to extend the principles of BS 5261-2 to marks for mathematical copy preparation and proof correction but, because mathematics employs so many symbols, it has not proved possible to avoid the use of words in all the marks specified. Where words are specified as marginal instructions, the possibility of using symbols has been considered, but the symbols proposed could too easily have been confused with mathematical symbols.

This Part of BS 5261 specifies marks for all the special instructions that are likely to be needed for marking-up mathematical copy. The marks are specified so that they are available for those who need them, not because their use is always essential. Editors and printers who are accustomed to working together may have an understanding of each other's practices that makes such extensive use of marks unnecessary.

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 and ii, pages 1 to 16, 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

This Part of BS 5261 specifies marks for use in the preparation of mathematical copy and the correction of mathematical proofs. Marks specified in BS 5261-2 are not repeated here unless they have some special application in mathematical work.

Appendix A gives examples of the use of the marks.

Appendix B lists characters and symbols that are often confused because they are similar in form.

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

2 Definitions

For the purposes of this Part of BS 5261 the following definitions apply.

2.1

display

to set matter so that it is separated from the text by space above and below

2.2

em space

a horizontal distance equal to the nominal type size (see Figure 1)

NOTE As an approximate visual guide, the width of the em space is similar to the width occupied by capital W or capital M.

2.3

normal space

a fixed space specified by editor, designer and typesetter and usually about 30 % of an em space

2.4

small space

a fixed space specified by editor, designer and typesetter and usually about 15 % of an em space

2.5

variable space

in justified setting, a word space whose precise size is determined by the need to fill out the line

NOTE Variable spaces are equal within a line, but vary from line to line within maximum and minimum limits fixed at the outset of a job by editor, designer and typesetter.

3 Copy preparation and proof correction

3.1 General

Typographic specifications, proofing procedures and marks for general copy preparation and proof correction shall comply with BS 5261-2.

3.2 Copy preparation

Copy shall be typed double spaced. The reverse side of the paper shall not be used. 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 (see BS 5261-1). The textual and marginal marks used for marking-up copy shall be those marked with the letter M in Table 1. The marginal marks marked with the letter P shall not be used unless they are necessary to clarify the instructions.

NOTE The use of colour to distinguish different categories of mark is not specified here because photocopies of manuscript are sometimes required.

3.3 Proof correction

The textual and marginal marks used in correcting proofs shall be those specified in Table 1. For each correction a distinct mark shall be made:

- a) in the text: to indicate exactly where a correction is required;
- b) in the margin: to draw attention to the instruction and, if necessary, to amplify its meaning.

A solidus (/) or caret (^) shall follow each marginal mark to show where the instruction ends, unless the marginal mark incorporates a solidus, e.g. 7.

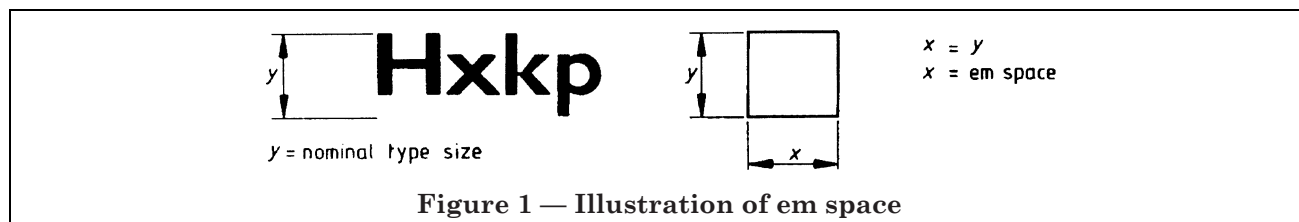
3.4 Colours for marking proofs

Proof corrections shall be made in coloured inks thus:

- a) printer's errors marked by the printer for correction: green;
- b) printer's 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.

3.5 General instructions on typescript

If a particular instruction applies at several different places in the typescript, a general instruction shall be given at the beginning, in preference to repeating the particular instruction each time it is required. Any exceptions to the general instruction shall be indicated where they occur in the typescript (see Appendix A).



3.6 Repeated instructions

If a marginal instruction applies at more than one place in a line, the multiplication symbol shall be used to avoid repetition of the instruction, e.g. “prime $\times$ 2”.

3.7 Spacing

The sizes required for the normal space and the small space shall be specified in general instructions.

NOTE The sizes should normally be agreed between editor, designer and typesetter before the instructions are prepared.

3.8 Letter symbols

General instructions shall, if necessary, state whether letter symbols are to be set upright (roman) or sloping (italic), apart from exceptions indicated in the text.

3.9 Equations

If an equation is likely to be too long to be set on one line, places where it may, if necessary, be split shall be marked on the typescript.

3.10 Explanatory notes

If an instruction requires an explanatory note, the note shall be written in the margin and encircled. If a correction cannot be clearly indicated by the use of marks alone, the correct form shall be written in the margin and encircled.

3.11 Special symbols

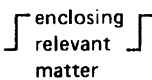
If a special symbol is required, it shall be encircled in the text and its name and reference number or an example taken from BS 5775-11 or another suitable list shall be given in the margin and encircled.

3.12 Ambiguities

Means of distinguishing between characters and symbols that might be confused because they are similar in form, e.g. capital O and zero, shall be explained in general instructions or explanatory notes (see Appendix B).

Table 1 — List of marks

NOTE The letter M indicates a mark to be used for marking-up copy and the letter P a mark to be used for correcting proofs. If a mark is also specified in BS 5261-2, its number in that standard appears in parenthesis after its number in this table.

Number	Instruction	Textual mark	Marginal mark	Notes and examples
1 (B13)	Set or change to upright	M P Encircle character	M P 	
2 (B7)	Set or change to sloping	M P _____ under character	M P 	
3	Set or change to Greek letter	M P Encircle letter	M P 	
4	Set or change to German (Fraktur) letter	M P Encircle letter	M P 	
5	Set or change to Cyrillic letter	M P Encircle letter	M P 	
6	Set or change to Hebrew letter	M P Encircle letter	M P 	
7	Set or change to script	M P Encircle letter	M P 	
8	Set or change to open face	M P Encircle letter	M P 	
9	Set or change to sanserif	M P Encircle letter	M P 	
10	Set or change to numeral	M P Encircle letter	M P 	
11	Check for wrong fount or size	P Encircle character	P 	A specific instruction should be given if possible
12	Set or change 1-line to 2-line fraction	M P Encircle fraction	M P 	Change A/B to $\frac{A}{B}$
13	Use text-size fraction	MP Encircle fraction	MP 11pt etc. (according to size)	
14	Display	MP 	P 	