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ISO 5776

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Graphic technology — Symbols for text proof correction

Technologie graphique — Symboles pour correction de textes

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 130, *Graphic technology,*

This third edition cancels and replaces the second edition (ISO 5776:2016), which have been technically revised.

The main changes are as follows:

— addition of correction symbols in the Korean language;

— addition of a new Annex D (examples in the Korean language);

— renumbering of Annex D as Annex E.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

These text proof-correction symbols have been designed to be used with texts in any orthography; they are not language-specific. Annexes B, C and D show how the symbols are used in logographic languages and in a language that is partly alphabetical and syllabary. Some of the symbols have been used in the form shown here in a number of countries for many years, and some are recent additions. The newer symbols have been suggested by professional proofreaders, who might have been using them for many years. It is in the industry's interests to standardize the symbols. Symbols take up less space in margins than the words or abbreviations needed to give the same instruction. Standard symbols enable editors, typesetters and proofreaders to communicate clearly even when they do not work in the same language.

The symbol for a capital letter has been used internationally for a long time, but the symbol to change a capital to lower case is more recent. Proofreaders used to need two symbols to indicate bold italics and two to remove bold italics, but now there is one symbol for each. The symbol for a solidus – used in expressions such as "and/or" and in dates – has been devised to differentiate it from the symbol used after a change to existing characters, spacing or styles.

The new standard also includes symbols to raise figures from the baseline to the superior position: cm^2; to move characters down to the baseline from the superior position: 1st; and to move characters down from the baseline to the inferior position: CO_2.

In a completely electronic workflow, proofreaders can use an electronic version of the symbols to correct proofs delivered as PDFs.

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Graphic technology — Symbols for text proof correction

1 Scope

This document specifies symbols for use in copy preparation and proof correction in alphabetic languages and in logographic languages. It is applicable to texts submitted for correction whatever their nature or presentation (manuscripts, typescripts, printer's proofs, etc.) and for marking up copy for all methods of composition.

Symbols for the correction of mathematical texts and colour illustrations are not included.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

— ISO Online Browsing Platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org/

3.1
alphabetic language
language, the written form of which is based on letters or symbols used to represent speech sounds

Note 1 to entry: Like most European languages, Arabic or Hebrew.

3.2
alphabetic and syllabary language
language, the written form of which is based on symbols and characters representing speech sounds, words and/or phrases

EXAMPLE Korean is an alphabetic and syllabary language.

3.3
bold type
typeface (3.12) that is heavier than the normal weight

3.4
em space
width of a capital letter M in a given size and *typeface* (3.12)

3.5
en space
width measuring exactly half the width of a capital letter M in a given size and *typeface* (3.12)

3.6
font
complete collection of characters in one *typeface* (3.12) and size

Note 1 to entry: In the UK, this is traditionally spelled 'fount'.

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3.7
italic type
typeface (3.12) in which the characters slope *forward*, as distinct from roman or upright characters and numerals

3.8
justified, adj
aligned on left, right or both sides

Note 1 to entry: Applies to the text in paragraphs; can be preceded by left or right; when used alone means aligned on both sides.

3.9
logographic language
language, the written form of which is based on signs or characters representing words or phrases

EXAMPLE Chinese and Japanese are examples of logographic languages.

3.10
roman type
typeface (3.12) in which the characters are upright as opposed to *italic* (3.6)

Note 1 to entry: This is normally the style of standard characters of a *font* (3.6).

3.11
thin space
space equal to one fifth of an *em space* (3.4)

3.12
typeface
specific type design

Note 1 to entry: A typeface is usually produced in a range of sizes [*fonts* (3.6)], each including *roman type* (3.10), *bold type* (3.3) and *italic type* (3.7).

4 Symbols for proof correction

4.1 Alphabetic languages

Table 1 specifies the symbols for use with all alphabetic languages, as the symbols are not language-specific.

NOTE 1 The symbols are grouped according to general function, and are numbered consecutively within their groups in the first column.

To indicate the instruction specified in the second column, the mark used in the text shall be as specified in the third column and the corresponding symbol used in the margin shall be as specified in the fourth column. The text and margin marks in the third and fourth columns shall be applied as shown in the fifth column. The placement of the marginal marks on the right or left is a matter of convenience and of the space available.

NOTE 2 The sixth column shows the result of their use.

The text marks in column 3 shall be used in combination with the symbols in column 4. Some text marks are identical to the corresponding margin mark, but in many cases, it can be necessary to identify the text that needs to be altered and this can be achieved by circling it. A few symbols extend from the text to the margin, so that no separate margin mark is required.

Annex A demonstrates the application of some of the marks on a page proof in English and the corrected proof. The symbols on the marked-up page proof should look the same in all alphabetic languages. Annex E lists the updated versions of the basic set of symbols for alphabetic languages that was included

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in the first edition of this document, i.e. ISO 5776:1983. These have simply been extracted from Table 1 for ease of reference.

4.2 Logographic languages

The majority of symbols in Table 1 can also be used with logographic languages. Table 2 specifies the symbols that are in addition to or differ from those in Table 1 for use in all logographic languages.

NOTE 1 The examples are shown in Chinese and Japanese. The symbols are grouped and numbered in the same way as in Table 1. The numbers appear in the first column.

To indicate the instruction specified in the second column, the mark used in the text shall be as specified in the third column. The placement of the marginal marks on the right or left is a matter of convenience and of the space available.

NOTE 2 The fourth column shows an example in Chinese and in Japanese, and the fifth column shows the result of the corrections, with the Chinese uppermost or to the left, and the Japanese below or to the right of it.

Annex B demonstrates the application of some of the marks on a page proof in Chinese and the corrected proof. Annex C demonstrates the application of some of the marks on a page proof in Japanese and the corrected proof. The symbols on the marked-up pages in Annexes B and C are the same and should be the same in all logographic languages.

4.3 Alphabetic and syllabary language (Korean)

Table 3 specifies the symbols that are used in Korean.

NOTE 1 The examples are shown in Korean. The symbols are grouped and numbered in the same way as in Table 1. The numbers appear in the first column.

NOTE 2 Annex D demonstrates the application of some of the marks on a page proof in Korean and the corrected proof.

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Table 1 — Proof-correction symbols used in alphabetic languages

Number	Instruction	Text mark	Margin mark	Example	Result
Group 1.1 — General					
1.1.1	Leave unchanged	----	✓	✓/ Please do not shut the door.	Please do not shut the door.
1.1.2	Do not set margin comment			Fig.1 near here	
Group 1.2 — Deletion, insertion, substitution, and appearance					
1.2.1	Delete and close up. In text, use vertical rule through single character and horizontal rule through multiple characters affected	or	¶	¶ annd ¶ pass the the salt ¶ pass the salt	and pass the salt pass the salt
1.2.2	Substitute on baseline; to be used after any change that is not an insertion or deletion. In text, use vertical rule through single character and horizontal rule through multiple characters affected	or	/	n/ abd cold/ It was hot.	and It was cold.
1.2.3	Substitute superior character; to be used after any change that is not an insertion or deletion. In text, use vertical rule through single character and horizontal rule through multiple characters affected	or	Y	2 m3 23 10 12	m^2 10^{23}
1.2.4	Substitute inferior character; to be used after any change that is not an insertion or deletion. In text, use vertical rule through single character and horizontal rule through multiple characters affected	or	λ	2 vitamin B6 6 vitamin B12	vitamin B_2 vitamin B_6

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Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.2.5	Substitute copy; used to identify any change that is not an insertion and is too long to be written in full in the appropriate side margin. Use consecutive letters of the alphabet for subsequent substitutions of long copy on the same page.		A	However little known the feelings or views of such a man may be~~, it is always assumed by local parents that he is~~ the rightful property of some one or other of their daughters. A this truth is so well fixed in the minds of the surrounding families, that he is considered as	However little known the feelings or views of such a man may be, this truth is so well fixed in the minds of the surrounding families, that he is considered as the rightful property of some one or other of their daughters.
1.2.6	Insert new characters or words on baseline.			too not many	not too many
1.2.7	Insert new characters or words above the baseline.			2 m	m^2
1.2.8	Insert new characters or words below the baseline.			2 CO	CO_2
1.2.9	Insert copy that is too long to be written in the appropriate side margin. Use consecutive letters of the alphabet for subsequent insertions of long copy on the same page.		A	However little known the feelings or views of such a man may be, he is the rightful property of some one or other of their daughters. A this truth is so well fixed in the minds of the surrounding families, that	However little known the feelings or views of such a man may be, this truth is so well fixed in the minds of the surrounding families, that he is considered as the rightful property of some one or other of their daughters.
1.2.10	Wrong font (face or size)			Find another way to solve the problem.	Find another way to solve the problem.
1.2.11	Insert or substitute rule or dash; give measure of rule where necessary	or	4 cm N M	Sign here 4 cm pp. 23–56 N pp. 23–56 N Don't drop the M	Sign here _____ pp. 23–56 pp. 23–56 Don't drop the —

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Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.2.12	Insert or substitute hyphen	or		Let's recover the chair. Let's re cover the chair. First class discussion	Let's re-cover the chair. Let's re-cover the chair. First-class discussion.
1.2.13	Insert or substitute comma	or	,	Coffee tea or milk? Do it now not later.	Coffee, tea or milk? Do it now, not later.
1.2.14	Insert or substitute full point/period	or		That's the end That's the end?	That's the end. That's the end.
1.2.15	Insert or substitute raised/midline dot/point	or		12345 12 345	12·345 12·345
1.2.16	Insert or substitute colon	or or		Note Avoid sunlight. Note Avoid sunlight. Note Avoid sunlight.	Note: Avoid sunlight. Note: Avoid sunlight. Note: Avoid sunlight.
1.2.17	Insert or substitute semicolon	or	;	He's innocent it's been proved beyond a doubt. He's innocent it's been proved beyond a doubt.	He's innocent; it's been proved beyond a doubt. He's innocent; it's been proved beyond a doubt.

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Table 1 ***(continued)***

Number	Instruction	Text mark	Margin mark	Example	Result
1.2.18	Insert or substitute ellipsis or leader dots; give measure for leader dots Note: It is usual for an ellipsis to be preceded and followed by a space (as shown).	or		"I I can 't" he cried. "I I can 't" he cried. Sign here 16 mm Sign here 16 mm	"I ... I can't" he cried. "I ... I can't" he cried. Sign here . . . . . . Sign here . . . . . .
1.2.19	Insert or substitute opening and/or closing parentheses	or		He worked for the World Health Organization (WHO) in 2006. He worked for the World Health Organization (WHO(in 2006.	He worked for the World Health Organization (WHO) in 2006. He worked for the World Health Organization (WHO) in 2006.
1.2.20	Set in italics Note: If text is to be changed from bold to italics, encircle the text and combine margin marks as follows:	or		Le Monde **Le Monde**	*Le Monde* *Le Monde*
1.2.21	Remove italics			*Wednesday*	Wednesday
1.2.22	Set bold Note: If text is to be changed from italics to bold, encircle the text and combine margin marks as follows:	or		Warning *Warning*	**Warning** **Warning**

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Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.2.23	Remove bold			**Thursday**	Thursday
1.2.24	Set in bold italics	or		Keep out Keep out	***Keep out*** ***Keep out***
1.2.25	Remove bold italics			***Welcome***	Welcome
1.2.26	Change marked text to capital letter(s)	or		FINAL notice final notice	FINAL notice FINAL notice
1.2.27	Change capital letter(s) to lower case			Roman numerals	roman numerals
1.2.28	Change marked text to small capital(s)	or		ad 321 AD 321	AD 321 AD 321
1.2.29	Change small capital(s) to lower case			IN THE MORNING	In the morning
1.2.30	Insert underline			exercise	exercise
1.2.31	Insert or substitute solidus	or or		and/or and/or	and/or and/or

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Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
Group 1.3 — Positioning					
1.3.1	New paragraph			That was the last time Jack saw or heard from Jennifer. The following year he moved to the other side of the country and began a new life.	That was the last time Jack saw or heard from Jennifer. The following year he moved to the other side of the country and began a new life.
1.3.2	Run on (no new line or paragraph)			Put the vegetables in a roasting pan. Place the meat on top and add the stock.	Put the vegetables in a roasting pan. Place the meat on top and add the stock.
1.3.3	Indent: give measure within symbol, as an em space, an en space or as a physical measure Note: The size of the em and the en are dependent on the size of type being used		N M 7 mm	N Indent the first line of a new paragraph 1 en so that it is easy for the reader to notice. M Indent the first line of a new paragraph 1 em so that it is easy for the reader to notice. 7 mm Indent the first line of the first paragraph 7 mm for a distinctive start to the section.	Indent the first line of a new paragraph 1 en so that it is easy for the reader to notice. Indent the first line of a new paragraph 1 em so that it is easy for the reader to notice. Indent the first line of a new paragraph 7 mm so that it is easy for the reader to notice.
1.3.4	Transpose two characters, words, phrases or objects			aks To be or to be not Look, on the mat a cat sits. □ △	ask To be or not to be Look, a cat sits on the mat. △ □

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Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.5	Transpose two characters, words, phrases or objects around a third			conversation the land of honey and milk Sam closed the door and left the room. □ △ ⬡	conservation the land of milk and honey Sam left the room and closed the door. ⬡ △ □
1.3.6	Transpose two lines, paragraphs, blocks of text or objects Note: Text mark extends into margin	or		Cut out the pattern along the lines. Draw the shapes on the paper. Cut out the pattern along the lines. Draw the shapes on the paper.	Draw the shapes on the paper. Cut out the pattern along the lines. Draw the shapes on the paper. Cut out the pattern along the lines.
1.3.7	Transpose two lines, paragraphs, blocks of text or objects around a third Note: Text mark extends into margin			Turner 5140 votes Smith 5087 votes Jones 5035 votes	Jones 5035 votes Smith 5087 votes Turner 5140 votes
1.3.8	Set inferior characters as baseline characters, or set baseline characters as superior characters	or		CV mm2	2CV mm^2

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