

## ← Proof-reader marks

The necessary corrections in printed text are indicated by prescribed marks, which must be legible and written in black or blue colour. The mark, placed in the text, indicating the desired change, must be repeated at the margin as close as possible to the row where the correction is to be made.

*e* The wrong letter should be marked by a short vertical line or a slash repeated at the margin, where also the correct character is given. *c* If there are more mistakes in the same row, or in its vicinity, we distinguish them by using different types of marks. *k*

*g* The redundant letters, which are not to be replaced, should be scratched by the short vertical lines. The word, or several words, should be scratched horizontally with vertical lines at their ends and at the margin, close to the similar mark, the deletion symbol should be placed ( $\text{g} = \text{deleatur}$ ).

*g* In the case there is a group of the miss-typed characters, it is recommended to join the short vertical lines up or down by a horizontal line.

*g* The wrong expression, or a couple of mistaken words should be scratched by short lines across the first and the last character and marked eventually by the additional symbols (the lines are then connected by a horizontal one) and at the margin, close to the same mark, the correct lettering should be indicated. The missing character is indicated by scratching the preceding or the following one, which is then repeated at the margin together with the missing character. Should the word or more of them, possibly the diacritic signs, be missing we use for them another marks.

*Y* If it is considered to be helpful some comment can be placed at the margin also. The inter-space mistakes between the words or letters, should be corrected by using vertical join-marks or the space-insertion marks. These also are repeated at the margin, too. Similarly are the marks used for the

inter-row spacing correction, except that they should be placed horizontally. The joining of fragmented text

is indicated by a free-hand continuous line. If we want to indicate the insertion of a new paragraph in the continuous text, the broken line is to be used for. Similarly by the line/broken or by a wave-line the swapping of the letters or of the whole

words is indicated. The change in the word-order is indicated by giving the ordinal numbers to appropriate words in the text, and the word-order desired also indicated should be at the margin. The improper corrections are to be treated by scratching the mark at the malcorrected text at the margin and "under-dotting" the correct part of text.

*Te* If the word is to be printed **bold-face** or as *italic*, it should be under-lined in the text and at the same mark on the margin the desired style should be named.

*#* ring them their end. *2.* Incorrect order of the row (eg interchanged) is to be corrected by their number-

*has to*  
*f r*  
*i g*

*g*  
*g*

*mistaken*  
*words should*  
*g*

*ed in*  
*whole*  
*suitable*  
*2x*  
*g*

*he*

1, 2, 3, 4, 5, 6

*marginal*  
*bold*  
*italic*  
*g*