

BRITISH STANDARD INSTITUTION PROOF CORRECTION MARKS

Instruction	Textual mark	Marginal mark
Leave unchanged	--- under characters to remain	⓪
Insert in text the matter indicated in the margin	⋈	New matter followed by ⋈
Substitute character(s) or word(s)	/ through character(s) or ⋈ through word(s)	New character(s) or word(s) followed by /
Delete	/ through character(s) or ⋈ through words to be deleted	♯
Delete and close up	↗ through character(s) or (⋈) through words to be deleted	⓪
Set in or change to italic	— under characters to be set or changed	ℓ
Set in or change to even small caps	== under characters to be set or changed	==
Set in or change to capital letters	≡ under characters to be set or changed	≡
Change to lower case letters	Encircle characters to be changed	≠
Change to roman	Encircle characters to be changed	℥
Change to bold type	~~~~ under characters to be set or changed	~~~~
Substitute or insert character in superior position	/ through character or where required ⋈	Y under character e.g. 3
Substitute or insert character in inferior position	/ through character or where required ⋈	⋈ over character e.g. ½
Underline word(s)	— under word(s)	<u>underline</u>
Substitute or insert hyphen	/ through character or where required ⋈	⋈

Instruction	Textual mark	Marginal mark
Substitute or insert semi-colon	/ through character or where required ⋈	;
Substitute or insert full stop	/ through character or where required ⋈	⊙
Substitute or insert apostrophe	/ through character or where required ⋈	ʹ
Substitute or insert colon	/ through character or where required ⋈	⊙
Close up. Delete space between characters	linking () characters	()
Insert space between characters or words	Y	Y
Insert space between lines or paragraphs	↵	Mark extends into margin
Transpose characters or words	5 between characters or words, numbered when necessary	5
Transpose lines	5	5
Move matter to right	↵ at left side of group to be moved	↵
Move matter to left	↵ at right side of group to be moved	↵
Take over character(s) or line to next line, column or page	⌋	Mark extends into margin
Take back character(s) or line to previous line, column or page	⌈	Mark extends into margin
Begin a new paragraph	↵ before first word of new paragraph	↵
No new paragraph here	↵ between paragraphs	↵