

# Copy preparation and proof correction —

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

ICS 01.140.40; 37.100.001

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## Committees responsible for this British Standard

The preparation of this British Standard was entrusted to Technical Committee PAI/43, Graphic technology, upon which the following bodies were represented:

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 It supersedes BS 5261-2:1976, which is withdrawn.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.

**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 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.

Table 1 — Classified list of marks

NOTE The letters M and P in the notes column indicate marks for marking up copy and for correcting proofs respectively.

**Group A: General**

No.	Instruction	Textual mark	Marginal mark	Notes
A1	End of change	None	 or solidus followed by a circled number bottom right 	P Make after every change that is not an insertion or deletion, i.e. followed by B1 (This is identical to B4)  Use circled number to indicate number of times same change is repeated in the same line without interruption
A2	Leave unchanged	----- under characters to remain		M P
A3	Push down risen spacing material	Circle blemish		P For hot metal only
A4	Refer to appropriate authority anything of doubtful accuracy	Circle word(s) affected		P

**Group B: Deletion, insertion and substitution**








B1	Insert in text the matter indicated in the margin		New matter followed by  or 	M P Use circled number to indicate number of times same insert is repeated in the same line without interruption
B2	Insert additional matter identified by a letter in a diamond		 preceded by, for example, 	M P The relevant section of the copy should be supplied with the corresponding letter marked on it in a diamond, e.g. 

Table 1 — Classified list of marks (*continued*)
















No.	Instruction	Textual mark	Marginal mark	Notes
B3	Delete	/ through single character, rule or underline or  through all characters to be deleted	 or 	M P Use for deletion at the beginning or end of a word and where no space is to be left in place of deletion. Use circled number to indicate number of deletions in the same line without interruption
B4	Substitute character or substitute part of one or more word(s)	/ through character or  through all characters	new character / or new characters /	M P
B5	Wrong font. Replace by character(s) of correct font	Circle character(s) to be changed		P Use to indicate wrong typeface or size
B6	Change damaged character(s) or remove extraneous marks	Circle character(s) to be changed or mark(s) to be removed		P
B7	Set in or change to italic	 under character(s) to be set or changed		M P Where space does not permit textual marks, or for clarity, circle the affected area instead
B8	Change italic to roman/vertical type	Circle character(s) to be changed		M P
B9	Set in or change to bold type	 under character(s) to be set or changed		M P Where space does not permit textual marks, or for clarity, circle the affected area instead
B10	Change bold to non-bold type	Circle character(s) to be changed		M P
B11	Set in or change to bold italic type	  under character(s) to be set or changed		M P Where space does not permit textual marks, or for clarity, circle the affected area instead



Table 1 — Classified list of marks (*continued*)

No.	Instruction	Textual mark	Marginal mark	Notes
B12	Change to non-bold and non-italic	Circle character(s) to be changed		M P
B13	Set in or change to capital letters	 under character(s) to be set or changed		M P Where space does not permit textual marks, or for clarity, circle the affected area instead
B14	Set in or change to small capital letters	 under character(s) to be set or changed		
B15	Set in or change to capital letters for initial letters and small capital letters for the rest of the words	 under initial letters and  under rest of words		
B16	Change capital letters to lower case letters	Circle character(s) to be changed		P
B17	Change small capital letters to lower case letters	Circle character(s) to be changed		P
B18	Turn type or figure	Circle type or figure to be altered		P Use circled number to give number of degrees of rotation, e.g. 180
B19	Substitute or insert character in 'superior' position	/ through character or ^ where required	Y or X under character e.g.	P Do not use additional insert or substitute mark with these marks
B20	Substitute or insert character in 'inferior' position	/ through character or _ where required	^ over character e.g.	
B21	Substitute ligature, e.g. ffi, for separate letters	 through characters affected	 e.g.	P
B22	Substitute separate letters for ligature	 through characters affected	Write out separate letters	P

Table 1 — Classified list of marks (continued)









No.	Instruction	Textual mark	Marginal mark	Notes
B23	Substitute or insert full stop or decimal point	/ through character or ∧ where required		M P
B24	Substitute or insert colon	/ through character or ∧ where required		M P
B25	Substitute or insert semi-colon	/ through character or ∧ where required	;	M P
B26	Substitute or insert comma	/ through character or ∧ where required	,	M P
B27	Substitute or insert apostrophe	/ through character or ∧ where required	' or ' (with hook)	M P Do not use additional insert or substitute mark with these marks
B28	Substitute or insert single quotation marks	/ through character or ∧ where required	' or ' (with hook) and/or ' or ' (with hook)	
B29	Substitute or insert double quotation marks	/ through character or ∧ where required	“ or ” (with hook) and/or “ or ” (with hook)	
B30	Substitute or insert ellipsis or leader dots	/ through character or ∧ where required		M P When used as leader, give the measure
B31	Substitute or insert hyphen	/ through character or space or ∧ where required	—	M P

Table 1 — Classified list of marks (*continued*)

No.	Instruction	Textual mark	Marginal mark	Notes
B32	Substitute or insert rule	/ through character or / where required		M P Give the size of the rule in the margin mark e.g.  
B33	Substitute or insert oblique	/ through character or / where required		M P
B34	Insert underline	Circle characters/words	Circle horizontal line 	M P

**Group C: Positioning**



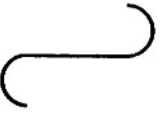
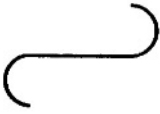



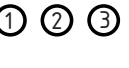
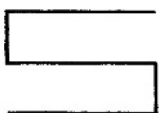
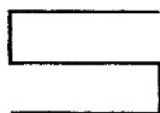
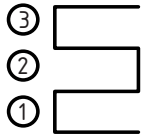
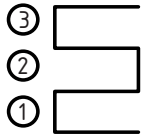
C1	Start new paragraph			M P
C2	Run on (no new paragraph, no new line)			M P
C3	Transpose characters or words	 between characters or words		M P
C4	Transpose a number of characters or words			M P Use when the sequence cannot be clearly indicated by the use of C3  Circle numbers to prevent them being typeset
C5	Transpose lines			M P Extend rules the full length of matter being transposed
C6	Transpose a number of lines			P Use when the sequence cannot be clearly indicated by the use of C5  Circle numbers to prevent them being typeset

Table 1 — Classified list of marks (*continued*)

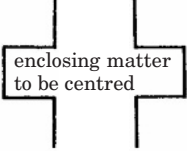
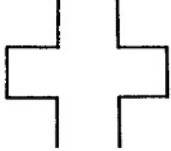








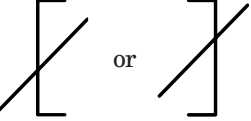
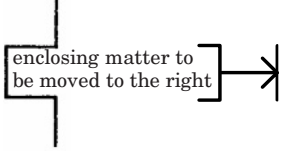

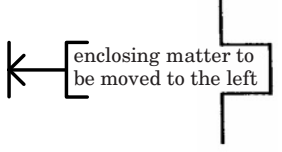
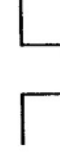
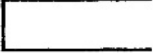
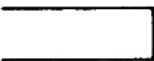


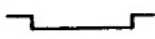


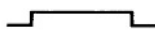



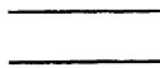
No.	Instruction	Textual mark	Marginal mark	Notes
C7	Centre			M P
C8	Indent or move beginning of line(s) to the right			M P Draw vertical lines of mark to show position to which character(s) are moved
C9	Cancel indent or move end of line(s) to the left			
C10	Set line justified to specified measure			P Give the exact dimensions when necessary
C11	Set column justified to specified measure			M P Give the exact dimensions when necessary
C12	Unjustify			M P Use mark on side of line/column to be unjustified
C13	Move specified matter to the right			P Draw vertical line to show position to which matter is moved
C14	Move specified matter to the left			
C15	Take over character(s), word(s) or line to next line, column or page			P The textual mark surrounds the matter to be taken over and extends into the margin

Table 1 — Classified list of marks (*continued*)

No.	Instruction	Textual mark	Marginal mark	Notes
C16	Take back character(s), word(s), or line to previous line, column or page			P The textual mark surrounds the matter to be taken back and extends into the margin
C17	Raise matter	 over matter to be raised  under matter to be raised		P Give the exact dimensions when necessary (Use D8 for insertion of space between lines or paragraphs in text)
C18	Lower matter	 over matter to be lowered  under matter to be lowered		P Give the exact dimensions when necessary (Use D9 for reduction of space between lines or paragraphs in text)
C19	Move matter to position indicated	Enclose matter to be moved and indicate new position		P Give the exact dimensions when necessary
C20	Correct vertical alignment			P
C21	Correct horizontal alignment	Single line above and below misaligned matter e.g. 		P The marginal mark is placed level with the head and foot of the relevant line

**Group D: Spacing**












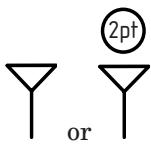
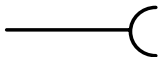
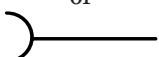
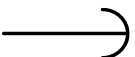
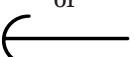
D1	Close up. Delete space between characters or words	linking  characters		M P
D2	Insert or substitute space between characters or words	/ or  where required		M P Give the size of the space to be inserted when necessary

Table 1 — Classified list of marks (*continued*)

No.	Instruction	Textual mark	Marginal mark	Notes
D3	Reduce space between characters or words	 between characters or words affected		M P Give amount by which the space is to be reduced when necessary
D4	Make space equal between characters or words in entire line	 between characters or words affected		M P
D5	Insert or substitute thin space	/ through character or  where required		M P
D6	Insert or substitute fixed space	/ through character or  where required	 or	M P Circle numbers to prevent them being typeset
D7	Close up to normal interline spacing		( each side of column linking lines )	M P The marks are in the margin
D8	Insert space between lines or paragraphs		 or 	M P The mark extends between the lines of text. Give the size of the space to be inserted when necessary
D9	Reduce space between lines or paragraphs		 or 	M P The mark extends between the lines of text. Give the amount by which the space is to be reduced when necessary

**Annex A (informative)**  
**Specimens of marked and revised proofs**

For reasons of economy the marks in this specimen are printed in black. The colours to be used when making proof corrections are specified in 4.7.

## Marked proof of text

Clearing copyright permissions

An author must have the copyright owner's permission to use copyright material of any kind, except in instances of 'fair dealing'. If an article or a book is going to be published worldwide, remember that material that might be out of copyright in one country could still be in copyright in another. Editors should brief authors to keep clear/comprehensive notes about all sources from which they quote as they work.

(This information is needed for acknowledgements even when the material can be used without permission, and it is very time-consuming and often impossible for authors to find all the details later). It can also be difficult for authors to know at a glance what is in or out of copyright, but if they record all sources, including modern translations or edited editions of work in the public domain, the editor can determine which quotations need permissions. Some firms require their authors to clear permissions themselves, others do the work but require their authors to pay the fees, and still others undertake the responsibility for the fees and the work. Whether you are an author or an editor, here is what to do.

WHO TO ASK and WHAT TO SAY

It is usual to request permission from the publishers because they often control the subsidiary rights. If they do not or if they control only some of those you request, they will forward your letter to the appropriate person or tell you to whom to apply. The print run is essential information for all requests: obviously, the fee will be greater for 10000 copies than for 5000 copies, although not necessarily twice as much. When the permissions are for use of an image, both the format of the publication and the size at which the image will be reproduced are necessary; in many countries dimensions are cited height x width in millimetres - for example 295 x 225 mm - although in the USA they are the other way round and in inches. All requests also need to state more languages in one or more specific countries, or the right to include copyright material in the estimated published price and the rights desired. This can refer to volume rights in one or databases, websites, multimedia publications, broadcast, film or stage performances.

Be sure to state when a title is a schoolbook and even underline, rather than italicize, that information to draw attention to it: it usually results in lower fees. It is helpful and time-saving to have form letters requesting permissions (see fig.10.3).

**FIGURE 10.3** An example of a permission form letter from a publishing company. When authors are clearing permissions, they should add the name of their publisher on a separate line below the title.

(the author, an agent, the executor of the literary estate or another publisher)



## Revised proof of text incorporating corrections

### ***Clearing copyright permissions***

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**Figure 10.3** An example of a permission form letter from a publishing company. When authors are clearing permissions, they should add the name of their publisher on a separate line below the title.

## Bibliography

BS 5261-3:1989, *Copy preparation and proof correction — Part 1: Specification for marks for mathematical copy preparation and mathematical proof correction and their uses.*



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