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Graphic technology — Symbols for text proof correction

Technologie graphique — Symboles pour correction de textes

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Foreword

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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 on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information

The committee responsible for this document is ISO/TC 130, *Graphic technology*.

This second edition cancels and replaces the first edition (ISO 5776:1983), which has been technically revised to allow the text proof-correction symbols to be used with texts in any orthography, to add new symbols, to identify symbols for use in logographic languages, and to illustrate the use of symbols in several languages.

Introduction

These text proof-correction symbols have been designed to be used with texts in any orthography; hence they are not language-specific (Annex B and Annex C show how the symbols are used in logographic languages). 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 may 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.

Graphic technology — Symbols for text proof correction

1 Scope

This International Standard 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 Terms and definitions

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

2.1
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.

2.2
bold type
typeface (2.14) that is heavier than the normal weight

2.3
em space
width of a capital letter M in a given size and *typeface* (2.14)

2.4
en space
width measuring exactly half the width of a capital letter M in a given size and *typeface* (2.14)

2.5
font
complete collection of characters in one *typeface* (2.14) and size

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

2.6
italic type
typeface (2.14) in which the characters slope *forward* as distinct from roman or upright characters and numerals

2.7
justified paragraph
paragraph with even left- and right-hand margins

Note 1 to entry: The space between characters and/or words is varied to achieve this.

2.8
left-justified paragraph
paragraph with an even left-hand margin leaving the right-hand margin ragged

2.9
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.

2.10
right-justified paragraph
paragraph with an even right-hand margin leaving the left-hand margin ragged

2.11
roman type
typeface (2.14) in which the characters are upright as opposed to *italic* (2.6)

Note 1 to entry: This is normally the style of standard characters of a *font* (2.5).

2.12
thick space
space equal to one third of an *em space* (2.3)

2.13
thin space
space equal to one fifth of an *em space* (2.3)

2.14
typeface
specific type design

Note 1 to entry: A typeface is usually produced in a range of sizes [*fonts* (2.5)] each including *roman* (2.11), *bold* (2.2), and *italic* (2.6).

2.15
unjustified paragraph
paragraph with ragged margins left, right, or both

Note 1 to entry: Such a paragraph is achieved by eliminating any extra spacing used to justify text.

3   Symbols for proof correction

3.1   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 three shall be used in combination with the symbols in column four. Some text marks are identical to the corresponding margin mark, but in many cases, it may 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.

NOTE 3   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 would look the same in all alphabetic languages. Annex D lists the updated versions of the basic set of symbols for alphabetic languages that was included in the previous edition of this International Standard. These have simply been extracted from Table 1 for ease of reference.

3.2   Logographic languages

The majority of symbols in Table 1 may also be used with logographic languages. Table 2 specifies the symbols that are in addition to or different 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.

NOTE 3   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 Annex B and Annex C are the same and would be the same in all logographic languages.

Table 1 — Proof-correction symbols used in alphabetic and logographic 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 ⊢⊣	ℐ	ℐ annd	and
				ℐ pass the the salt	pass the salt
				ℐ pass the sa lt	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	and
				cold/ It was hot.	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	m^3	m^2
				10^{12}	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 ⊢⊣	⋏	vitamin B_6	vitamin B_2
				vitamin B_{12}	vitamin B_6

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.	⊐	Ⓐ	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. Ⓐ 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.	⋏	⋏	not⋏many	not too many
1.2.7	Insert new characters or words above the baseline.	⋏	⋋	m⋏	m^2
1.2.8	Insert new characters or words below the baseline.	⋏	⋏	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.	⋏	Ⓐ	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. Ⓐ 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 ⋏ pp. 23⋏56 pp. 23⋏56 Don't drop the ⋏	Sign here _____ pp. 23–56 pp. 23–56 Don't drop the —

Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.2.12	Insert or substitute hyphen	⌢ or —	⊨	Let's re-cover the chair.	Let's re-cover the chair.
				Let's re-cover the chair.	Let's re-cover the chair.
				First-class discussion	First-class discussion.
1.2.13	Insert or substitute comma	⌢ or —	،	Coffee tea or milk?	Coffee, tea or milk?
				Do it now not later.	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
				12345	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.

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).	(mark) or —	⊙⊙	"I can 't" he cried. "I I can 't" he cried. Sign here Sign here	"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	(mark) 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 (circle)		Le Monde Le Monde	*Le Monde* *Le Monde*
1.2.21	Remove italics	(mark)		*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:	(mark) or (circle)		Warning *Warning*	**Warning** Warning

Table 1 *(continued)*
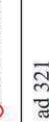
Number	Instruction	Text mark	Margin mark	Example	Result
1.2.23	Remove bold	◯		Thursday	Thursday
1.2.24	Set in bold italics	≋ or ◯		Keep out / Keep out	Keep out / Keep out
1.2.25	Remove bold italics	◯		Welcome	Welcome
1.2.26	Change marked text to capital letter(s)	≡ or ◯	≡	FINAL notice / final notice	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 I	⊘	and/or / and/or	and/or / and/or

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	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 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.	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 7 mm so that it is easy for the reader to notice.
1.3.4	Transpose two characters, words, phrases or objects	⊔	⊔	aks	ask
				To be or to be not	To be or not to be
				Look, on the mat a cat sits.	Look, a cat sits on the mat.
				☐ △	△ ☐

Table 1 *(continued)*
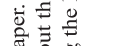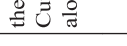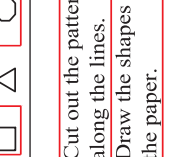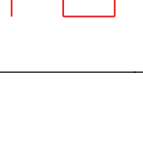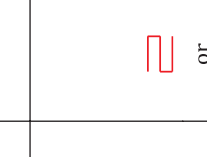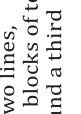
Number	Instruction	Text mark	Margin mark	Example	Result
1.3.5	Transpose two characters, words, phrases or objects around a third			conversation	conservation
				the land of honey and milk	the land of milk and honey
				Sam closed the door and left the room.	Sam left the room and closed the door.
				□ △ ○	○ △ □
1.3.6	Transpose two lines, paragraphs, blocks of text or objects. Note: Text mark extends into margin			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.
		or		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.
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 ⬭	>	2CV	2CV
				mm2	mm^2

Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.9	Set inferior characters as superior characters	⩾ or ◯	⩾	10_2	10^2
1.3.10	Set superior characters on the baseline, or set baseline characters as inferior characters	< or ◯	<	10^{10}	10th vitamin B_6
1.3.11	Set superior characters as inferior characters	⩽ or ◯	⩽	CO^2	CO_2
1.3.12	Centre			Chapter 1 In her first year at her new school Sally, who was now seven years old, made many friends, with whom she would have lasting friendships.	Chapter 1 In her first year at her new school Sally, who was now seven years old, made many friends, with whom she would have lasting friendships.
1.3.13	Move matter to right and align with the implied vertical line			apples bananas grapes peaches	apples bananas grapes peaches
1.3.14	Move matter to right and align with the implied vertical line			As false as dicers' oaths *Hamlet*, II.iv.45	As false as dicers' oaths *Hamlet*, II.iv.45
1.3.15	Move matter to left and align with the implied vertical line			155 165 175	155 165 175

Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.16	Move matter to left and align with the implied vertical line			apples bananas grapes	apples bananas grapes
1.3.17	Move matter up and align with the implied horizontal line			to align with this line raise	raise to align with this line
1.3.18	Move matter up and align with the implied horizontal line			Align here Raise text, captions, annotations or illustrations.	Raise text, captions, annotations or illustrations. Align here
1.3.19	Move matter down and align with the implied horizontal line			lower to align with this line	lower to align with this line
1.3.20	Move matter down and align with the implied horizontal line			Lower text, captions, annotations or illustrations to here	Lower text, captions, annotations or illustrations to here

Table 1 *(continued)*

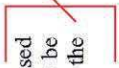| Number	Instruction	Text mark	Margin mark	Example	Result
1.3.21	Correct vertical alignment			121 140 179 13 47 ‖/ coffee tea milk water juice ‖/	121 140 179 13 47 coffee tea milk water juice
1.3.22	Correct horizontal alignment	=	=	that align and this	align this and that
1.3.23	Transfer to the next line, column or page Note: Text mark extends into margin	⊔		Take over a letter to corr-ect a bad break.	Take over a letter to cor-rect a bad break.
1.3.24	Transfer to the preceding line, column or page Note: Text mark extends into margin	⊓		Take back a letter to co-rrect a bad break.	Take back a letter to cor-rect a bad break.
1.3.25	Justify	and/or	↕	Please reset the text on this page so that the lines are aligned with both margins.	Please reset the text on this page so that the lines are aligned with both margins.

Table 1 *(continued)*
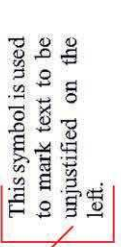
Number	Instruction	Text mark	Margin mark	Example	Result
1.3.26	Unjustify Note: Text mark extends into margin.	*(symbol)* or *(symbol)*		This symbol is used to mark text to be unjustified on the right. This symbol is used to mark text to be unjustified on the left.	This symbol is used to mark text to be unjustified on the right. This symbol is used to mark text to be unjustified on the left.
Group 1.4 — Spacing					
1.4.1	Insert or increase space between characters, words or objects	*(symbol)* or *(symbol)*	*(Y symbol)*	The car behind was too close. Find a place to sit down	The car behind was too close. Find a place to sit down.
1.4.2	Insert or substitute thin space	*(symbol)* or *(symbol)*	*(○ symbol)*	12345 12345	12 345 12 345
1.4.3	Insert or substitute space of fixed width; give measure where it differs from normal spacing specification	*(symbol)* or *(symbol)*	*(symbol)*	10cm 10cm 10cm	10 cm 10 cm 10 cm
1.4.4	Insert or substitute unbreakable space	*(symbol)* or *(symbol)*	*(bowtie symbol)*	The reference to the escape of T. W. Smith was in Hay, *Run!*, pp. 223–5.	The reference to the escape of T. W. Smith was in Hay, *Run!*, pp. 223–5.

Table 1 *(continued)*
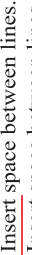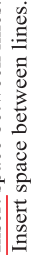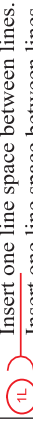
Number	Instruction	Text mark	Margin mark	Example	Result
1.4.5	Insert or increase space between lines Give measure where necessary Note: Text mark extends into margin	(or)		Insert space between lines. Insert space between lines. Insert space between lines. Insert one line space between lines. Insert one line space between lines. (1L)	Insert space between lines. Insert space between lines. Insert space between lines. Insert one line space between lines. Insert one line space between lines.
1.4.6	Decrease space between characters, words or objects Give measure where necessary	—	(mark)	You're too far away. (5mm)	You're too far away.
1.4.7	Decrease space between lines, paragraphs or objects Give reduction in interline spacing or the required spacing where necessary Note: Text mark extends into margin	(or)		Less space between lines. Less space between lines. Less space between lines. Six points less space between lines. (−6pt) Six points less space between lines. Interline space should be one line. (1L) Interline space should be one line.	Less space between lines. Less space between lines. Less space between lines. Six points less space between lines. Six points less space between lines. Interline space should be one line. Interline space should be one line.

Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.4.8	Equalize space between characters, words or objects	)(	)(	The spacing between characters and words in any single line of type, whether justified or not, should be consistent.)( )(	The spacing between characters and words in any single line of type, whether justified or not, should be consistent.
1.4.9	Equalize space between lines or paragraphs Note: Text mark extends into margin			Make the space equal. Make the space equal. Make the space equal. Make the space equal.	Make the space equal. Make the space equal. Make the space equal. Make the space equal.
1.4.10	Close up	( )	( )	Bring to gether	Bring together
1.4.11	Make ligature	or	(	The character œe' is a ligature.	The character 'œ' is a ligature.
1.4.12	No ligature; separate characters		↑	œuvre	oeuvre

Table 2 — Proof-correction symbols used in logography

Number	Instruction	Mark	Example	Result of correction
Group 2.1 — General				
2.1.1	Insert characters or symbols			要摘好校对工作
				は校正記号を
2.1.2	Change character size or typeface	or	第一章　校对的职责	第一章　校对的职责
			は校正記号を	は校正記号を
Group 2.2 — Punctuation				
2.2.1	Insert midline point	or	生活・读书・新知	生活・读书・新知
			編集・校正を	編集・校正を
2.2.2	Insert solidus	or	对／错	对／错
			編集／校正を	編集／校正を
2.2.3	Insert ellipsis (2 em)		波萝、荔枝、芒果……热带水果种类繁多	波萝、荔枝、芒果……热带水果种类繁多
			2段組, 3段組, ……と	2段組, 3段組, ……と

NOTE 1   Chinese is uppermost or left side, Japanese is below or right side in the example and result of corrections columns.

NOTE 2   (1) Chinese   3倍 3 em, 2倍 2 em, ∨∨∨ 3 em, ∨∨ 2 em, ∨ 1 em, 全角 or □ 1 em, 二分四分 3/4 em, 二分 1/2 em, 三分 1/3 em, 四分 1/4 em.

(2) Japanese   ∨∨∨∨ 3 em, ∨∨∨ 2 em, ∨∨ 1 em, □ 1/2 em, 1/3 em, 1/4 em.

Table 2 *(continued)*

Number	Instruction	Mark	Example	Result of correction
2.2.4	Insert dash (2 em)		世界最高峰珠穆朗玛峰 / ことであるつまり	世界最高峰——珠穆朗玛峰 / ことである——つまり
Group 2.3 — Underlines				
2.3.1	Insert underline		全面建设小康社会。 / は校正と	全面建设小康社会。 / は校正と
Group 2.4 — Spacing				
2.4.1	Delete intercharacter space		校 对 符 号 / 校 正 記 号	校对符号 / 校正記号
2.4.2	Insert intercharacter space		标题 / 校正記号	标 题 / 校 正 記 号
2.4.3	Reduce intercharacter space		标 題 / 校 正 記 号	标 題 / 校 正 記 号

NOTE 1 Chinese is uppermost or left side, Japanese is below or right side in the example and result of corrections columns.

NOTE 2 (1) Chinese ∨∨∨ 3 em, 2倍 2 em, 全角 2 em, 全角 or □ 1 em, 二分四分 3/4 em, 二分 1/2 em, 三分 1/3 em, 四分 1/4 em.

(2) Japanese 3倍 3 em, 2倍 2 em, 全角 or □ 1 em, 二分四分 3/4 em, 二分 1/2 em, 三分 1/3 em, 四分 1/4 em.

Table 2 *(continued)*

Number	Instruction	Mark	Example	Result of correction
2.4.4	Insert space between lines		校对胶印读物、 影印书刊的注意 事项 写真原稿と図版原稿 モノクロ原稿とカラー原稿 反射原稿と透過原稿 線画原稿と階調原稿	校对胶印读物、 影印书刊的注意 事项 写真原稿と図版原稿 モノクロ原稿とカラー原稿 反射原稿と透過原稿 線画原稿と階調原稿
2.4.5	Reduce space between lines		校对胶印读物、 影印书刊的注意 事项 写真原稿と図版原稿 モノクロ原稿とカラー原稿 反射原稿と透過原稿 線画原稿と階調原稿	校对胶印读物、 影印书刊的注意 事项 写真原稿と図版原稿 モノクロ原稿とカラー原稿 反射原稿と透過原稿 線画原稿と階調原稿

oup 2.5 — Positioning

NOTE 1   Chinese is uppermost or left side, Japanese is below or right side in the example and result of corrections columns.

NOTE 2   (1) Chinese   3倍 3 em,   2倍 2 em,   全角 or □ 1 em,   二分四分 3/4 em,   二分 1/2 em,   三分 1/3 em,   四分 1/4 em.

(2) Japanese   VVV 3 em,   VV 2 em,   V 1 em,   ⇕1/2 em,   ⇕1/3 em,   ⇕1/4 em

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Table 2 *(continued)*

Number	Instruction	Mark	Example	Result of correction
2.5.1	Move matter to the right and align with implied vertical line	错别字 初校の作業	错别字 错别字是错字和别字的 合称。 初校の作業 初校では、誤植や組み誤り、 明らかな原稿の誤りを綿密に点	错别字 错别字是错字和别字的 合称。 初校の作業 初校では、誤植や組み誤り、 明らかな原稿の誤りを綿密に点
2.5.2	Move matter to the left and align with implied vertical line	错别字 初校の作業	错别字 错别字是错字和别字的 合称。 初校の作業 初校では、誤植や組み誤り、 明らかな原稿の誤りを綿密に点	错别字 错别字是错字和别字的 合称。 初校の作業 初校では、誤植や組み誤り、 明らかな原稿の誤りを綿密に点

NOTE 1 Chinese is uppermost or left side, Japanese is below or right side in the example and result of corrections columns.

NOTE 2 (1) Chinese ∨∨∨ 3 em, ∨∨ 2 em, ∨ 1 em, 二分四分 3/4 em, 全角or □ 1 em, 二分 1/2 em, 三分 1/3 em, 四分 1/4 em.

(2) Japanese 3倍 3 em, 2倍 2 em, 全角or □ 1 em, 二分四分3/4 em, 二分1/2 em, 三分1/3 em, 四分1/4 em.

Table 2 *(continued)*

Number	Instruction	Mark	Example	Result of correction
2.5.3	Move matter down and align with implied horizontal line			
2.5.4	Move matter up and align with implied horizontal line			

NOTE 1 Chinese is uppermost or left side, Japanese is below or right side in the example and result of corrections columns.

NOTE 2 (1) Chinese   3倍 3 em,   ∨∨∨ 3 em,   ∨∨ 2 em,   2倍 2 em,   ∨ 1 em,   全角 or □ 1 em,   二分四分 3/4 em,   二分 1/2 em,   三分 1/3 em,   四分 1/4 em

(2) Japanese   ∨∨∨ 3 em,   ∨∨ 2 em,   ∨ 1 em,   □ 1 em,   ⊟ 1/2 em,   ⊟ 1/3 em,   ⊟ 1/4 em

Table 2 *(continued)*

Number	Instruction	Mark	Example	Result of correction
2.5.5	Move matter to the right and align with implied vertical lines		人们写错别字，有主观和客观两方面的原因，它们彼此影响，互为因果。 初校では、誤植、組み誤りや明らかな原稿の誤りを繕密に点検し、体裁上の点検・整理を行う	人们写错别字，有主观和客观两方面的原因，它们彼此影响，互为因果。 初校では、誤植、組み誤りや明らかな原稿の誤りを繕密に点検し、体裁上の点検・整理を行
2.5.6	Move matter to the left and align with implied vertical line		人们写错别字，有主观和客观两方面的原因，它们彼此影响，互为因果。 初校では、誤植、組み誤りや明らかな原稿の誤りを繕密に点検し、体裁上の点検・整理を	人们写错别字，有主观和客观两方面的原因，它们彼此影响，互为因果。 初校では、誤植、組み誤りや明らかな原稿の誤りを繕密に点検し、体裁上の点検・整理を行

NOTE 1 Chinese is uppermost or left side, Japanese is below or right side in the example and result of corrections columns.

NOTE 2 (1) Chinese   3倍 3 em,   2倍 2 em,   全角 or □ 1 em,   二分四分 3/4 em,   二分 1/2 em,   三分 1/3 em,   四分 1/4 em.

(2) Japanese   ∨∨∨ 3 em,   ∨∨ 2 em,   ∨ 1 em,   寺 1/2 em,   寺 1/3 em,   寺 1/4 em

Annex A
(informative)

Alphabetic examples

A.1 General

This Annex shows the use of mark-up symbols on a page proof in an alphabetic language and the intended effect of the application of these symbols. A.2 represents a marked-up page proof using selected marks defined in this International Standard. A.3, on the other hand, shows the revised text when these marks have been implemented as intended.

Clause A.2 has been reduced in size to allow space for the margin mark-ups.

A.2 Marked-up page proof

Understanding ISO 5776: T   able 1

The purpose

These proof correction symbols have been designed to be used with texts in any orthography; they are not language specific. (Annexes 2 and 3 show how the symbols are used in logographic languages.) The table is divided into six columns. The first column is the The third shows the symbol to be used in the text, and the fourth shows the symbol to be number of the symbol. The the second column states the instruction given by the symbol. used in the margin. The fifth column gives an example and the sixth shows the result. Proofreaders use the text marks in combination with symbols in column 4. Some text marks are identical to the margin mark corresponding, but in many cases the only way to identify the text that needs to be altered is by circling it. a few symbols extend from the text into the margin, so that no seperate margin mark is needed.

Why revise

Some of the symbols have been used in the form shown here a number of countries for many years, and some are recent additions. The newer symbols have been suggested by professional proof readers who may have been using them "unofficially". 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.

A few examples

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 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. 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: $CO2$.

Looking forward

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

used after a change to existing characters, spacing or styles

A.3 Corrected page proof

Understanding ISO 5776: Table 1

The purpose

These proof-correction symbols have been designed to be used with texts in any orthography; they are not language specific. (Annexes B and C show how the symbols are used in logographic languages.) The table is divided into six columns. The first column gives the number of the symbol. The second column states the instruction given by the symbol. The third shows the symbol to be used in the text, and the fourth shows the symbol to be used in the margin. The fifth column gives an example and the sixth shows the result.

Proofreaders use the text marks in combination with symbols in column 4. Some text marks are identical to the corresponding margin mark, but in many cases the only way to identify the text that needs to be altered is by circling it. A few symbols extend from the text into the margin, so that no separate margin mark is needed.

Why revise?

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 may have been using them "unofficially". 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.

A few examples

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.

Looking forward

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

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Annex B
(informative)

Logographic examples (Chinese)

B.1 General

This Annex shows the use of mark-up symbols on a page proof in Chinese (a logographic language) and the intended effect of the application of these symbols. B.2 represents a marked-up page proof using selected marks defined in this International Standard. B.3, on the other hand, shows the revised text when these marks have been implemented as intended.

Clause B.2 has been reduced in size to allow space for the margin mark-ups.

B.2 Marked-up page proof

存，义表现为对礼义道德的传播与发展，大一统而自近者始。从内容言，一统的理想与尊尊、亲亲、贤贤相联系，又可以说一统于尊尊、亲亲、贤贤。本章紧扣"尊尊"、"亲亲"、"贤贤"、"一统"四大义例，并从其理想层面和现实层面进行考察，力图再现《公羊传》所理解的《春秋》大义。

一、尊尊与为尊者讳

《公羊传》解释《春秋》尊尊的观念主要落实在三个方面尊王、尊君、尊礼。从春秋时代的特殊背景看，尊王多带有理想的性质，尊君是基于现实的考虑，尊礼是对整个政治秩序的诉求。

（一）尊王

春秋时代，礼崩乐坏，周室衰微，诸侯争霸，权力下移对此种时局，孔子以为是天下无道，礼乐征伐不自天子出，即孟子所谓王者之迹熄。孔子作《春秋》首先就表现为著"尊王"大义。《公羊传》反复申说此义：

桓公五年经：秋，蔡人、卫人、陈人从王伐郑。/传：其言从王伐郑何？从王正也。

僖公八年经：春·王正月，公会王人、齐侯、宋公、卫侯、许男、曹伯、陈世子款、郑世子华盟于洮。/传：王人者何？微者也。曷为序乎诸侯之上？先王命也。

成公八年经：秋·七月，天子使召伯来锡公命。/传：其称天子何？元年，春王正月，正也，其余皆通矣。

桓公九年经：春，纪季姜归于京师。传：京师者何？天子之居也。京

B.3 Corrected page proof

存，又表现为对礼义道德的传播与发展，大一统而自近者始。从内容而言，一统的理想与尊尊、亲亲、贤贤相联系，又可以说一统于尊尊、亲亲、贤贤。本章紧扣"尊尊"、"亲亲"、"贤贤"、"一统"四大义例，并从其理想层面和现实层面进行考察，力图再现《公羊传》所理解的《春秋》大义。

一、尊尊与为尊者讳

《公羊传》解释《春秋》尊尊的观念主要落实在三个方面——尊王、尊君、尊礼。从春秋时代的特殊背景看，尊王多带有理想的性质，尊君是基于现实的考虑，尊礼是对整个政治秩序的诉求。

（一）尊王

春秋时代，礼崩乐坏，周室衰微，诸侯争霸，权力下移……对此种时局，孔子以为是天下无道，礼乐征伐不自天子出，即孟子所谓王者之迹熄。孔子作《春秋》首先就表现为著"尊王"大义。《公羊传》反复中说此义：

桓公五年经：秋，蔡人、卫人、陈人从王伐郑。/传：其言从王伐郑何？从王正也。

僖公八年经：春·王正月，公会王人、齐侯、宋公、卫侯、许男、曹伯、陈世子款、郑世子华盟于洮。/传：王人者何？微者也。曷为序乎诸侯之上？先王命也。

成公八年经：秋·七月，天子使召伯来锡公命。/传：其称天子何？元年，春·王正月，正也，其余皆通矣。

桓公九年经：春，纪季姜归于京师。/传：京师者何？天子之居也。京

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Annex C
(informative)

Logographic examples (Japanese)

C.1 General

This Annex shows the use of mark-up symbols on a page proof in Japanese (a logographic language) and the intended effect of the application of these symbols. C.2 represents a marked-up page proof using selected marks defined in this International Standard. C.3, on the other hand, shows the revised text when these marks have been implemented as intended.

Clause C.2 has been reduced in size to allow space for the margin mark-ups.

C.2 Marked-up page proof

3. 2. 1 和文組版と欧文組版の違い

日本語組版では，漢字仮名の和文だけではなく，欧文文字も用いる．そこで日本語組版で使用する文字の解説の前に，和文組版と欧文組版[1]について簡単に説明しておく．

1）組 方 向

欧文は横組だけであるが，和文には縦組と横組とがある．

2）文字の字幅

和文文字は原則としてモノスペースで，全角の仮想ボディを持っている（原則として和文は全角ボディを密着させるベタ組という）．欧文文字は字形に応じた字幅で，文字により字幅は異なるプロポーショナルな文字である．

3）行長調整

欧文の行長の調整は主に語間を詰める又は空ける処理である．和文は約物の前後で行い，調節しきれないときは漢字仮名の字間で処理する．

4）扱う文字の種類

日本語組版で扱う文字の種類，特に漢字の種類（字種文字の数）は非常に多い．例えば，よく使用されている小型の漢字辞書である“角川新字源（改訂版）”の親文字としては約 1 万字が掲げられている．

これに対し，欧文文字では文字の種類は少ないが，大文字・小文字スモールキャピタル（例：ABCD），更に立体の他にイタリックなどといったタイプの違いがある．また，“f”と“l”や“i”が連続した場合には合字[2]にするというような日本語組版にないルールもある．

なお，日本語組版でも，その内容によってはローマ字，ギリシャ字などの欧字も使用されている．また，句読点，その他の約物や記号類も使用する．

---

1) 欧文組版については，次のような本が参考になる．
   James Felici, *The Complete Manual of Typography: A Guide to Setting Perfect Type,* Peachpit Press, Berkeley, 2003.
2) 合字を使用した単語の例を次に示す．
   flight, flower, fishing, figure

C.3   Corrected page proof

3. 2. 1   和文組版と欧文組版の違い

　日本語組版では，漢字や仮名の和文だけではなく，欧文文字も用いる．そこで日本語組版で使用する文字の解説の前に，和文組版と欧文組版[1]の違いについて簡単に説明しておく．

　1）組 方 向

　欧文は横組だけであるが，和文には<u>縦組</u>と<u>横組</u>とがある．

　2）文字の字幅

　和文文字は原則としてモノスペースで，全角の仮想ボディを持っている（原則として和文は全角ボディを密着させる――ベタ組という）．欧文文字は字形に応じた字幅で，文字により字幅は異なるプロポーショナルな文字である．

　3）行 長 調 整

　欧文の行長の調整は主に語間を詰める又は空ける処理である．和文は約物の前後で行い，調節しきれないときは漢字・仮名の字間で処理する．

　4）扱う文字の種類

　日本語組版で扱う文字の種類，特に漢字の種類（字種／文字の数）は非常に多い．例えば，よく使用されている小型の漢字辞書である "角川新字源（改訂版）" の親文字としては約 1 万字が掲げられている．

　これに対し，欧文文字では文字の種類は少ないが，大文字・小文字・スモールキャピタル（例：ABCD），更に立体の他にイタリックなどといったタイプの違いがある．また，"f" と "l" や "i" が連続した場合には合字[2]にするというような日本語組版にないルールもある．

　なお，日本語組版でも，その内容によってはローマ字，ギリシャ字などの欧字も使用されている．また，句読点，……その他の約物や記号類も使用する．

---

1)　欧文組版については，次のような本が参考になる．
　James Felici, *The Complete Manual of Typography: A Guide to Setting Perfect Type,* Peachpit Press, Berkeley, 2003.
2)　合字を使用した単語の例を次に示す．
　flight, flower, fishing, figure

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Annex D
(informative)

Relationship between the symbols in this International Standard and those symbols included in ISO 5776:1983

ISO 5776:1983 consists of 16 sections giving the marks for basic proof correction operations. In order to provide a link back to those marks, Table D.1 gives the sections of the earlier standard and the corresponding sections in this International Standard.

Table D.1 — Cross-references to the sections of ISO 5776:1983

Section in ISO 5776:1983	Description in ISO 5776:1983	Relevant section(s) in this International Standard
1	Leave unchanged	1.1.1
2	Delete	1.2.1
3	Substitute	1.2.2, 1.2.5
4	Insert	1.2.6
5	Increase the space	1.4.1, 1.4.5
6	Reduce or delete the space	1.4.6, 1.4.7
7	Equalize the space	1.4.8, 1.4.9
8	Start a new paragraph	1.3.1
9	Run on (no new paragraph)	1.3.2
10	Transpose	1.3.4, 1.3.5, 1.3.6, 1.3.7
11	Centre	1.3.12
12	Indent	1.3.13, 1.3.14
13	Raise the line(s) and align	1.3.17, 1.3.18
14	Lower the line(s) and align	1.3.19, 1.3.20
15	Align	1.3.21, 1.3.22
16	Transfer	1.3.23, 1.3.24

ICS 37.100.01

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