












































# BRITISH STANDARD INSTITUTION PROOF CORRECTION MARKS

Instruction	Textual mark	Marginal mark
Leave unchanged	---	
Insert in text the matter indicated in the margin		New matter followed by 
Substitute character(s) or word(s)	 	New character(s) or word(s) followed by 
Delete	 	
Delete and close up	  	
Set in or change to italic		
Set in or change to even small caps		
Set in or change to capital letters		
Change to lower case letters	Encircle characters to be changed	
Change to roman	Encircle characters to be changed	
Change to bold type		
Substitute or insert character in superior position	 	 under character e.g. 
Substitute or insert character in inferior position	 	 over character e.g. 
Underline word(s)		
Substitute or insert hyphen	 	

Instruction	Textual mark	Marginal mark
Substitute or insert semi-colon	 	
Substitute or insert full stop	 	
Substitute or insert apostrophe	 	
Substitute or insert colon	 	
Close up. Delete space between characters	linking  characters	
Insert space between characters or words		
Insert space between lines or paragraphs		Mark extends into margin
Transpose characters or words		
Transpose lines		
Move matter to right	  	  
Move matter to left	  	  
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	 	 
No new paragraph here	 	 

# Standard Editing Marks Chart

**Hussin A.Rothana**



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