
























































PROOFMARKS - How to communicate your text changes without ambiguity

In 1976 a British Standard for proofreading marks, BS 5261, was established. Although perhaps not so well known today, these marks remain an excellent way of conveying your text changes to someone else, whether you are editing words within your organisation or communicating with Lancing Press.

It is important that everyone work together with a common set of symbols to avoid misunderstandings. This chart shows some of the more commonly-used marks. A mark is usually placed within the body of the copy at the relevant place within the text with clarification in the margin.

Instruction	Textual mark	Marginal mark
Delete	/ through character or through characters to be deleted	9/ (use oblique to separate multiple corrections in same line)
Delete and close up	as above, but  or 	
Insert in text new matter indicated in the margin		new matter followed by 
Insert in text new punctuation indicated in the margin; full point, comma, etc		punctuation circled    
Substitute in text matter indicated in margin	/ or  through existing matter	new matter followed by /
Insert additional matter identified by letter in a diamond (used for large amounts of copy)		 followed by for example 
Leave as printed	 under character(s) to remain	stet
Change to italic	 under character(s) to be changed	
Change to small capital letters	 under character(s) to be changed	
Change to capital letters	 under character(s) to be changed	
Change to bold type	 under character(s) to be changed	
Change capitals to lower case letters	circle character(s) to be changed	

Instruction	Textual mark	Marginal mark
Change italic to roman type	circle character(s) to be changed	
Change bold to roman type	circle character(s) to be changed	
Transpose characters or words	 between characters or words	
Insert space between words	 between each word requiring spacing	
Insert space between lines	 between lines requiring spacing	textual mark extends into margin
Reduce space between words or characters or lines	as above but  between each word or character or  between lines	 textual mark extends into margin
Delete space between words or characters	 between words or characters	
Indent	 round matter to be indented	
Centre matter	  round matter to be centred	 
Start new paragraph	 before first word of paragraph	
Run on		
Insert apostrophe	 Where required	
Insert quotation mark	 Where required	 or  or 
Insert superior character	 Where required	eg 
Insert inferior character or figure	 Where required	eg 