

What To Do Now That Your Writing Has Been Proofread (& Possibly Edited)

If you are having your documents proofread you may find this set of instructions useful.

It is important to distinguish a “light” proofreading from a thorough editing and re-write. Generally I read a manuscript in at least 3 steps: first, I read “to receive”, uncritically, what the author is trying to say. Then I read to correct the obvious. Then I reread to look for “what’s missing,” and larger issues of structure and audience. In other words, I do the ‘easy’ work first.

My marks fall into several categories. The majority will be obvious typos, spelling corrections, scanning artifacts, etc. Other marks will fall into the realm of ‘editorial license’, e.g., optional commas or inserting a period (.) or semicolon. Another type of mark will be a simple question mark (?) meaning that I don’t understand the sentence or the word.

You may want to make the edit inputs yourself; or you may mark the edits you approve, and allow me to make the edit inputs.

I suggest that you go thru the manuscript with three colors of high-lighters: use green for the edits you agree (or input); red for those you disagree (i.e., leave as-is), and yellow for the few you might want to discuss further.

Use “search and replace” in the correct sequence

If you want to make the edit inputs yourself, be sure to use search and replace. In MSWord (PC) these commands are available in the edit menu. Use search and replace for changes throughout the entire document, such as replacing two spaces with one space (repeat as necessary!), and changing a double-dash (--) into an em-dash (–) You can be sure to add leading and trailing spaces first, before replacing all double spaces with single spaces. Be sure to save a copy of your document especially before you do a global search-and-replace in case it has unexpected consequences (ctrl-Z “undo” works, too). You may type directly into the “search” and “replace with” boxes, but sometimes it’s easier to paste from the document. Some special characters are available, such as “^p” for “paragraph break” and “^s” for “space”. If the document has been improperly formatted to begin with, e.g., using spaces instead of indents or tabs, then you may need to proceed cautiously, and / or do reformatting.

In any case, ideally someone should then check to confirm the edits were done correctly and no new errors were introduced.

If you have any questions, please feel free to call me.

Aloha,
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PROOFREADERS' MARKS

Symbol	Meaning	Example
☞ or ☞ or ☞	delete	take it out
○	close up	print as <u>one</u> word
☞	delete and close up	close up
^ or > or ˆ	caret	insert here <i>(something)</i>
#	insert a space	put one here ^
eg#	space evenly	space evenly ^ where indicated
stet	let stand	let marked text stand as set
tr	transpose	change <u>order</u> the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[set farther to the left	<u>L</u> too far to the right
]	set farther to the right	too <u> </u> far to the left
ˆ	set as ligature (such as æ)	encyclo <u>p</u> ædia
≡	align horizontally	<u>alignment</u>
	align vertically	align with surrounding text
x	broken character	im <u>per</u> fect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓟ	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set South as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>

<i>rom</i>	set in roman	set <i>mensch</i> as mensch
bf	set in boldface	set important as important
= or -/ or $\hat{=}$ or /M/	hyphen	multi-colored
$\frac{1}{N}$ or <i>en</i> or /N/	en dash	1965–72
$\frac{1}{M}$ or <i>em</i> or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	² as in πr^2
∧	subscript or inferior	₂ as in H ₂ O
◊ or X	centered	◊ for a centered dot in $p \cdot q$
⌘	comma	
⌚	apostrophe	
⊙	period	
⌘ or ;/	semicolon	
: or Ⓢ	colon	
⌘ or ⌚	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ⊥ ¹	push down a work-up	an unintended mark
Ⓢ ¹	turn over an inverted letter	inve t ed
wf ¹	wrong font	wrong siZe or stylg

¹The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.

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<http://www.merriam-webster.com/mw/table/proofrea.htm>