



CARTER RAE COMMUNICATIONS LTD



PROOF READING

A BRIEF GUIDE TO
EFFECTIVE CORRECTION

INTRODUCTION

Whether you are checking a colleague's work or proofing a staff magazine, it's all too easy to cause confusion with your corrections. This brief guide aims to lead you through the process of proof reading from handy tips to the recognised symbols that you should use.

WHAT YOU SHOULD BE LOOKING FOR

When you are proofing, you should be looking for the obvious errors – spelling, punctuation, grammar and that the story fits in with the publication's style guide*. However you should also make sure that the story as a whole makes sense and that it is factually correct. It is often best to focus on these areas separately and to read the document through twice.

HANDY TIPS

- Find somewhere quiet where you won't be interrupted until you have finished proof reading.
- Take special care over headlines, captions and standfirsts.
- Try to have a copy of the publication's style guide beside you and check anything you are not sure about, such as dates, job titles, etc.
- Always check that people's names are spelt correctly. If you aren't sure, query it.
- Always use red pen rather than pencil or blue/black ink.
- If possible, get someone else to check it too – if you have read something a lot, mistakes are often overlooked.

*It is important that your publication is consistent in the style it prints dates, job titles, abbreviations, etc. To this end, if a style guide does not already exist, one should be produced and circulated to all involved with production of the publication. Carter Rae has its own house style that it applies in the absence of a specific style being agreed with the client.

PROOF READING SYMBOLS

The following is a list of recognised proof reading symbols that should be used when proofing copy.

INSTRUCTION

Insert text shown in margin

Delete

Leave as printed

Change to italics

Change to capitals

Change to small capitals

Change to bold

Change to lower case

Change to (roman) upright type

Close up

Insert space

Reduce space

Transpose

Move to the right or indent

Move to the left

Take over

Take back

No new paragraph

MARGINAL MARK

TEXTUAL MARK

Mark position missing text

Strike through character/s or words to be deleted ~~deleted~~

Dotted line under character/s to remain

Single line under characters to be altered

treble line under characters to be altered

Double line under characters to be altered

Wavy line under characters to be altered

Encircle **C**haracter/s to be **A**ltered

Encircle *characters* to be altered

Mark to link char **C**acters

Mark between **C**words to be spaced

Mark between lines to be spaced

Mark between **C**words overspaced

Mark between lines overspaced

Mark between **C**or **C**characters **C**words

Mark at left side of line/s to be moved

Mark at right side of line/s to be moved

Mark around characters or lines to **C**be moved to next line, column or page

Mark around characters or lines to be **C**moved to previous line, column or page

Mark between the two paragraphs to **C**be run on

Further Information

If you have any questions in relation to this brief proof reading guide, if you would like further information on proof reading or guidance on how to set up a style guide, please contact:

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Personal attention is paramount.
You can't rely on technology to do all your work for you!

Eye halve a spelling chequer,
It came with my pea sea,
It plainly marques four my revue,
Miss steaks eye kin knot sea.

Eye strike a key and type a word,
And weight four it two say,
Weather eye am wrong oar write,
It shows me strait a weigh.

As soon as a mist ache is maid,
It nose bee fore two long,
And eye can put the error rite,
Its rare lea ever wrong.

Eye have run this poem threw it,
I am shore your pleased two no,
Its letter perfect awl the weigh,
My chequer tolled me sew.

– Sauce unknown