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**Graphic technology — Symbols for text  
proof correction**

*Technologie graphique — Symboles pour correction de textes*

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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

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](http://www.iso.org/directives)).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see [www.iso.org/patents](http://www.iso.org/patents)).

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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:  $\text{cm}^2$ , to move characters down to the baseline from the superior position: 1<sup>st</sup>, and to move characters down from the baseline to the inferior position:  $\text{CO}_2$ .

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

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# 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.

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Table 1 — Proof-correction symbols used in alphabetic and logographic languages

Number	Instruction	Text mark	Margin mark	Example	Result
<b>Group 1.1 — General</b>					
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	
<b>Group 1.2 — Deletion, insertion, substitution, and appearance</b>					
1.2.1	Delete and close up. In text, use vertical rule through single character and horizontal rule through multiple characters affected	or 	✓	and pass the salt pass the salt	and pass the salt 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 — 	✓	and It was cold.	and 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 — 	✓	m <sup>2</sup> 10 <sup>23</sup>	m <sup>2</sup> 10 <sup>23</sup>
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 <sub>2</sub> vitamin B <sub>6</sub>	vitamin B <sub>2</sub> vitamin B <sub>6</sub>

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, <del>it is always assumed by local parents that he is</del> 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.			<del>too</del> not many	not too many
1.2.7	Insert new characters or words above the baseline.			<del>m</del> m <sup>2</sup>	m <sup>2</sup>
1.2.8	Insert new characters or words below the baseline.			<del>CO</del> CO <sub>2</sub>	CO <sub>2</sub>
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, <del>he is the rightful property of some one or other of their daughters.</del>  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 <del>problem</del>	Find another way to solve the problem.
1.2.11	Insert or substitute rule or dash; give measure of rule where necessary	 or 	  	Sign here <del>k</del>  pp. 23 <del>56</del>  pp. 23 <del>56</del>  Don't drop the <del>k</del> 	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- <del>re</del> cover the chair. Let's re- cover the chair. First-class discussion.	Let's re-cover the chair. Let's re-cover the chair. First-class discussion.
1.2.13	Insert or substitute comma	⌘ or 	,	Coffee tea or milk? Do it now  not later.	Coffee, tea or milk? 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 	◻	12◻345 12◻345	12:345 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).	⋯ or ⋯	⋯	<p>“I  can ‘t” he cried. ⋯/</p> <p>“I  can ‘t” he cried. ⋯/</p> <p>Sign here ⋯</p> <p>Sign here ⋯</p>	<p>“I ... I can’t” he cried.</p> <p>“I ... I can’t” he cried.</p> <p>Sign here . . . . .</p> <p>Sign here . . . . .</p>
1.2.19	Insert or substitute opening and/or closing parentheses	⋮ or 	⋮ )	<p>He worked for the World Health Organization (WHO) in 2006.</p> <p>He worked for the World Health Organization (WHO) in 2006.</p>	<p>He worked for the World Health Organization (WHO) in 2006.</p> <p>He worked for the World Health Organization (WHO) in 2006.</p>
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 ○	↙	<p>Le Monde</p> <p>Le Monde</p> <p>Wednesday</p>	<p>Le Monde</p> <p>Le Monde</p> <p>Wednesday</p>
1.2.21	Remove italics	○	↘	<p>Warning</p> <p>Warning</p>	<p>Warning</p> <p>Warning</p>
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:	⋮ or ○	⋮	<p>Warning</p> <p>Warning</p>	<p>Warning</p> <p>Warning</p>

Table 1 (continued)

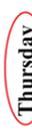
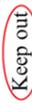
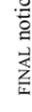
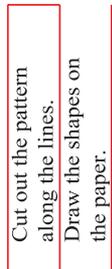
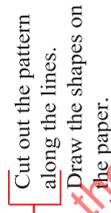
Number	Instruction	Text mark	Margin mark	Example	Result
1.2.23	Remove bold				Thursday
1.2.24	Set in bold italics	 or 		 	<i>Keep out</i> <i>Keep out</i>
1.2.25	Remove bold italics				Welcome
1.2.26	Change marked text to capital letter(s)	 or 		 	FINAL notice FINAL notice
1.2.27	Change capital letter(s) to lower case				roman numerals
1.2.28	Change marked text to small capital(s)	 or 		 	AD 321 AD 321
1.2.29	Change small capital(s) to lower case				In the morning
1.2.30	Insert underline				<u>exercise</u>
1.2.31	Insert or substitute solidus	 or  or 		  	and/or and/or and/or

Table 1 (continued)

Number	Instruction	Text mark	Margin mark	Example	Result
<b>Group 1.3 — Positioning</b>					
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			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.
				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.
				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			ask To be or not to be Look, on the mat, a cat sits.	ask To be or not to be 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			<p> conservation</p> <p> the land of honey and milk</p> <p> Sam closed the door and left the room.</p> <p> the land of honey and milk</p>	<p>conservation</p> <p>the land of milk and honey</p> <p>Sam left the room and closed the door.</p> <p>  </p>
1.3.6	Transpose two lines, paragraphs, blocks of text or objects Note: Text mark extends into margin	 or 		<p> Cut out the pattern along the lines. Draw the shapes on the paper.</p> <p> Cut out the pattern along the lines. Draw the shapes on the paper.</p>	<p>Draw the shapes on the paper. Cut out the pattern along the lines.</p> <p>Draw the shapes on the paper. Cut out the pattern along the lines.</p>
1.3.7	Transpose two lines, paragraphs, blocks of text or objects around a third Note: Text mark extends into margin			<p> Turner 5140 votes Smith 5087 votes Jones 5035 votes</p>	<p>Jones 5035 votes Smith 5087 votes Turner 5140 votes</p>
1.3.8	Set inferior characters as baseline characters, or set baseline characters as superior characters	 or 		<p> 2CV</p> <p> mm<sup>2</sup></p>	<p>2CV</p> <p>mm<sup>2</sup></p>

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Table 1 (continued)

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.9	Set inferior characters as superior characters	∨ or	∨	10 <sup>2</sup>	10 <sup>2</sup>
1.3.10	Set superior characters on the baseline, or set baseline characters as inferior characters	^ or	^	10 <sup>th</sup> vitamin B <sub>6</sub>	10th vitamin B <sub>6</sub>
1.3.11	Set superior characters as inferior characters	∧ or	∧	CO <sub>2</sub>	CO <sub>2</sub>
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			<p>apples bananas grapes</p> <p>raise to align with this line</p>	<p>apples bananas grapes</p> <p>raise to align with this line</p>
1.3.17	Move matter up and align with the implied horizontal line			<p>apples bananas grapes</p> <p>raise to align with this line</p>	<p>apples bananas grapes</p> <p>raise to align with this line</p>
1.3.18	Move matter up and align with the implied horizontal line			<p>apples bananas grapes</p> <p>raise to align with this line</p>	<p>apples bananas grapes</p> <p>raise to align with this line</p>
1.3.19	Move matter down and align with the implied horizontal line			<p>apples bananas grapes</p> <p>lower to align with this line</p>	<p>apples bananas grapes</p> <p>lower to align with this line</p>
1.3.20	Move matter down and align with the implied horizontal line			<p>apples bananas grapes</p> <p>Lower text, captions, annotations or illustrations to here</p>	<p>apples bananas grapes</p> <p>Lower text, captions, annotations or illustrations to here</p>

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Table 1 (continued)

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.21	Correct vertical alignment				<p>121 140 179 13 47</p> <p>coffee tea milk water juice</p>
1.3.22	Correct horizontal alignment	=	=		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 correct 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 correct 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.

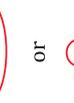
Table 1 (continued)

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.26	Unjustify Note: Text mark extends into margin.			<p>This symbol is used to mark text to be unjustified on the right.</p> <p>This symbol is used to mark text to be unjustified on the left.</p>	<p>This symbol is used to mark text to be unjustified on the right.</p> <p>This symbol is used to mark text to be unjustified on the left.</p>
<b>Group 1.4 — Spacing</b>					
1.4.1	Insert or increase space between characters, words or objects			The car behind was too close.	The car behind was too close.
1.4.2	Insert or substitute thin space			Find a place to sit down	Find a place to sit down.
1.4.3	Insert or substitute space of fixed width; give measure where it differs from normal spacing specification			10 cm	10 cm
1.4.4	Insert or substitute unbreakable space			The reference to the escape of T. W. Smith was in Hay, <i>Run!</i> , pp. 223–5.	The reference to the escape of T. W. Smith was in Hay, <i>Run!</i> , 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 		<p>Insert space between lines. </p> <p>Insert space between lines. </p> <p>Insert space between lines. </p> <p>Insert one line space between lines. </p> <p>Insert one line space between lines. </p>	<p>Insert space between lines.</p> <p>Insert space between lines.</p> <p>Insert space between lines.</p> <p>Insert one line space between lines.</p> <p>Insert one line space between lines.</p>
1.4.6	Decrease space between characters, words or objects Give measure where necessary			<p>You're too far away. </p> <p>You're too far away. </p> <p>You're too far away. </p> <p>You're too far away. </p>	<p>You're too far away.</p> <p></p> <p></p> <p></p>
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 		<p>Less space between lines. </p> <p>Less space between lines. </p> <p>Less space between lines. </p> <p>Six points less space between lines. </p> <p>Six points less space between lines. </p> <p>Interline space should be one line. </p> <p>Interline space should be one line. </p>	<p>Less space between lines.</p> <p>Less space between lines.</p> <p>Less space between lines.</p> <p>Six points less space between lines.</p> <p>Six points less space between lines.</p> <p>Interline space should be one line.</p> <p>Interline space should be one line.</p>

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			<p>Make the space equal.</p> <p>Make the space equal.</p> <p>Make the space equal.</p> <p>Make the space equal.</p>	<p>Make the space equal.</p> <p>Make the space equal.</p> <p>Make the space equal.</p> <p>Make the space equal.</p>
1.4.10	Close up			Bring together	Bring together
1.4.11	Make ligature	 or 		The character 'œ' is a ligature.	The character 'œ' is a ligature.
1.4.12	No ligature; separate characters			 œuvre	oeuvre

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Table 2 — Proof-correction symbols used in logography

Number	Instruction	Mark	Example	Result of correction
<b>Group 2.1 — General</b>				
2.1.1	Insert characters or symbols		要搞好校对工作 は校正記号を 第一章 校对的职责 は校正記号を	要搞好校对工作 は校正記号を 第一章 校对的职责 は校正記号を
2.1.2	Change character size or typeface	or 	要搞好校对工作 は校正記号を 第一章 校对的职责 は校正記号を	要搞好校对工作 は校正記号を 第一章 校对的职责 は校正記号を
<b>Group 2.2 — Punctuation</b>				
2.2.1	Insert midline point		生活·读书·新知 編集校正を 对/错 編集校正を	生活·读书·新知 編集·校正を 对/错 編集/校正を
2.2.2	Insert solidus		对/错 編集校正を 四六/Yを	对/错 編集/校正を 四六/Yを
2.2.3	Insert ellipsis (2 em)		菠萝、荔枝、芒果热带水果种类繁多 2 段组, 3 段组, と	菠萝、荔枝、芒果……, 热带水果种类繁多 2 段组, 3 段组, ……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 em,  2 em,  1 em,  1/2 em,  1/3 em,  1/4 em				
(2) Japanese  3倍 3 em,  2倍 2 em, 全角  1 em, 二分  3/4 em, 二分  1/2 em, 三分  1/3 em, 四分  1/4 em.				

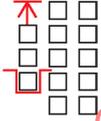
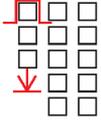
Table 2 (continued)

Number	Instruction	Mark	Example	Result of correction
2.2.4	Insert dash (2 em)		世界最高峰 <del>珠穆朗玛峰</del> ことである <del>つまり</del>	世界最高峰——珠穆朗玛峰 ことである——つまり
<b>Group 2.3 — Underlines</b>				
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
<b>Group 2.4 — Spacing</b>				
2.4.1	Delete intercharacter space		校 对 符 号 校 正 记 号	校对符号 校正記号
2.4.2	Insert intercharacter space		标 题 校 正 记 号	标题 校正記号
2.4.3	Reduce intercharacter space		标 题 校 正 记 号	标题 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 $\vee\vee\vee$ 3 em, $\vee\vee$ 2 em, $\vee$ 1 em, $\vee$ 1/2 em, $\vee$ 1/3 em, $\vee$ 1/4 em				
(2) Japanese $\text{3倍}$ 3 em, $\text{2倍}$ 2 em, $\text{全角}$ 1 em, $\text{二分四分之四}$ 4 em, $\text{二分}$ 1/2 em, $\text{三分}$ 1/3 em, $\text{四分}$ 1/4 em.				

Table 2 (continued)

Number	Instruction	Mark	Example	Result of correction
2.4.4	Insert space between lines		<p>校对胶印读物、 影印书刊的注意 事项</p> <p>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</p>	<p>校对胶印读物、 影印书刊的注意 事项</p> <p>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</p>
2.4.5	Reduce space between lines		<p>校对胶印读物、 影印书刊的注意 事项</p> <p>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</p>	<p>校对胶印读物、 影印书刊的注意 事项</p> <p>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</p>
<b>oup 2.5 — Positioning</b>				
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,    1/2 em,    1/3 em,    1/4 em				
(2) Japanese    3倍 3 em, 2倍 2 em, 全角 or □ 1 em, 二分四分之三 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
2.5.1	Move matter to the right and align with implied vertical line		<p><b>错别字</b></p> <p>错别字是错字和别字的合称。</p> <p><b>初校の作業</b></p> <p>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</p>	<p><b>错别字</b></p> <p>错别字是错字和别字的合称。</p> <p><b>初校の作業</b></p> <p>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</p>
2.5.2	Move matter to the left and align with implied vertical line		<p><b>错别字</b></p> <p>错别字是错字和别字的合称。</p> <p><b>初校の作業</b></p> <p>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</p>	<p><b>错别字</b></p> <p>错别字是错字和别字的合称。</p> <p><b>初校の作業</b></p> <p>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</p>

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  $\blacktriangleright$  3 em,  $\blacktriangleright\blacktriangleright$  2 em,  $\blacktriangleright$  1 em,  $\blacktriangleright$  1/2 em,  $\blacktriangleright$  1/3 em,  $\blacktriangleright$  1/4 em

(2) Japanese  $\blacktriangleright$  3 em,  $\blacktriangleright\blacktriangleright$  2 em,  $\blacktriangleright$  2 em,  $\blacktriangleright$  1 em,  $\blacktriangleright$  3/4 em,  $\blacktriangleright$  2/4 em,  $\blacktriangleright$  1/3 em,  $\blacktriangleright$  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		<p>初校の作業</p> <p>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</p> <p>錯別字</p> <p>錯別字是错字和别字的</p> <p>合称。</p>	<p>初校の作業</p> <p>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</p> <p>错别字</p> <p>错别字是错字和别字的</p> <p>合称。</p>
2.5.4	Move matter up and align with implied horizontal line		<p>初校の作業</p> <p>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</p> <p>错别字</p> <p>错别字是错字和别字的</p> <p>合称。</p>	<p>初校の作業</p> <p>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</p> <p>错别字</p> <p>错别字是错字和别字的</p> <p>合称。</p>
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 $\vee\vee\vee$ 3 em, $\vee\vee$ 2 em, $\vee$ 1 em, $\text{⌘}$ 1/3 em, $\text{⌘}$ 1/4 em				
(2) Japanese $\text{⌘}$ 3 em, $\text{⌘}$ 2 em, $\text{⌘}$ 2 em, $\text{⌘}$ 1 em, $\text{⌘}$ 1/2 em, $\text{⌘}$ 1/3 em, $\text{⌘}$ 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	<p>□□□□□</p> <p>□□□□□</p> <p>□□□□□</p> <p>□□□□□</p>	<p>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。</p> <p>初校では，誤植，組み誤りや明らかな原稿の誤りを綿密に点検し，体裁上の点検・整理を行う</p>	<p>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。</p> <p>初校では，誤植，組み誤りや明らかな原稿の誤りを綿密に点検し，体裁上の点検・整理を行</p>
2.5.6	Move matter to the left and align with implied vertical line	<p>□□□□</p> <p>□□□□□</p> <p>□□□□□</p> <p>□□□□□</p>	<p>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。</p> <p>初校では，誤植，組み誤りや明らかな原稿の誤りを綿密に点検し，体裁上の点検・整理を行う</p>	<p>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。</p> <p>初校では，誤植，組み誤りや明らかな原稿の誤りを綿密に点検し，体裁上の点検・整理を行</p>

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 **VVV** 3 em, **VV** 2 em, **V** 1 em, **1/2** 1/2 em, **1/3** 1/3 em, **1/4** 1/4 em

(2) Japanese **3倍** 3 em, **2倍** 2 em, **全角** or **□** 1 em, **二分四分之三** 3/4 em, **二分** 1/2 em, **三分** 1/3 em, **四分** 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.

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## A.2 Marked-up 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 2 and 3 show how the symbols are used in logographic languages.) The table is divided into six columns. The first column is the number of 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 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 separate margin mark is needed.

1L ←

### 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 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<sup>2</sup>; to move characters down to the baseline from the superior position: 1<sup>st</sup>; and to move characters down from the baseline to the inferior position: CO<sub>2</sub>.

### 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:  $\text{cm}^2$ ; to move characters down to the baseline from the superior position:  $1\text{st}$ ; and to move characters down from the baseline to the inferior position:  $\text{CO}_2$ .

##### Looking forward

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

This page is intentionally left blank so that marked up page proofs and corrected page proofs are on facing pages.

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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.

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