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Graphic technology — Symbols for text proof correction

Technologie graphique — Symboles pour correction de textes

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Foreword

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This document was prepared by Technical Committee ISO/TC 130, *Graphic technology,*

This third edition cancels and replaces the second edition (ISO 5776:2016), which have been technically revised.

The main changes are as follows:

— addition of correction symbols in the Korean language;

— addition of a new Annex D (examples in the Korean language);

— renumbering of Annex D as Annex E.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

These text proof-correction symbols have been designed to be used with texts in any orthography; they are not language-specific. Annexes B, C and D show how the symbols are used in logographic languages and in a language that is partly alphabetical and syllabary. 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 might 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: cm^2; to move characters down to the baseline from the superior position: 1st; and to move characters down from the baseline to the inferior position: CO_2.

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

Graphic technology — Symbols for text proof correction

1 Scope

This document 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 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

— ISO Online Browsing Platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org/

3.1
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.

3.2
alphabetic and syllabary language
language, the written form of which is based on symbols and characters representing speech sounds, words and/or phrases

EXAMPLE   Korean is an alphabetic and syllabary language.

3.3
bold type
typeface (3.12) that is heavier than the normal weight

3.4
em space
width of a capital letter M in a given size and *typeface* (3.12)

3.5
en space
width measuring exactly half the width of a capital letter M in a given size and *typeface* (3.12)

3.6
font
complete collection of characters in one *typeface* (3.12) and size

Note 1 to entry: In the UK, this is traditionally spelled 'fount'.

3.7
italic type
typeface (3.12) in which the characters slope *forward*, as distinct from roman or upright characters and numerals

3.8
justified, adj
aligned on left, right or both sides

Note 1 to entry: Applies to the text in paragraphs; can be preceded by left or right; when used alone means aligned on both sides.

3.9
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.

3.10
roman type
typeface (3.12) in which the characters are upright as opposed to *italic* (3.6)

Note 1 to entry: This is normally the style of standard characters of a *font* (3.6).

3.11
thin space
space equal to one fifth of an *em space* (3.4)

3.12
typeface
specific type design

Note 1 to entry: A typeface is usually produced in a range of sizes [*fonts* (3.6)], each including *roman type* (3.10), *bold type* (3.3) and *italic type* (3.7).

4   Symbols for proof correction

4.1   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 3 shall be used in combination with the symbols in column 4. Some text marks are identical to the corresponding margin mark, but in many cases, it can 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.

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 should look the same in all alphabetic languages. Annex E lists the updated versions of the basic set of symbols for alphabetic languages that was included

in the first edition of this document, i.e. ISO 5776:1983. These have simply been extracted from Table 1 for ease of reference.

4.2 Logographic languages

The majority of symbols in Table 1 can also be used with logographic languages. Table 2 specifies the symbols that are in addition to or differ 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.

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 Annexes B and C are the same and should be the same in all logographic languages.

4.3 Alphabetic and syllabary language (Korean)

Table 3 specifies the symbols that are used in Korean.

NOTE 1   The examples are shown in Korean. The symbols are grouped and numbered in the same way as in Table 1. The numbers appear in the first column.

NOTE 2   Annex D demonstrates the application of some of the marks on a page proof in Korean and the corrected proof.

Table 1 — Proof-correction symbols used in alphabetic languages

Number	Instruction	Text mark	Margin mark	Example	Result
Group 1.1 — General					
1.1.1	Leave unchanged	····	(symbol)	Please do not shut the door.	Please do not shut the door.
1.1.2	Do not set margin comment		(oval)	Fig.1 near here	
Group 1.2 — Deletion, insertion, substitution, and appearance					
1.2.1	Delete and close up. In text, use vertical rule through single character and horizontal rule through multiple characters affected	— or I	(symbol)	an d; pass the the salt; pass the sa l t	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 I	/	a b d; cold / It was hot	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 I	Y	m 2; 10 23	m^2; 10^{23}
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 I	(symbol)	vitamin B 2; vitamin B 23	vitamin B_2; vitamin B_6

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, it is always assumed by local parents that he is 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.	ʎ	ʎ	not ʎ many	not too many
1.2.7	Insert new characters or words above the baseline.	ʎ	ʎ	m ʎ	m^2
1.2.8	Insert new characters or words below the baseline.	ʎ	ʎ	CO ʎ	CO_2
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.	ʎ	Ⓐ	However little known the feelings or views of such a man may be, he is 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	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 (problem)	Find another way to solve the problem.
1.2.11	Insert or substitute rule or dash; give measure of rule where necessary	ʎ or —	４ cm ⑳ ⑳	Sign here ʎ pp. 23 56 pp. 23 56 Don't drop the ʎ	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⋋cover the chair.	Let's re-cover the chair.
				Let's re—cover the chair.	Let's re-cover the chair.
				First|class discussion	First-class discussion.
1.2.13	Insert or substitute comma	⋋ or —	،	Coffee⋋ tea or milk?	Coffee, tea or milk?
				Do it now, not later.	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).	ʎ or ┴	⊙	⊙ʎ "I[can 't" he cried. ⊙ "I] I can 't" he cried. Sign here ʎ (⋯ 6 mm)ʎ Sign here ┴‑‑‑‑ (⋯ 6 mm)ʎ	"I … I can't" he cried. "I … I can't" he cried. Sign here · · · · · · · · Sign here · · · · · · · ·
1.2.19	Insert or substitute opening and/or closing parentheses	ʎ or ─	‿	(ʎ He worked for the World Health Organization (WHO in 2006.)ʎ He worked for the World Health Organization (WHO(in 2006.	He worked for the World Health Organization (WHO) in 2006. He worked for the World Health Organization (WHO) in 2006.
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 ◯	⌐	Le Monde Le Monde	Le Monde Le Monde
1.2.21	Remove italics	◯	⟊	Wednesday	Wednesday
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 ◯	∿∿	Warning ∿∿∿∿∿ Warning	**Warning** **Warning**

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Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.2.23	Remove bold	(oval)		Thursday	Thursday
1.2.24	Set in bold italics	or		Keep out	*Keep out*
				Keep out	*Keep out*
1.2.25	Remove bold italics	(oval)		Welcome	Welcome
1.2.26	Change marked text to capital letter(s)	≡ or (oval)	≡	FINAL notice	FINAL notice
				final notice	FINAL notice
1.2.27	Change capital letter(s) to lower case	(oval)	⧣	Roman numerals	roman numerals
1.2.28	Change marked text to small capital(s)	= or (oval)	=	ad 321	AD 321
				AD 321	AD 321
1.2.29	Change small capital(s) to lower case	(oval)	+	IN THE MORNING	In the morning
1.2.30	Insert underline	(oval)	Ø	exercise	exercise
1.2.31	Insert or substitute solidus	or	Ø	and/or	and/or
				and/or	and/or
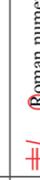
Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark		Example	Result
Group 1.3 — Positioning						
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		N	N	Indent the first line of a new paragraph 1 en so that it is easy for the reader to notice.	Indent the first line of a new paragraph 1 en so that it is easy for the reader to notice.
			M	M	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.
			7 mm	7 mm	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	⊔	⊔	⊔/	aks	ask
				⊔/	To be or to be not	To be or not to be
				⊔/	Look, on the mat a cat sits.	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			conversation	conservation
				the land of honey and milk	the land of milk and honey
				Sam closed the door and left the room.	Sam left the room and closed the door.
1.3.6	Transpose two lines, paragraphs, blocks of text or objects Note: Text mark extends into margin	or		Cut out the pattern along the lines. Draw the shapes on the paper.	Draw the shapes on the paper. Cut out the pattern along the lines.
				Cut out the pattern along the lines. Draw the shapes on the paper.	Draw the shapes on the paper. Cut out the pattern along the lines.
1.3.7	Transpose two lines, paragraphs, blocks of text or objects around a third Note: Text mark extends into margin			Turner 5140 votes Smith 5087 votes Jones 5035 votes	Jones 5035 votes Smith 5087 votes Turner 5140 votes
1.3.8	Set inferior characters as baseline characters, or set baseline characters as superior characters	or	>	2CV mm2	2CV mm^2

Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.9	Set inferior characters as superior characters	≫ or (ellipse)	≫	≫/ 10②	10^2
1.3.10	Set superior characters on the baseline, or set baseline characters as inferior characters	< or (ellipse)	<	</ 10⓪ ; </ vitamin B⑥	10th ; vitamin B$_6$
1.3.11	Set superior characters as inferior characters	≪ or (ellipse)	≪	≪ CO②	CO_2
1.3.12	Centre	⌐ ¬	⌐ ¬	⌐ [Chapter] ¬ ; 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			apples bananas grapes	apples bananas grapes
1.3.17	Move matter up and align with the implied horizontal line			to align with this line raise	raise to align with this line
1.3.18	Move matter up and align with the implied horizontal line			Align here Raise text, captions, annotations or illustrations.	Raise text, captions, annotations or illustrations. Align here
1.3.19	Move matter down and align with the implied horizontal line			to align with this line lower	lower to align with this line
1.3.20	Move matter down and align with the implied horizontal line			Lower text, captions, annotations or illustrations to here	Lower text, captions, annotations or illustrations to here

Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.21	Correct vertical alignment	=	=	121 140 179 13 47 coffee tea milk water juice	121 140 179 13 47 coffee tea milk water juice
1.3.22	Correct horizontal alignment	=	=	align and this that	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 cor-ect a bad break.	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 co-rrect a bad break.	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.	Please reset the text on this page so that the lines are aligned with both margins.

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Table 1 *(continued)*

Number	Instruction	Text mark	Margin mark	Example	Result
1.3.26	Unjustify Note: Text mark extends into margin.	or		This symbol is used to mark text to be unjustified on the right. This symbol is used to mark text to be unjustified on the left.	This symbol is used to mark text to be unjustified on the right. This symbol is used to mark text to be unjustified on the left.
Group 1.4 — Spacing					
1.4.1	Insert or increase space between characters, words or objects	or		The car behind was too close.	The car behind was too close.
1.4.2	Insert or substitute thin space	or		Find a place to sit down 12 345 12 345	Find a place to sit down. 12 345 12 345
1.4.3	Insert or substitute space of fixed width; give measure where it differs from normal spacing specification	or		10 cm 10 cm 10 cm	10 cm 10 cm 10 cm
1.4.4	Insert or substitute unbreakable space	or		The reference to the escape of T. W. Smith was in Hay, *Run!*, pp. 223–5.	The reference to the escape of T. W. Smith was in Hay, *Run!*, 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		Insert space between lines. Insert space between lines. Insert space between lines. Insert one line space between lines. Insert one line space between lines.	Insert space between lines. Insert space between lines. Insert space between lines. Insert one line space between lines. Insert one line space between lines.
1.4.6	Decrease space between characters, words or objects Give measure where necessary			You're too far away .	You're too far away.
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		Less space between lines. Less space between lines. Less space between lines. Six points less space between lines. Six points less space between lines. Interline space should be one line. Interline space should be one line.	Less space between lines. Less space between lines. Less space between lines. Six points less space between lines. Six points less space between lines. Interline space should be one line. Interline space should be one line.

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			Make the space equal. Make the space equal. Make the space equal. Make the space equal.	Make the space equal. Make the space equal. Make the space equal. Make the space equal.
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

Table 2 — Proof-correction symbols used in logography

Number	Instruction	Mark	Example	Result of correction
Group 2.1 — General				
2.1.1	Insert characters or symbols		要摘好校对工作	要摘好校对工作
			は校正記号を	は校正記号を
2.1.2	Change character size or typeface	or	第一章　校对的职责	第一章　校对的职责
			は校正記号を	は校正記号を
Group 2.2 — Punctuation				
2.2.1	Insert midline point	or	生活读书新知	生活·读书·新知
			編集校正を	編集·校正を
2.2.2	Insert solidus	or	对错	对／错
			編集校正を	編集／校正を
2.2.3	Insert ellipsis (2 em)		菠萝、荔枝、芒果热带水果种类繁多	菠萝、荔枝、芒果……热带水果种类繁多
			2段組、3段組、と	2段組、3段組、……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 vvv 3 em, vv 2 em, v 1 em, 全角or □ 1 em, 2倍 2 em, 3倍 3 em

(2) Japanese ず 1/2 em, ず 1/3 em, ず 1/4 em, 二分 1/2 em, 三分 1/3 em, 四分 1/4 em, 二分四分 3/4 em.

Table 2 *(continued)*

Number	Instruction	Mark	Example	Result of correction
2.2.4	Insert dash (2 em)		世界最高峰珠穆朗玛峰 / ことであるうつまり	世界最高峰——珠穆朗玛峰 / ことであるる——つまり
Group 2.3 — Underlines				
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
Group 2.4 — Spacing				
2.4.1	Delete intercharacter space		校 对 符 号 / 校 正 記 号	校对符号 / 校正記号
2.4.2	Insert intercharacter space		标题 / 校正記号	标 题 / 校 正 記 号
2.4.3	Reduce intercharacter space		标 題 / 校 正 記 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 column.

NOTE 2 (1) Chinese   3倍 3 em,   2倍 2 em,   全角 or □ 1 em,   二分四分3/4 em,   二分1/2 em,   三分1/3 em,   四分1/4 em.

(2) Japanese   3倍 3 em,   2倍 2 em,   全角 or □ 1 em,   二分四分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
2.4.4	Insert space between lines		校对胶印读物、 影印书刊的注意 事项 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	校对胶印读物、 影印书刊的注意 事项 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
2.4.5	Reduce space between lines		校对胶印读物、 影印书刊的注意 事项 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	校对胶印读物、 影印书刊的注意 事项 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

Group 2.5 — Positioning

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倍 3 em,   VVV 3 em,   VV 2 em,   V 1 em,   全角 or □ 1 em,   二分四分3/4 em,   丰1/2 em,   ⇔1/3 em,   丰1/4 em

(2) Japanese   3倍 3 em,   2倍 2 em,   全角 or □ 1 em,   二分四分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
2.5.1	Move matter to the right and align with implied vertical line		错别字 错别字是错字和别字的 合称。 初校の作業 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	错别字 错别字是错字和别字的 合称。 初校の作業 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
2.5.2	Move matter to the left and align with implied vertical line		错别字 错别字是错字和别字的 合称。 初校の作業 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	错别字 错别字是错字和别字的 合称。 初校の作業 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
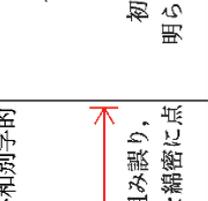
NOTE 1   Chinese is uppermost or left side, Japanese is below or right side in the example and result of correction columns.

NOTE 2   (1) Chinese   3倍 3 em, 2倍 2 em, 全角 or □ 1 em, 二分四分 3/4 em, 二分 1/2 em, 三分 1/3 em, 四分 1/4 em.

(2) Japanese   ∨∨∨ 3 em, ∨∨ 2 em, ∨ 1 em, き 1/2 em, き 1/3 em, き 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			
2.5.4	Move matter up and align with implied horizontal line			
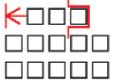
NOTE 1   Chinese is uppermost or left side, Japanese is below or right side in the example and result of corrections columns.

NOTE 2   (1) Chinese   ∨∨∨ 3 em,   ∨∨ 2 em,   ∨ 1 em,   全角 or ▢ 1 em,   二分四分3/4 em,   二分1/2 em,   三分1/3 em,   四分1/4 em.

(2) Japanese   3倍 3 em,   2倍 2 em,   全角 or ▢ 1 em,   圭 1/2 em,   圭 1/3 em,   圭 1/4 em

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Table 2 *(continued)*

Number	Instruction	Mark	Example	Result of correction
2.5.5	Move matter to the right and align with implied vertical lines		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。 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	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。 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
2.5.6	Move matter to the left and with implied vertical line		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。 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	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。 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

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倍 3 em,   2倍 2 em,   全角 or □ 1 em,   二分四分 3/4 em,   二分 1/2 em,   三分 1/3 em,   四分 1/4 em.

(2) Japanese   3倍 3 em,   ✓✓✓ 3 em,   ✓✓ 2 em,   ✓ 1 em,   二分四分 3/4 em,   二分 1/2 em,   三分 1/3 em,   四分 1/4 em.

Table 3 — Proof correction symbols used in alphabetic and syllabary language (Korean)

Number	Instruction	Mark	Example	Result of Correction
Group 3.1 - General				
3.1.1	Leave unchanged 바꾸지 않고 남겨 두기		오자를 완전히 바꾸지 않고	오자를 완전히 바꾸지 않고
Group 3.2 – Deletion, substitution, insertion and appearance				
3.2.1	Delete and close up 빼고 줄이기		오자를 바꾸지 않고	오자를 바꾸지 않고
3.2 2	Delete & increase the space 빼고 넓히기		라교한	라 한
3.2.3	Substitute 고치기	or	오자를 바꾸지 않고	오자를 바꾸지 않고
3.2.4	Insert 넣기		이 두자 사에	두자 사이 에
3.2.5	Insert sentence 문장 삽입		서울은 면적 (대도시) 이다. * 면적 900 km²에 인구 천만이 넘는	서울은 면적 900km² 에 인구가 천만이 넘는 대도시이다.

Table 3 *(continued)*

3.2.6	Substitute character size and typeface 크기 및 활자체 바꾸기		오자를 완전히 수정하지 않고	오자를 완전히 수정하지 않고 10pt
3.2.7	Reset in typeface 글자체 바꾸기		바탕체	한국
3.2.8	Reset in capitals 대문자로 바꾸기		capital	Capital
3.2.9	Reset in italics 이탤릭체로 바꾸기	이탤릭체	Italic 이탤릭체	*Italic*
3.2.10	Reset in bold face 굵은체로 바꾸기	굵게, **Bold**	**굵게 bold**	**경찰 bold**
3.2.11	Reset in lower case 소문자로 바꾸기		Small	small
3.2.12	Leave unchanged 그대로 두기	生	生 한국인 올바른	한국인 올바른
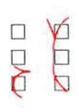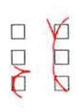
Table 3 *(continued)*

				한국인 올바로
3.2.12	Leave unchanged 그대로 두기			
3.2.13	As directed 지시대로		오자를 수정하시오. "오자 수정은 필수"	오자를 수정하시오. "오자 수정은 필수"
3.2.14	insert underline 밑줄 넣기		오자를 수정하지 않고	오자를 수정하지 않고
General 3.3 – Spacing				
3.3.1	Insert space between lines and intercharacter space - between two signs and two words - between two lines, two paragraphs, two clauses 자간 및 행간 넓히기 - 두 기호 및 두 단어 사이 - 두 행, 두 단락, 두 문단 사이		오자를 수정하지 않고 교정은 오자를 완전히 수정하는 것이 기본이다	오자를 수정하지 않고 교정은 오자를 완전히 수정하는 것이 기본이다.
3.3.2	Reduce or remove space between lines and intercharacter space - between two signs and two words - between two lines, two paragraphs, two clauses 자간 및 행간 줄이기 - 두 기호 및 두 단어 사이 - 두 행, 두 단락, 두 문단 사이		오자를 수정하지 않고 교정은 오자를 완전히 수정하는 것이 기본이다.	오자를 수정하지 않고 교정은 오자를 완전히 수정하는 것이 기본이다.
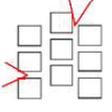
Table 3 *(continued)*

3.3.3	Equalize space - between two signs and two words - between two lines, two paragraphs, two clauses - between several lines of the text 공간을 통일하게 – 두 부호들, 두 단어 사이 – 두 줄 사이, 두 문단, 두 절 – 문장의 몇몇 행 사이	⟓	경기가 예상보다 빠르게 X 현재되면서 X 가게 수입이 X줄어들었다. **Make the space equal.** **Make the space equal.** Make the space equal. Make the space equal.	경기가 예상보다 빠르게 현재되면서 가게 수입이 줄어들었다. Make the space equal. Make the space equal. Make the space equal. Make the space equal.
General 3.4 – Positioning				
3.4.1	Move to the next line or to new line 앞줄로		본문의 오자를 수정하였다. 따라서 ~	본문의 오자를 수정하였다. 따라서
3.4.2	Transfer to the following line 다음 줄로		배두산이 마르고	백두산이 마르고
3.4.3	Move to front row or run on (no new line or paragraph) 잇기		본문의 오자를 수정하였다. 따라서 ~	본문의 오자를 수정하였다. 따라서 ~
3.4.4	Transpose - adjacent characters or words - separated characters or words - adjacent lines or groups of lines - various lines 순서 바꾸기 – 인접한 부호들 또는 단어들 – 분리된 부호들 또는 단어들 – 인접한 행 또는 행 그룹 – 다양한 행		통신과 정보 Sam closed the door and left the room 필요한 자료를 잘 정리해 둔 것 information technology 과학적 지식을 적용한 하면 논픽션 근교 구도 예술 전기	정보와 통신 Sam left the room and closed the door. technology 과학적 지식을 적용한 하면 information 필요한 자료를 잘 정리해 둔 것 논픽션 전기 예술 고고학 구조

Table 3 *(continued)*

3.4.5	Centre 중앙	⌐⌐		
3.4.6	Align - vertical alignment - horizontal alignment 나란히 -세로로 나란히 -가로로 나란히	‖	[서론] 나 하나를 견전한 인격으로 만드는 것이 우리 민족을 견전하게 하는 유일한 일이다. 121 140 179 13 47 that align and this	서론 나 하나를 견전한 인격으로 만드는 것이 우리 민족을 견전하게 하는 유일한 일이다. 121 140 179 13 47 Align this and that
3.4.7	Transfer - the character(s), the word(s) or the line(s) to the following line, column or page - the character(s), the word(s) or the line(s) to the previous line, column or page 옮기기 – 행, 단 또는 페이지에 따라서 부호 (들), 단어(들) 또는 행(들) – 앞 정의 행, 단 또는 페이지에 따라 부호(들), 단어(들) 또는 행(들)	⊔ ⊓	Take over a letter to cor-ect a bad word break. Take back a letter to co-rect a bad word break.	Take over a letter to cor-rect bad word break. Take over a letter to cor-rect bad word break.
3.4.8	Indent - indent the line and align to the right - indent the line and align to the left 앞기기 – 문장을 오른쪽으로 옮겨 나란히 – 문장을 왼쪽으로 옮겨 나란히	⌐⌐ ⌐⌐	한 글자 오른쪽 한 글자는 왼쪽	한 글자 오른쪽 한 글자는 왼쪽

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Annex A
(informative)

Alphabetic examples

A.1 Explanation

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. Subclause A.2 represents a marked-up page proof using selected marks defined in this document. Subclause A.3 shows the revised text when these marks have been implemented as intended.

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 the second column states the instruction given by the symbol. 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 seperate margin mark is needed.

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 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 ǀ 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: $cm2$; to move characters down to the baseline from the superior position: 1st; and to move characters down from the baseline to the inferior position: $CO2$.

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: cm^2; to move characters down to the baseline from the superior position: 1st; and to move characters down from the baseline to the inferior position: CO_2.

Looking forward

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

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Annex B
(informative)

Logographic examples (Chinese)

B.1   Explanation

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. Subclause B.2 represents a marked-up page proof using selected marks defined in this international standard. Subclause B.3 shows the revised text when these marks have been implemented as intended.

B.2 Marked-up page proof

存，又表现为对礼义道德的传播与发展，大一统而自近者始。从内容言，一统的理想与尊尊、亲亲、贤贤相联系，又可以说一统于尊尊、亲亲、贤贤。本章紧扣"尊尊"、"亲亲"、"贤贤"、"一统"四大义例，并从其理想层面和现实层面进行考察，力图再现《公羊传》所理解的《春秋》大义。

一、尊尊与为尊者讳

《公羊传》解释《春秋》尊尊的观念主要落实在三个方面尊王、尊君、尊礼。从春秋时代的特殊背景看，尊王多带有理想的性质，尊君是基于现实的考虑，尊礼是对整个政治秩序的诉求。

（一）尊王

春秋时代，礼崩乐坏，周室衰微，诸侯争霸，权力下移对此种时局，孔子以为是天下无道，礼乐征伐不自天子出，即孟子所谓王者之迹熄。孔子作《春秋》首先就表现为著"尊王"大义。《公羊传》反复申说此义：

桓公五年经：秋，蔡人、卫人、陈人从王伐郑。/传：其言从王伐郑何？从王正也。

僖公八年经：春·王正月，公会王人、齐侯、宋公、卫侯、许男、曹伯、陈世子款、郑世子华盟于洮。/传：王人者何？微者也。曷为序乎诸侯之上？先王命也。

成公八年经：秋·七月，天子使召伯来锡公命。/传：其称天子何？元年，春王正月，正也，其余皆通矣。

桓公九年经：春，纪季姜归于京师。传：京师者何？天子之居也。京

B.3 Corrected page proof

存，又表现为对礼义道德的传播与发展，大一统而自近者始。从内容而言，一统的理想与尊尊、亲亲、贤贤相联系，又可以说一统于尊尊、亲亲、贤贤。本章紧扣**"尊尊"**、**"亲亲"**、**"贤贤"**、**"一统"**四大义例，并从其理想层面和现实层面进行考察，力图再现《公羊传》所理解的《春秋》大义。

<div align="center">

一、尊 尊 与 为 尊 者 讳

</div>

《公羊传》解释《春秋》尊尊的观念主要落实在三个方面——尊王、尊君、尊礼。从春秋时代的特殊背景看，尊王多带有理想的性质，尊君是基于现实的考虑，尊礼是对整个政治秩序的诉求。

（一）尊 王

春秋时代，礼崩乐坏，周室衰微，诸侯争霸，权力下移……对此种时局，孔子以为是天下无道，礼乐征伐不自天子出，即孟子所谓王者之迹熄。孔子作《春秋》首先就表现为著"尊王"大义。《公羊传》反复中说此义：

桓公五年经：秋，蔡人、卫人、陈人从王伐郑。/传：其言从王伐郑何？从王正也。

僖公八年经：春·王正月，公会王人、齐侯、宋公、卫侯、许男、曹伯、陈世子款、郑世子华盟于洮。/传：王人者何？微者也。曷为序乎诸侯之上？先王命也。

成公八年经：秋·七月，天子使召伯来锡公命。/传：其称天子何？元年，春·王正月，正也，其余皆通矣。

桓公九年经：春，纪季姜归于京师。/传：京师者何？天子之居也。京