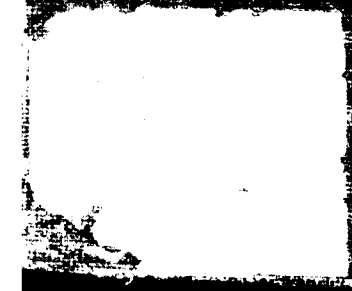


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THE  HINDU

Printed by Kasturi & Sons (Pulvata) Ltd.

STYLE BOOK



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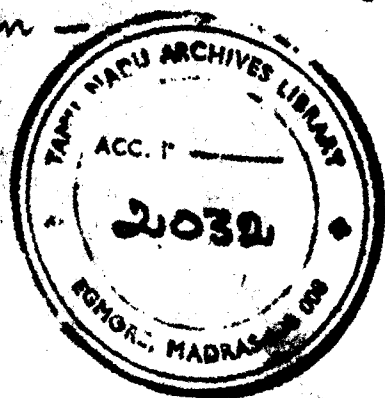


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PREFACE TO SECOND EDITION

The first edition of the Style Book was printed nearly ten years ago when, as directed by the Editor, a Committee consisting of Mr. Leonard W. Matters, then London Correspondent of THE HINDU, Mr. N. Raghunatha Iyer, Mr. S. Parthasarathy and Mr. S. A. Govindarajan, prepared a handbook for use by members of the Editorial Staff and by Correspondents at various centres. As copies of this edition are not now available, it has been decided to bring out the second edition, with additions and modifications found necessary from experience in the intervening years.

Perhaps it is necessary to say again that this Style Book is not a text-book of English Grammar but a guide to a ready decision when one is faced with a choice of words or feels doubtful about punctuation, spelling, etc. in the day-to-day work. Such choice is often more apparent than real and the ability to choose rightly stems from a knowledge of grammar and idiom. This is not claimed to be a complete or perfect hand-book but it certainly strives to set up certain basic standards, to promote a

measure of uniformity and to dispel obscurity or ambiguity. If there arise doubts, or if any member of the staff finds a loophole, he is requested to refer the matter to the Editor, the News Editor or the Assistant Editor in charge. An authoritative interpretation can thus be secured and if necessary, incorporated in the subsequent editions of the Style Book.

The blank pages may be used for noting down any suggestion which the members of the Editorial Staff wish to make in improving the Style Book or adding to its usefulness. These suggestions will be carefully examined and appropriate action taken when the next edition is brought out.

GENERAL OBSERVATIONS.—The purpose of this Style Book is primarily to guide Sub-Editors, Reporters, Correspondents, Copy-Readers and Compositors towards uniformity and consistency in the spelling of words and the presentation of phrases which normally might be alternatively written or printed. The Style Book is not necessarily intended to settle disputes of an academic character, although the Editorial Committee responsible for its preparation has endeavoured to decide, as far as possible, most of the problems of spelling and setting in accordance with the highest authorities on the English language, UNIFORMITY is, however, the main object in view.

It is highly important to note that the Style Book cannot be applied to advertisements. Advertisers are responsible for their own copy. They may spell, or phrase as they like, and it is not the function or obligation of the Editorial Department to interfere.

THE EDITORIAL "WE".—The use of "WE" is the exclusive prerogative of the Editor, or

of those deputed by him (writers of Editorial articles are automatically invested with his authority and prerogative). In no circumstances can "We", when it commits THE HINDU to any expression of opinion, be used without Editorial authority. This rule applies also to the use of THE HINDU, when it connotes or implies Editorial opinion in such sentences as:—"THE HINDU is glad to learn," or "THE HINDU regrets to announce". In general, the utmost care must be taken not to commit the newspaper to expressions of opinion, or attach the weight of its authority to any matter which does not fall directly within the province of the Editor, or his authorised deputies.

ARM

ARMY, NAVY, DEFENCE FORCES—

Capitals generally used as :

The German Navy. The British Navy. The Army. The Air Force. The Fighting Services. The Indian Navy. The Defence Forces.

Capitals should not be used when the reference is of a general character; as :

“It is a military problem, a naval question, a matter of air policy; do world armies avail anything?” etc.

Artillery, cavalry, infantry, air forces, do not take “caps” unless there is some emphasis or specific identification.

CAP

CAPITALS—When used; when not—

Custom and common sense generally indicate when capital letters should be used, or dropped. The names of political parties, political systems, well-organised theories and programmes should be written with initial caps.

EXAMPLES :—

The Liberal Party. Mr. Clement Davies is
a Liberal.

The Conservative Party. Mr. Churchill is a Con-
servative.

The Congress Party. Mr. Prakasam is a
Congressman.

The Justice Party.

Conservatism.

Liberalism.

Socialism.

Mr. Attlee is a Socialist.

Communism.

Mr. Gallacher is a
Communist.

Fascism.

Bolshevism.

Swaraj.

Note that in the foregoing examples "caps"
are used when the intention is clearly to

establish party identity, or attach the appropriate political label. When, however, this is not the intention, caps should not be used in such a sentence as : "Although a recognised Conservative Party man Mr. Blank has a liberal outlook".

All Governments, when specifically identified take caps, but not government or governments when there is no such identification. This also applies to the Executive Authority or Authorities, Legislature, Ministry, Cabinet, etc. Note also the following distinction:—Madras University, Oxford University, but British universities, universities throughout India.

The Madras Government.

The British and the German Government.

The State Legislature.

The local Legislature.

The legislative body for Madras.

It is the function of legislatures.

The case calls for legislative action.

Can any legislature do it ?

Both French and Italian Cabinets.

BUT

"Throughout the world governments of different characters are trying, etc."

"The problem of administration in all countries is the same".

"The Congress" when the reference is to the Indian National Congress but "Congress" when the reference is to the United States Congress.

DAT

DATE LINES : DATES—

Contract months as Jan., Feb., Mar., Aug., Sep., Oct., Nov., Dec., but spell out others (because of their brevity) as : April, May, June, July.

EXAMPLES :—

Jan. 27. April 3, when used as date lines. But spell out all months in the body of matter as : "The meeting will be held on Thursday, February 27". Do not write or print, "The meeting will be held on Thursday, the 27th of February", unless this form is used in official matter which is being printed as submitted and is therefore not subject to sub-editorial revision or correction.

HEA

HEAVY AND ARCHAIC EXPRESSIONS—

Avoid as far as possible the use of complicated, pompous or archaic expressions.

The following is a specimen list of words and expressions which, among others, are better replaced by their respective simpler equivalents :—

adumbrate	foreshadow
anterior to	before
<i>bona fide</i>	genuine
posterior to	after
previously to	before
prior to	before
viz.	namely
whereanent	regarding which
whereat	where
wherefrom	from which or whence
whereof	of which
wheresoever	wherever
wherethrough	through which
whereunder	under which

HYP

HYPHEN : Use of—

Because many Indian readers are disposed to pronounce English phonetically, it is desirable to retain the hyphen in a number of words from which it might conveniently be dropped. This group of words must, however, be distinguished as that in which the use of the hyphen is optional. The hyphen must not be introduced where it is not normally in use. (Two recent instances of misuse were "un-mitigated" and "not-withstanding").

EXAMPLES :—

Co-operation, co-ordination, co-respondent (in divorce cases), correspondent (writer), coadjutor, coalesce, co-exist, cohabitation, co-helper.

(Consult the Oxford Dictionary in all cases of doubt).

The hyphen should be used sparingly in compound words and should be dropped where usage has made the unhyphenated form quite familiar.

First-rate, first class, well-known, well being.

Use the hyphen carefully:

An infallible wrinkle-remover.

A superfluous-hair remover (not a superfluous hair-remover).

all-India survey

All India Radio (no hyphen)

INT

INTER—

Usage (the Oxford Dictionary supports it) has practically eliminated the hyphen between this prefix and the following word. Note the following exceptions :

inter-caste, inter-communal, inter-Provincial, inter-departmental.

The hyphen should be dropped in all cases except where the resulting combination looks awkward or absurd. Hence :

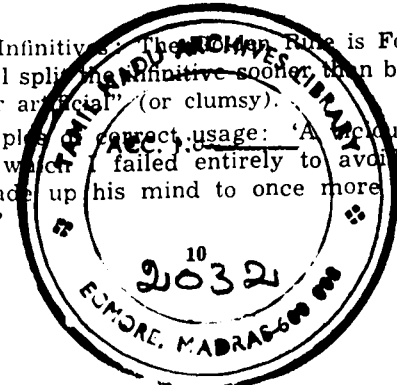
interchange, interlace, interweave, international, interlocked. BUT, inter-communication, inter-State, inter-Governmental.

Note : Except in headings "inter" (this also applies to "ex-") does not take a capital "I" even where it is succeeded by a word that normally begins with a capital letter.

INF—

Split Infinitives: The Roman Rule is Fowler's: "We will split the infinitive sooner than be ambiguous or artificial" (or clumsy).

Examples of correct usage: "A vicious back-hander which failed entirely to avoid"..... "He made up his mind to once more propose to her."



ITALICS—

All legal terms as reported in Court proceedings and taken from non-English languages must be italicised.

Words, phrases, expressions from Tamil and other Indian languages need not be italicised or quoted when they have long been associated with the English language. When, however, such common usage has not familiarised them alike to English and Indian readers of THE HINDU they should be given in italics.

GENERAL EXAMPLES :—

"An *ex parte* application". "The procedure was *ultra vires*". *Autrefois acquit*. *Decree nisi*, *decree absolute*, *Nisi prius*. And other legal phrases.

Infra dig., *Vivat rex*, *viva voce*, *vox populi*, *vox Dei*, *Deus ex machina*—all Latin, therefore in italics.

Sang froid, *sans peur et sans reproche*, *entente cordiale*, *demarche*—all in French and in italics.

Under the rules indicated above, there is no necessity to italicise or quote words and phrases from Latin languages and Tamil etc.. when they are quite commonly understood and are in frequent use. This means that the following among others can go in Roman characters.

Bandobust, hartal, khaddar, khadi, Raj.
Sanskrit, Swaraj, Urdu, Malayalam.
panchayat.

Camouflage, en route, nom de plume.
pseudo, pseudonym, reconnaissance
(French), commandeer (Dutch). via
(Latin).

TIT

Titles—

It is desirable in all cases to give the first name of Knights when they are British; not the initials except where, for the sake of brevity in headings, the first name may give place to initials. In the case of Indians use the full name as in use by the individual before he was knighted.

EXAMPLES :

Sir Abdur Rahim (not Sir A. Rahim)

Sir Vepa Ramesam (not Sir V. Ramesam)

Sir Guthrie Russell (not Sir G. Russell)

Sir C. P. Ramaswami Aiyar

BUT in headings :—

"Sir M. Habibullah Speaks Out"

Say **"The Right Hon. John Strachey"** or **"Mr.**

John Strachey" (and not **"The Rt. Hon. Mr.**

John Strachey").

It is a vulgarism to refer to **"The Rev. John Smith"** as **"The Rev. Smith"**.

NEW

NEWSPAPERS : Names of—

THE HINDU (in all cases capitals). *The Statesman, The Times, The Swadesamitran, The Daily Herald, Echo de Paris, Avanti.*

(Note : Italics in all cases except THE HINDU).

When "The" is definitely part of the title of a newspaper, it should be included in the italics. In other cases do not italicise "the".

"Liberty of Calcutta says".

"The Leader of Allahabad declares".

NOU

NOUN AS ADJECTIVE :

Avoid adjectival use of nouns, particularly proper nouns :

Japan's imperial dreams (not *Japanese empire dreams*).

Rumanian crisis (not *Rumania crisis*).

NON

NON—

Almost invariably non- as a definite prefix for negating the object must be presented with a hyphen. Where the case is otherwise, "non" without the hyphen is clearly part of the word as in :

Nonage, Nonagenarian, Nonconformity,
Nondescript, Nonentity, and Nonsense.

Note : All negative prefixes should be used with keen discrimination. Consult the dictionary when in doubt.

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NUMBERS, CIPHERS—

Spell out all numbers upto Ten. Use numerals for 11 and over. Thus : "There were ten men, eight women and 14 infants". "The passengers on the train totalled 281. Casualties are given as four killed, nine seriously injured and 28 slightly hurt".

When numbers are indefinite, or are estimated, and qualifying terms are used, spell out the number. The accepted rule is expressed thus : "It is believed the deficit will be about thirty lakhs" (Not "30 lakhs"). "The attendance was nearly two thousand", "Possibly five millions are unemployed".

ONLY

ONLY

Don't misplace "only" (1) to cause ambiguity, (2) to weaken the meaning or (3) to make nonsense.

The word refers directly to the word or words following: The emphasis is different in each one of these sentences:

"Only I wrote the article to-day."

"I only wrote the article to-day."

"I wrote only the article to-day."

"I wrote the article only to-day."

"I wrote the article to-day only" is meaningless jargon.

PEOPLE, PERSONS—

“People” implies many; “persons” relatively a few. Use the two words with due discrimination.

“A vast crowd of people (not persons) assembled. Some persons interjected (not people). Following the disturbance, it was found that six persons (not people) were hurt”.

“Certain persons (meaning a few) objected. Several approved. Large numbers of people approved.”

Note : Several = More than a few, but less than many

PER

PER—

The Times' rule reads: "whenever possible read 'a' or 'an' ". PER is Latin, and normally can only be used with another Latin word, for example, "per annum", "per mensem", "per diem", "per capita".

PER cannot be rigidly excluded particularly in price quotations, but its use should be avoided as much as possible.

Examples :—

"Two meals a day" (not "per day").

"Ten crores per annum" (not "per year").

"Speed, 16 miles an hour".

PER

PERSONS : Names of—

No rule can be laid down for the spelling or pronunciation of surnames in English, the matter being essentially one of personal choice. So far as there can be any rule it is that English names must be printed as the family or individual prefers to spell them, Hence—

MacDonald, Macdonald, McDonald,

M'Donald.

Brown, Browne, Broun.

MacLean, Maclean, M'lean.

Smith, Smythe.

Thompson, Thomson.

Johnston, Johnstone, Johnson.

Mr. C. Rajagopalachari (not Mr. C. Rajagopalachariar or Mr. C. Rajagopalacharia)
Koran: (not Quran or Quoran).

The general rendering of Indian names in English may be susceptible to rule because the English equivalent is largely determined by phonetics. THE HINDU will use the following :

Iyengar, Aiyar, Sastri, Pandit, etc., except in cases where the person concerned has shown a marked preference for, or a fixed habit of, spelling it in a different way.

PLURALS :

Referenda, not Referendums.

Formulac, not Formulas.

Memoranda, not •Memorandums.

QUO

QUOTATION MARKS—

All matter directly and definitely attributed to speakers, authors, other newspapers, etc., particularly statements of speakers when reported verbatim, first person, to be presented in double quotation marks throughout the paper. Use single quotation marks when a speaker or writer uses words not originally his own.

Examples :—

"I am wholly opposed", said Mr. Satyamurti.

"to the doctrine of 'Unto him that hath shall be given', and prefer 'Fair play for all.'"

"Away with the futile policy of *laissez-faire*",
(italicised because it is French and not simply a quotation) declared Dr. K. S. Aiyar,

"I disagree with the view of *The Mail* that such a policy has 'served us well.'"

Books, pamphlets, plays, films etc., to be quoted.

Steamers, ships, yachts, NOT to be quoted.

(See later rule.)

RAN

RANK : Military, Naval, etc.—

As far as possible contract all indications of Rank as :—

Lieut. W. M. Collins.

Capt. Jaswant Singh.

Maj. J. Creedy-Jones.

Lt. Col. Sir William Brown.

Col. J. C. Ramaswami.

Maj. Gen. Sir Robert Greet.

Lt. Gen. Lord Lucan.

Gen. Sir Henry Wilson.

(Note : Field-Marshal does not permit of any contraction).

Lieut. R. B. Robertson, R.N.

Lt. Com. B. C. Bannerjee, R.I.N.

Rear Ad. Sir Clive Wigram, etc., etc.

S. : Possessive—

The use of the apostrophe in the possessive case of words ending in "s" and "z" is better avoided for the sake of euphony. Therefore, do not use the possessive form except in the one case of St. James's Palace.

Where the apostrophe must be used in cases other than St. James's Palace, do not add the "s", as in St. Giles' Cathedral.

S or Z—

For all words in which “s” and “z” can be employed optionally THE HINDU will generally use “s”.

Examples :—

Characterise (not characterize), Civilise, Organise, Paralyse, Realise, Recognise, Authorisation, Characterisation, Civilisation, Organisation, Stabilisation.

Note Special Exceptions :—There are however a few exceptions, particularly in legal usage where “z” must be maintained.

Examples :—

Cognizable, non-cognizable, recognizances, recognize, recognizer.

In such cases the requirement of “z” can be recognised by the peculiar emphasis on the “z” sound.

Note : It is best to consult the dictionary in all these cases to make sure first whether there is option at all.

SUB

SUBJUNCTIVE—

“If rent *was* (not *were*) cheap, food was dearer than to-day” is right because “if” does not make the second statement in any way conditional on the first—it is merely the equivalent of “although” or “while”.

STEAMERS, WARSHIPS, YACHTS—

Do not quote names. Naval vessels do not take the article "the", nor do yachts. The article should, however, precede the names of all liners and merchant vessels.

Examples :—

The liner Naldera. The P. & O. liner Naldera.

The steamer Orion. The Orion is in dock.
H.M.S. Enterprise. Enterprise is in dock.
Repulse and Enterprise in company.

The Government yacht Mysore.

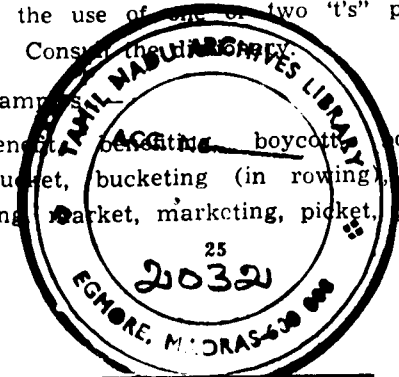
Travelling on Mysore, etc.

T : One or two—

There are many words in whose present participle the use of one or two 't's' presents a doubt. Consider the following:

Examples

Benefit, benefitting, boycotting, boycotting,
bucket, bucketing (in rowing), combat-
ing, market, marketing, picket, picketing.



The rule stands out clearly: No second "t" when the word in the infinitive form has only one.

SINGULAR AND PLURAL—

THE HINDU has long used the plural in such phrases as: "The Government have;" "The Ministry (or Cabinet) have;" "The Committee (or Commission) are to meet;" "The Indian team are to assemble in Madras to-morrow" and this should be observed as the rule.

TITLES AND HONOURS—

In the case of contributors to the regular columns of THE HINDU all prefixes should be dropped when presenting the name of the contributor, except for special reasons connected with the writer's status. While "Mr." should not be generally used, "Mrs." is imperative. Such titles as "Dr.", "Lt Col.", "Sir Mirza", should be maintained. But the civilian awards given by the Government of India like "Bharat Ratna", "Padma Shri" etc. are *not* titles and should *not* be prefixed to, or affixed with the name. As a general rule letters indicating academic degrees should not follow the names of contributors. Where it is necessary to indicate the special qualification of the writer for dealing with his subject, identify him with a line in parenthesis.

Examples :—

THE PLIGHT OF THE RYOT

By J. C. Ranganathan

VALUE OF CROP STATISTICS

By S. C. Rajan

(Director of Husbandry)

u

U—

ALTERNATIVE means either of two things. courses, etc. There cannot be a third alternative.

THE HINDU will use the letter "u" in all words where it is normally optional either to use or not to use it in association with "o", as for example—

Favour, harbour, honour, labour, neighbour, saviour, savour, tenure (course) but note: tenor (male singer, or voice).

The "u" will be retained in adverbs and adjectives.

Examples :—

Favourably, honourable, honourably, neighbourly, etc.

SPELLING AND USAGE

"As Follows" preceding the mention of several things is not an error. The things themselves do not follow but only the body or list of those things. Write therefore,

"The rules and regulations are as follows:—"

"A Young Man" (not "an Young man").

“A European” (not “an European”).
Ahead (to be ahead of)
A head (question was brought to a head)
All right (not alright)
Alibi
Airman
Airport
Amir
Among (not amongst)
Anybody (one person)
Any body (any number of persons)
Anyone (any person)
Any one (of a collection)
Appal, appalling
Artisan
Ascendancy (not ascendancy)
As follows (always in the singular)
Ash-pit
Auditor-General
“To avail oneself of” and not “to avail of”
Averse from (not to)
Bakr Id
Bank rate
Bank return

Bedroom (one word, in news)
Benefited
Biassed
Blameable
Bogie (wheels, etc., pl. bogies)
Bogy (ghost)
Bolster
Boost
Break-down
Broadcast (not broadcasted) (verb)
Buddhism
Budgeting
Burman (not Burmese)
Business man
By and by (no hyphens)
By-elections, by-contests, &c.
By-law
By-pass
By-street
By the by (no hyphens)
By-way
Byword
Canvas (noun); canvass (verb)
Capetown (in all cases)

Carcass
Cast (of a play)
Caste (in India, &c., or in e.g., a dominant
caste)
Chequered
Cipher
Circular-letter
Circumstances, in the (not under the)
Coal-gas
Coalmine
Cognizant
Colour
Commonplace
Consensus
Common sense (not commonsense or com-
mon-sense)
Bygones (not by-gones)
Comprise (not comprise of)
"Congratulate a person on his success", not
"congratulate a person for his success" or
not "congratulate his success"
Cope with (not cope up with)
Co-partnership
Corner-stone

Counter-cheers

Counterclaim (noun and verb)

Court-martial; Courts-martial

Dail Eireann

Debatable

Demarcation (not k)

Derating

Different from (not to)

Dispatch

Dispose of (not Dispose off)

Dissociate

Eight-hour day

Elections, but General Election

Elections: Coming elections, not ensuing elections (ensue means result from)

Employees

Ensure (to make certain)

Entertained at dinner (not to)

Enthral

Equipment, not equipments

Every one

Exercise

Exorcise (drive out)

Fair play

Fantasy (not phantasy)

First (not firstly),

First Fruits

Five-year Plan. Also in all similar cases as
40-hour week, Four-Power Conference.

Flyer (not ier)

Focused

Forbade

Forbears (retains); forebears (ancestors)

Forecast (participle) (not forecasted)

Gage, a pledge or wager

Gaol is awkward. Use Jail

Garrotter

Gas-bag

Gauge, to measure

Godsend

Goldmine, goldmining

Good will (good feeling)

Goodwill—of a business

Greater or less degree (not lesser)

Grey (not gray)

Habeas Corpus Act

Habeas corpus, writ of

Headmaster

Headquarters (sing. and plural).

Hotel, an

Historic, a

Inasmuch as

In spite of

Less help but fewer helpers. Less denotes quantity, degree or extent. Fewer denotes number.

Larger number, not more number.

Income-tax (only tax taking hyphen)

Inoculate

Inquire

In respect of (not to)

Instal, installed

Instalment

Insure, with reference to life, etc.

(ensure—to make certain)

Jail, jailor

Judgment

Lamp-post

Licence (noun)

License (verb)

Lock-outs

Lovable

Machinery, not Machineries

Mahomedan

Manifestos

Manoeuvre
Mare's nest
Misfire
Mofussil
Morale (spirit or state of any army) (not moral)
Muslim (not Moslem)
Movable
Mussalman
Nature (when personified cap. N)
Navy-blue (all similar cases also) e.g. rose-pink, saffron-yellow, etc.
Net (one "t")
Nevertheless
Nonetheless
Nice is the weak and uniforming equivalent of "pleasing" or "agrecable". Avoid it.
None is
Nowadays
Oneself
Outdoor
Oversea (not Overseas) Dominions
Parallel to (not with)
Partisan
Picket-boat (not -picquet)

Picketing
Practice (noun)
Practise (verb)
Premise (not premiss)
Programme
Prophecy (noun)
Parliament, not the *Parliament*
(but *the British Parliament* is right)
"Post-War", not "postwar" or "post war"
"War-time", not "wartime" or "war time"
"Peace-time", not "Peacetime" or "Peace
Time"
Prophecy (verb)
Pros and cons (no hyphens)
Provable
Quieting (not quietening)
Rateable
Respect of, in (not to)
Reverting
Role
Saleable
Sanskrit
Scathless
Scottish or Scots (never Scotch, except the
liquor or the "Scotch Express")
Ships, names of (roman, no quotes)

Serjeant-at-Arms
Shakespeare, -pearian
Show (not shew)
Siphon
Siren
Sizable
So far as (not as far as) (generally)
Sometimes
Some time
Specialities (not specialties)
SS. London (contraction for steamship)
(not S.S.)
State (cap. "S" when used of a country or
the Government)
State (state visit)
Statute-book
Steadfast
Subdivision
Sublet
Subsection
Tendentious
Thank-offering
Three-year trial
Titles of books (roman, quoted)

Titles of newspapers, magazines, and serial
publications (*italics*)

Titles of poems (roman quoted)

Tokyo

Torpedo-boat

Trade union (not trades union); but Trades
Union Congress

Tranquillity

Transatlantic

Try to do a good turn (*not try and do*)

"Two spoonfuls", not "two spoonsful"

Twofold, threefold, etc.

On to (not onto)

Up to (not upto)

University—l.c. "u" unless referring to a
particular institution

Versus (no *italics*)

Via (no *italics*)

"Wagon", not "waggon"

Worth While (not worthwhile)

BANNED WORDS

(1) Not cousin-brother or cousin-sister but
cousin

(2) Not co-son-in-law or co-brother-in-law
but brother-in-law.

NOTES ON THE USE OF SYMBOLS FOR CORRECTING PROOFS

All corrections should be distinct and made in ink in the margins; marks made in the text should be those indicating the place to which the correction refers.

Where several corrections occur in one line, they should be divided between the left and right margins, the order being from left to right in both margins, and the individual marks should be separated by a concluding mark.

When an alteration is desired in a character, word or words, the existing character, word or words should be struck through, and the character to be substituted written in the margin followed by a /.

Where it is desired to change one character only to a capital letter, the word 'cap' should be written in the margin. Where, however, it is desired to change more than one character, or a word or words, in a particular line to capitals, then one marginal reference, 'caps', should suffice, with the appropriate symbols made in the text as required.

Three periods or full stops (constituting an ellipsis, see No. 61) should be used to indicate an omission, except where the preceding sentence has been concluded, in which case *four* full stops should be inserted, the first of which should be close up to the preceding word.

Normally, only matter actually to be inserted or added to the existing text should be written on the proof. If, however, any comments or instructions are written on the proof, they should be encircled, and preceded by the word PRINTER (in capitals and underlined).

(Words printed in italics in the marginal marks column below are instructions and not part of the marks).

SYMBOLS FOR CORRECTING PROOFS

No.	Instruction	Textual mark	Marginal mark
1	Correction is concluded	None	/
2	Insert in text the matter indicated in margin		<i>New matter / followed by /</i>
3	Delete	Strike through characters to be deleted	
4	Delete and close up	Strike through characters to be deleted and use mark 21	
5	Leave as printed	. . . under characters to remain	<i>stet</i>
6	Change to italic	— under characters to be altered	<i>ital</i>

No.	Instruction	Textual mark	Marginal mark
7	Change to even small capitals	 under characters to be altered	<i>s.c.</i>
8	Change to capital letters	 under characters to be altered	<i>caps</i>
9	Use capital letters for initial letters and small capitals for rest of words	 under initial letters and  under the rest of the words	<i>c. & s.c.</i>
10	Change to bold type	 under characters to be altered	<i>bold</i>
11	Change to lower case	Encircle characters to be altered	<i>l.c.</i>
12	Change to roman type	Encircle characters to be altered	<i>rom</i>
13	Wrong fount. Replace by letter of correct fount	Encircle character to be altered	<i>w.f.</i>
14	Invert type	Encircle character to be altered	
15	Change damaged character(s)	Encircle character(s) to be altered	X
16	Substitute or insert character(s) under which this mark is placed, in 'superior' position	/ through character or  where required	 under character (e.g.  ..)
17	Substitute or insert character(s) over which this mark is placed, in 'inferior' position	/ through character or  where required	 over character (e.g. )
18	Underline word or words	 under words affected	<i>underline</i>
19	Use ligature (e.g. <i>ffi</i>) or diphthong (e.g. <i>æ</i>)	 enclosing letters to be altered	 enclosing ligature or diphthong required

No.	Instruction	Textual mark	Marginal mark
20	Substitute separate letters for ligature or diphthong	/ through ligature or diphthong to be altered	<i>write out separate letters followed by /</i>
21	Close up—delete space between characters	⌋ linking characters	⌋
22	Insert space*	^	#
23	Insert space between lines or paragraphs*	> between lines to be spaced	#
24	Reduce space between lines*	(connecting lines to be closed up	<i>less #</i>
25	Make space appear equal between words	between words	<i>eq #</i>
26	Reduce space between words*	between words	<i>less #</i>
27	Add space between letters*	between tops of letters requiring space	<i>letter #</i>
28	Transpose	↯ between characters or words, numbered when necessary	<i>trs</i>
29	Place in centre of line	Indicate position with ⌈ ⌋	<i>centre</i>
30	Indent one em	⌊	□
31	Indent two ems	⌊	▢
32	Move matter to right	⌊ at left side of group to be moved	⌊
33	Move matter to left	⌋ at right side of group to be moved	⌋

* Amount of space and/or length of re-spaced line may be indicated.

No.	Instruction	Textual mark	Marginal mark
34	Move matter to position indicated	[] at limits of required position	<i>move</i>
35	Take over character(s) or line to next line, column or page	[	<i>take over</i>
36	Take back character(s) or line to previous line, column or page	]	<i>take back</i>
37	Raise lines*	 over lines to be moved under lines to be moved	<i>raise</i>
38	Lower lines*	 over lines to be moved under lines to be moved	<i>lower</i>
39	Correct the vertical alignment		
40	Straighten lines	= through lines to be straightened	=
41	Push down space	Encircle space affected	⊥
42	Begin a new paragraph	[before first word of new paragraph	<i>n.p.</i>
43	No resh paragraph here	↪ between paragraphs	<i>run on</i>
44	Spell out the abbreviation or figure in full	Encircle words or figures to be altered	<i>spell out</i>
45	Insert omitted portion of copy NOTE: The relevant section of the copy should be returned with the proof, the omitted portion being clearly indicated.	Λ	<i>out see copy</i>
46	Substitute or insert comma	/ through character or Λ where required	<i>/</i>
47	Substitute or insert semi-colon	/ through character or Λ where required	<i>;/</i>

* Amount of space and/or length of line may be included.

No.	Instruction	Textual mark	Marginal mark
48	Substitute or insert full stop	/ through character or $\wedge$ where required	⊙
49	Substitute or insert colon	/ through character or $\wedge$ where required	⊙
50	Substitute or insert interrogation mark	/ through character or $\wedge$ where required	?/
51	Substitute or insert exclamation mark	/ through character or $\wedge$ where required	!/
52	Insert parentheses	$\wedge$ or $\wedge$, $\wedge$	(/)/
53	Insert (square) brackets	$\wedge$ or $\wedge$ $\wedge$	[/]/
54	Insert hyphen	$\wedge$	-
55	Insert en (half-em) rule	$\wedge$	$\overline{\text{en}}$
56	Insert one-em rule	$\wedge$	$\overline{\text{em}}$
57	Insert two-em rule	$\wedge$	$\overline{2\text{em}}$
58	Insert apostrophe	$\wedge$	'
59	Insert single quotation marks	$\wedge$ or $\wedge$ $\wedge$	' '
60	Insert double quotation marks	$\wedge$ or $\wedge$ $\wedge$	' '
61	Insert ellipsis*	$\wedge$	...
62	Insert leader	$\wedge$	—
63	Insert shilling stroke	$\wedge$	£
64	Refer to appropriate authority anything doubtful accuracy	... words, etc. affected*	⊙

* See notes on use of symbols.

