

(CT) How and Editor marks a Manuscript

PAPER MANUSCRIPTS are edited using marks that are not all that different <sup>from</sup> than those used to correct proofs. A correction or an operational sign <sup>is</sup> are, however, inserted in a line of type <sup>in</sup> knot in the margin as in proof reading. Editing marks are <sup>typically</sup> usually more expensive <sup>than</sup> from those for proofreading, <sup>and</sup> so any editors' change must be in its proper place and written clearly <sup>even</sup> - even if the edited manuscript will only be used to update the electronic files.

(A) Specific Marks

A caret <sup>between words</sup> shows where additional material is to be inserted. three lines under a lowercase letter tell the typesetter to make it a capital; 2 lines mean a small capital (A.D.); one line means italic; a wavy line means boldface; and a stroke through a capital letter means lowercase. Unwanted underlining is removed thus. A small circle around a comma indicates a period. A straight line between parts of a closed compound, or between two words accidentally run together, will request space between the two words <sup>to be doubly sure</sup>, add a space <sup>mark</sup> as well. two short parallel lines mean a hyphen is to be added between two words, as in two-thirds of a well done fish.

run in

A circle around an abbrev. or numeral instructs the typesetter to spell it out. <sup>that are</sup> abbreviations, ambiguous or not likely to be recognized by a typesetter should be spelled out by the editor (Biol. <sup>#</sup> Biology or Biological; gen. <sup>#</sup> gender, genetive, or genus) <sup>#</sup> as should figures that might be spelled out more than one way (2500 <sup>#</sup> twenty-five hundred or two thousand five <sup>#</sup> hundred). Dots under a crossed-out word or passage mean stet (let it stand).

Equals signs

Equals sign

Hyphens <sup>appearing</sup> when dashes should be used <sup>except</sup> - except double hyphens representing an em dash -- should always be marked, otherwise a hyphen may be used between continuing numbers like 15-18 or may confusingly be used to set off parenthetical matter. Whenever it is ambiguous <sup>or</sup> likely to confuse the typesetter, an end-of-line hyphen should be underlined or crossed out so that the typesetter will know whether to retain the hyphen in the line or close up the word.