Typography & Proofreading
Teaching Plan (15 Hours)

Compiled by
Biotics Faculties
3

TYPESETTING RULES

Overview
3.1 Typography
3.2 Type of Errors
3.3 Typesetting Guidelines
Overview

**Typography**
1. Character
2. Typefonts, Typeface and Typestyle
3. Leading
4. Greek Characters
5. Special Characters
6. Math in Typesetting
7. Standard Measurements
8. Alignment and Indent

**Type of Errors**
1. Printer Error
2. Client’s Error
Typography

Character

A letter, numeral, symbol or mark of punctuation is called the character. Each character stands on an imaginary base line.

Technical Terms of the Character:

1. **Baseline**: An imaginary line where all characters stands.
2. **Meanline**: An imaginary line which goes parallel to baseline from top of lowercase (small) “x”.
3. **Cap Height**: Height of capital letter from top to bottom.
4. **x-height**: Height of a lowercase ‘x’ from top to bottom.
5. **Ascender**: Character which extends above the x-height or meanline. e.g., b, d, f etc.
6. **Descender**: Character which extends below the ‘x-height’ or baseline. e.g., g, p, q etc..

Typefonts

Different type of fonts. We can differentiate fonts in following different categorise:

1. **Serif Fonts**: Edge in the font. Characters with a small lines projecting from the top or bottom of the main strokes of a letter of character is known as Serif font. e.g. Times New Roman, Baserville etc.
2. **Sans Serif Fonts**: Without edge. Character without serif e.g., Helvetica, Century etc.
3. **Script Fonts**: Artistically drawn character which looks like handwritten fonts e.g., Davis hand, Balleve etc.
4. **Typewriter Fonts**: Character looks like typewriter printout e.g., ITC American Typewriter, Line Printer etc.
5. **Monospace Fonts**: Each character in this type has same width, which is generally used to set comuter language and statement e.g., Courier, Prestige elite etc.
6. **Blackboard Boldface Fonts**: Character with double backs are often used by mathematicians to indicate boldface on the blackboard. Generally these characters are typset in bold face. e.g.: A, B, Z

Typeface and Typestyle

**Typeface**: The body or face characteristics of a complete font of type. A type font my be Roman, Bold, Italic, Condensed, Wideface etc.

**Typestyle**: There are various styles of typesetting the elements such as: ALL CAPS, SMAL CAPS, CAP AND SMALL CAP (C/SC), Cap & Lowercase (C/lc) and Initial Cap (I/c)

Leading

**Leading**: Space between lines is called Leading. This is always measured between base of the first line to base of second line (b/b). This is also called the One Line Space. e.g.: $	ext{Leading}$
Fraction/Block Leading: By adding 4 pts. in type size, we can get base to base Fraction/Block Leading. This is used in built up fractions (from base of numerator to base of denominator) and in matrices, arrays etc. e.g.:

\[
\begin{pmatrix}
\frac{a_{11}}{a_{21}} & \frac{a_{12}}{a_{22}} \\
a_{21} & a_{22}
\end{pmatrix}
\]

Solid Leading: Typsetting without giving the white space between lines is called Solid Leading. e.g., in 9/9 pts. The first 9 is type size and the second 9 is leading.

Visual Space: White space between lines is called ‘Visual Space’. In text we always measure from base to base, but when any floting element comes with in the page then we need to measure space from figure to text, or something from te xt to text also. Conversion Formula:

Visual Space = Leading - Font Size

In 12/14 point typesetting, 12 is Type Point Size, 20 is Leading. So Visual Space will be 2 point.

Greek Characters

Greek Characters are very commonly used by authors for expressing the variables. Generally Cap Greek Letters are set in Roman and Lowercase Greek Letters are set in italic, unless otherwise specified by the publisher.

Lower Case Greek Character

\[\begin{align*}
\alpha &= \text{alpha} & \gamma &= \text{gamma} & \mu &= \text{mu} & \sigma &= \text{sigma} & \nu &= \text{upsilon} \\
\beta &= \text{beta} & \eta &= \text{eta} & \nu &= \text{nu} & \tau &= \text{tau} & \xi &= \text{xi} \\
\phi &= \text{psi} & \iota &= \text{iota} & \omicron &= \text{omicron} & \theta &= \text{theta} & \\
\delta &= \text{delta} & \xi &= \text{xi} & \pi &= \text{pi} & \omicron &= \text{omega} & \\
\epsilon &= \text{epsilon} & \kappa &= \text{kappa} & \vartheta &= \text{varttheta} & \varphi &= \text{varphi} & \\
\phi &= \text{phi} & \lambda &= \text{lemda} & \rho &= \text{rho} & \chi &= \text{chi} \\
\end{align*}\]

Upper Case Greek Character

\[\begin{align*}
\Psi &= \text{Psi} & \Phi &= \text{Phi} & \Xi &= \text{Xi} & \Pi &= \text{Pi} & \Sigma &= \text{Sigma} \\
\Delta &= \text{Delta} & \Gamma &= \text{Gamma} & \Lambda &= \text{Lambda} & \Theta &= \text{Theta} & \Omega &= \text{Omega} \\
\end{align*}\]

Special Characters (Embellishing)

Any character can be embellished with dots, bars, accent or mathematical symbols. Embellished characters should be clearly illustrated. If double embellishment or embellishment under characters or over drop-height characters are called for in text, extra leading is added, if necessary, to clear ascenders or descenders of adjoining lines. e.g.:

\[\begin{align*}
\text{ū} &= \text{uml} & \text{ū} &= \text{tild} & \text{n} &= \text{option n then n} & \text{ę} &= \text{option c} \\
\text{é} &= \text{acce} & \text{é} &= \text{option e then e} & \text{i} &= \text{option i then i} & \text{â} &= \text{option a} \\
\text{è} &= \text{grave} & \text{è} &= \text{option ' then e} & \text{ž} &= \text{circumflexes} & \text{command + shif v} & \text{...} &= \text{ellips} \\
\end{align*}\]

Math in Typesetting

In typesetting it is very difficult to express the math. Proofreaders have to give more attention which checking mathematical settings. We generally use TeX/LaTeX for math setting.

Equations

In line or Text Equations: When equations appear in the text lines.

Displayed Equations (DE): When equations are displayed with special setting in separate lines.

Generally we follow the copy editors marking on the manuscript for spacing, alignment and breaking of DE. If a displayed equation does not fit on the measure and the preferred break points are not marked on the manuscript, we follow the few rules. We will read those rules in coming chapter (Paging Rules and Regulation).
Fractions
When a numerator and denominator are separated by a math slash (Solidus) or horizontal bar is called Fraction. There are six types of fractions.

Case Fraction: Index size numerator and denominator separated by a horizontal rule/bar is called the case fraction. e.g.: $\frac{1}{2}$

Special Fraction: Index size numerator and denominator separated by a horizontal rule/bar is called the case fraction. e.g.: $\frac{1}{2}$

Build-up or Stacked Fraction: Full size (normal size) numerator and denominator separated by a horizontal rule/bar is termed as built-up (stack) fraction, e.g. $\frac{1}{2}$

Shilling Fraction: Full size (normal size) numerator and denominator separated by a solidus (math slash) is the shilling fraction. e.g. 2/3.

Complex Fraction: When two types of fractions are included in a fraction as numerator or denominator, that is called complex fraction. e.g.

$$\frac{1}{2/3}$$

Heavy Fraction: Two built-up fraction included in a fraction as a numerator and denominator is known as heavy fraction. e.g.:$$\frac{\sqrt{b^2 - 4ac}}{-b \pm \sqrt{b^2 - 4ac}}$$

Superscripts and Subscripts
When a character or word appear in superior or inferior position that is generally set in smaller point size than the normal text. They are called superscript and subscript based on the position.

Stacked Style: If a character is followed by both subscript and a superscript, they are set aligned or stacked on left immediately to the right side of the character they are associated with. e.g.: $g_1^1$.

Staggered Style: If superior and inferior are to set out of a alignment, superscript will follow subscript that is staggered style. e.g.: $g_1^2$.

Frances
Parenthesis (), Brackets [], Braces {}, Angle brackets ⟨ ⟩, Double brackets and Bars ||, or || are fences. The size of fences may depend on the math situation.

Integral, Summation, Product and Union Symbols
The Integral (∫), Summation (Σ, ∑), Product (Π, ∏) and Union (∪) Symbols are collective math signs and can be set in one, two or three line sizes. Generally in text we use one line symbols and in case of displayed equations it is set in two lines symbol. But Union symbol will be set always in one line size unless specifically marked to be set larger.

In text limits are set to the right of the symbol as sub and superscripts. For example, $\Sigma^\gamma_\delta$; in displayed equations, limits are set above and below. e.g.:

$$\sum_{2}^{1} x + y = 2$$

However, in case of limits to an integral are always set to the right of a single symbol and above and below multiples.

Matrix and Determinants
Mostly the matrices are set as display unless the publisher allow spreading of lines in text. The simple two-by-two matrix $\begin{bmatrix} a & b \\ c & d \end{bmatrix}$ can be set in text. Matrices are set in columns and rows in rectangular array. The fractions are generally set as case fractions. The columns in the matrix are separated by 1 En space. Determinant is set in the same manner as a matrix except that straight lines are used instead of brackets.

Ellipses
Three lower dots or center dots used to indicate an omission (for example 1, ..., 5). Center dots are used between operator signs (for example: $k_1 + k_2 + \cdots + k_j$) and and lower dots are used between and after commas or semicolons (for example: $k_1, k_2, \ldots, k_j$).
Radicals (Root Sign)

Radical Signs (\(\sqrt{}\)) can be set in one-, two-, and three line sizes. The overscore or vinculum bar can be set above a single symbol or a set of symbols. The bar will be exactly of the same length as that of the matter there under. When radicals with inculum bars appears in text, 2 pt. additional leading may be added if necessary to clear descenders from the line above. A thick space will be used between the end of the expression and the symbol that follows.

Text and Math Slash

Text Slash: It is little bit smaller than the math slash that is used in place of word ‘Per’. e.g. Km/h (Kilometer Per Hour).
Math Slash: It is little bit bigger than the text slash that is used in mathematical fractions. e.g.: 1/2.

Standard Measurement

The units of measurement or the scale used in typesetting is called “Pica Scale”
- The trim is measured in “inches”.
- The type page is measured in “picas”.
- The size of the type is defined in terms of “point”.
- The leading (interline spacing) is measured in “points”.

Recall:

<table>
<thead>
<tr>
<th>1 pica</th>
<th>12 points</th>
<th>1 inch</th>
<th>6 pica</th>
<th>1 inch</th>
<th>72 points</th>
</tr>
</thead>
</table>

Em Space: A unit of measurement which is equal to the point size of character (e.g.: 9 point em should be 9 point wide; in 10/12, em space will be 10 pt.)

En Space: 1/2 of em space. This is also called as “Figure Space” or “Nut Space”

Thick Space: 1/3 of em space. This is also called as “Regular/Word/Math/Operator Space”

Thin Space: 1/6 of Em space.

Hair Space: 1/16 of em space. This is very minor space which is generally used or added between avoiding of characters.

Alignment and Indent

Alignment

Aligning the lines into the measure is alignment. Different types of alignments commonly used in typesetting are given below:

Justified Setting (Both Side Alignment): When lines are aligned from both sides.

```
<table>
<thead>
<tr>
<th>Measure</th>
</tr>
</thead>
</table>
| Ros nullaem zzriurem endipisim ipit
acum verit ad modionset dolessin zzrilqi-
quis nulla foccums andipiscin ulla conulp
tatummy num acinil irit doles |
```

Right Alignment: When lines are aligned from right side only and leaving the left side ragged.

```
<table>
<thead>
<tr>
<th>Measure</th>
</tr>
</thead>
</table>
| Ros nullaem zzriurem endipisim ipit
acum verit ad modionset dolessin zzrilqi-
quis nulla foccums andipiscin ulla conulp
tatummy num acinil irit doles |
```

Left Alignment: When lines are aligned from left side only and leaving the right side ragged. This is also known as “ragged right”.

```
<table>
<thead>
<tr>
<th>Measure</th>
</tr>
</thead>
</table>
| Ros nullaem zzriurem endipisim ipit
acum verit ad modionset dolessin zzrilqi-
quis nulla foccums andipiscin ulla conulp
atatummy num acinil irit doles |
```

Center Alignment: Aligning the lines to the center of measure.

```
<table>
<thead>
<tr>
<th>Measure</th>
</tr>
</thead>
</table>
| Ros nullaem zzriurem endipisim ipit
acum verit ad modionset dolessin zzrilqi-
quis nulla foccums andipiscin ulla conulp
atatummy num acinil irit doles |
```
**Indent**
Leaving the space from left/right side or both side of text into the measure is called “Indent”. There are three types of common indent:

**Constant Indent:** Leaving constant or regular/continued space from all lines of text is termed as “Constant Indent”

```
Ros nullaorem zziurem endipism ipit
accum verit ad modionsed dolessim
zzriliquis nulla faccums andipiscin uilla
conulp
```

**Hanging Indent:** In this case the first line is set full measure and the turnover are indented. e.g.:

```
Ros nullaorem zziurem endipisim ipit
accum verit ad modionsed dolessim
zzriliquis nulla faccums andipiscin uilla
conulp
```

**Paragraph/First Line Indent:** When the first line is indeneted from the left hand margin and the following lines are set full measure, we call it “Paragraph Indent”. e.g.:

```
Ros nullaorem zziurem endipisim ipit
accum verit

ad modionsed dolessim zziriliquis nulla
faccums andipiscin uilla conulp
```

---

**Type of Errors**

When the type is to be set by using the computer, the text elements are usually coded to indicate matters such as where and how to set Heading, Environment, Tables, Figures, and so forth. When italics (or boldface), subscript or superscript are to begin and end; and how much spacing to insert where needed. Mistakes in inserting code symbols may result in errors. Such errors are usually caught and rectified before the proofs are sent to the publisher. We can categories these errors in two parts: (1) Printer or Typesetters Error and (2) Client Error.

**Printer/Typesetter Errors (PE)**
Any error which is not corrected by the typesetter at the proof stage will be treated as Printer’s Error (PE). There are different types of typesetters error:

**Typographical Error or Typos:** Typesetters error during data entry is known as Typographical Error or Typos. e.g.: Spelling Mistake, Missing text.

**Formatting Error:** Typesetter’s error that occurs during data setting. e.g.: wrong setting of floting elements.

**Page Makeup Error:** Typesetter’s error in pagination. e.g.: Wrong placement of floting elements.

**Copy Edit Error:** Typesetter’s omission in following the copy editor’s marking or instruction. e.g.: Inconsistency in Variables/ Fractions Style/Greek letters/Global spelling etc.

Additional error marked in proof by the client which was not shwon in the manuscript and not informed to the typesetter at the typesetting stage. All such Client’s Error are chargeable to the client.

**Author Alterations (AA)**

**Editor’s Alterations (EA)**

**Designer’s Error (DE)**

**Office Corrections (OC)**
PROOFREADING AND PAGING RULES

Overview
4.1 International Proofreading Marking/Symbols
4.2 International Copyediting Marking/Symbols
4.3 Bad Breaks
4.4 Workflow for Proofing
4.5 Checklist for Proofreaders
### Proofreading

Proof Reader should follow a uniform standard and marking the proof because that is considered to be important way of communication between computer operator or programmer and the proof reader. Therefore it is necessary to have the complete knowledge of international proofing symbol.

Make all alteration on the proofs; never alter the original matter of manuscript when correcting the proofs. When you find the error, make two marks: one within the text in the exact place where the correction is to be made and second in the side to the line in which the error occurs with a proper sequence. Thus, both the mark tell to operator ‘what to do’. *(See International Proof Reading Symbol Chart)*

For more than one correction in the single line, mark the corrections from left to right in the nearest margin. Never try to squeeze corrections between the printed lines.

Proof reader are supposed to follow the original manuscript copy and do not make any changes on his own. Rather the discrepancies may be queried to author.

It is imperative that the person should be familiar with all the proofreading markings before starting proof reading work. Beside this he/she should have a fair knowledge about the job style, specifications and other requirement of publisher. Pica/E-scale, pen/pencil are the essentials tools require for proofreading.

Before commencing the job, ensure all necessary materials are available. This include the manuscript, galleys and specifications, which should be complete in all respects. Have a quick glance through the galleys/manuscript to see if there is any page missing. Also, check for obvious blown, fogged or overprinted which is not in the visible condition so that you will not face the problem in mean time of proof reading.
# International Proof Reading Symbol Chart

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Error Marked in Text</th>
<th>Description</th>
<th>Mark in Margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Delete; take <em>out</em></td>
<td>Only delete the word or Character</td>
<td>0/</td>
</tr>
<tr>
<td>2.</td>
<td>Delete and Insert;</td>
<td>a) Delete the word(e.g. Ravi’s) and replace with the given word (Ramesh)</td>
<td>Ramesh/</td>
</tr>
<tr>
<td></td>
<td>a) take Ravi’s name <em>out</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) take Ramesh’s nam* out</td>
<td>b) (s) is delete (c) is replaced with (e)</td>
<td>0/ e/</td>
</tr>
<tr>
<td>3.</td>
<td>Delete and close up;</td>
<td>delete the character (in word) and close up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>close up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Close up; Print a O~ne word</td>
<td>Close up</td>
<td>1/</td>
</tr>
<tr>
<td>5.</td>
<td>Insert; Insert <em>here</em></td>
<td>Insert a word here.</td>
<td>a word/</td>
</tr>
<tr>
<td>6.</td>
<td>Insert Space; Insert a /space</td>
<td>To Insert a word-space</td>
<td>#/</td>
</tr>
<tr>
<td>7.</td>
<td>Equal space ; Are,you,happy?</td>
<td>Uniformed Space in the marked places</td>
<td>eq. #/</td>
</tr>
<tr>
<td>8.</td>
<td>Insert Comma; Yes *whereas</td>
<td>A comma is to be inserted</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Insert apostrophe; Copy editor s</td>
<td>An apostrophe is to be inserted</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Make Superscript; H^2</td>
<td>Set “2” as Superscript</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Make Subscript; H/AO</td>
<td>Set “2” as Subscript</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Transpose; change (order the)</td>
<td>Transpose the word</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change γ(γ/γ)</td>
<td>Thranspose the letter</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Begin a new paragraph; printed. There is a bear.</td>
<td>Break the text and begin a new paragraph</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Set in Capital; Mohan</td>
<td>Set all Capital</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Set in Lowercase;</td>
<td>Set in Lowercase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1) CAPITAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2) lowercase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Set in Roman; the (word) is in italics</td>
<td>Set in Roman</td>
<td></td>
</tr>
<tr>
<td>S.No.</td>
<td>Error Marked in Text</td>
<td>Description</td>
<td>Mark in Margin</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>17.</td>
<td>Set in Italics; the word is in roman</td>
<td>Small Caps</td>
<td>(ital) /</td>
</tr>
<tr>
<td>18.</td>
<td>Set in Small Caps</td>
<td>Small Caps</td>
<td>(small cap) /</td>
</tr>
<tr>
<td>19.</td>
<td>Insert period; (end) Then</td>
<td>...end. Then</td>
<td>( )</td>
</tr>
<tr>
<td>20.</td>
<td>Insert semicolon; (this/in)</td>
<td>this; in</td>
<td>( :)</td>
</tr>
<tr>
<td>22.</td>
<td>Insert quotation marks; (Less than/Comparative)</td>
<td>“Less than” Comparative</td>
<td>( )</td>
</tr>
<tr>
<td>23.</td>
<td>Insert parentheses; (only two)</td>
<td>(only two)</td>
<td>( )</td>
</tr>
<tr>
<td>24.</td>
<td>Insert hyphen; (self-imposed)</td>
<td>(self-imposed)</td>
<td>( )</td>
</tr>
<tr>
<td>25.</td>
<td>Insert brackets; (See ref. [12])</td>
<td>(only two)</td>
<td>( )</td>
</tr>
<tr>
<td>26.</td>
<td>Change to ( \text{N} ) en-dash; (120 130)</td>
<td>(only two)</td>
<td>( )</td>
</tr>
<tr>
<td>27.</td>
<td>Change to ( \text{M} ) Em-dash; (...two words —to be doubly)</td>
<td>(120–130)</td>
<td>( )</td>
</tr>
<tr>
<td>28.</td>
<td>Let marked text ( \text{stand} ) as set;</td>
<td>Ignore the markings and set as it is</td>
<td>( )</td>
</tr>
<tr>
<td>29.</td>
<td>Move to right; ( ) There is a certain type.</td>
<td>Move right to the point indicated</td>
<td>( )</td>
</tr>
<tr>
<td>30.</td>
<td>Move to left; ( ) There is a certain type.</td>
<td>Move left to the point indicated</td>
<td>( )</td>
</tr>
<tr>
<td>31.</td>
<td>Set in Boldface; Mohan</td>
<td>Set Boldface</td>
<td>( )</td>
</tr>
<tr>
<td>32.</td>
<td>Set in Boldface Italic</td>
<td>Set Boldface Italic</td>
<td>( )</td>
</tr>
<tr>
<td>33.</td>
<td>Wrong (Font)</td>
<td>Wrong font should be changed</td>
<td>( )</td>
</tr>
</tbody>
</table>
Specimen Copy of Page after Proofing

The three quantities in Equation 16 are the components of a vector called the curl of the force \( F \). Thus the necessary condition for a conservative force, or for the existence of a potential function whose negative gradient gives the value of the force, is that the curl of the force must be zero, that is, the condition is the curl \( \nabla \times F = 0 \).

Let us consider a particle of mass \( m \) acted on by a force \( F \). Relative to an origin \( O \) fixed in an inertial system, the \( F \) exerts a torque \( \tau \) that has a magnitude of

\[
\tau = F \times OA \sin \theta
\]

and a direction which would tend to produce counterclockwise rotation about \( O \). This torque \( \tau \) can be expressed as the vector or cross product of the vectors \( \mathbf{r} \) and \( \mathbf{F} \); this product is written as

\[
\tau = \mathbf{r} \times \mathbf{F}
\]  

(16)

\( \text{d-} \)Glucose is isomerized by hot, concentrated alkali to a mixture of 3-deoxy-\( \text{d-} \)ribo- and 3-deoxy-\( \text{d-} \)arabofuranonic acids (the \( \text{d-} \)glucometa saccharinic acids). After a crude separation from other products (mainly \( \text{d-} \)-lactic acid) of the reaction, the 3-deoxyhexonic acids are degraded by the Ruff method with hydrogen peroxide in the presence of ferric acetate to 2-deoxy-\( \text{d-} \)ribose. The deoxyhexose is isolated as its anilide, which is converted to the free sugar by cleavage with benzaldehyde.
# International Copy Editing Symbol Chart

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Mark in Margin</th>
<th>Mark in Type</th>
<th>Corrected Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>[ ]</td>
<td>the good word</td>
<td>the word</td>
</tr>
<tr>
<td>Insert indicated material</td>
<td></td>
<td>the word</td>
<td>the good word</td>
</tr>
<tr>
<td>Let it stand</td>
<td></td>
<td>the good word</td>
<td>the good word</td>
</tr>
<tr>
<td>Make capital</td>
<td></td>
<td>the word</td>
<td>the capital word</td>
</tr>
<tr>
<td>Make lowercase</td>
<td></td>
<td>The word</td>
<td>the lower word</td>
</tr>
<tr>
<td>Set in small capitals</td>
<td></td>
<td>See word</td>
<td>See the small word</td>
</tr>
<tr>
<td>Set in all capitals</td>
<td></td>
<td>See word</td>
<td>See the word</td>
</tr>
<tr>
<td>Set in italic type</td>
<td></td>
<td>The word is word</td>
<td>The word is word</td>
</tr>
<tr>
<td>Set in roman type</td>
<td></td>
<td>the (word)</td>
<td>the word</td>
</tr>
<tr>
<td>Set in boldface type</td>
<td></td>
<td>the entry word</td>
<td>the entry word</td>
</tr>
<tr>
<td>Set in lightface type</td>
<td></td>
<td>the entry (word)</td>
<td>the entry word</td>
</tr>
<tr>
<td>Transpose</td>
<td></td>
<td>the (word) good</td>
<td>the good word</td>
</tr>
<tr>
<td>Close up space</td>
<td></td>
<td>the word</td>
<td>the word</td>
</tr>
<tr>
<td>Delete and close space</td>
<td></td>
<td>the word</td>
<td>the word</td>
</tr>
<tr>
<td>Spell out</td>
<td></td>
<td>two words</td>
<td>two words</td>
</tr>
<tr>
<td>Insert: space</td>
<td>#</td>
<td>the word</td>
<td>the word</td>
</tr>
<tr>
<td>period</td>
<td></td>
<td>This is the word</td>
<td>This is the word</td>
</tr>
<tr>
<td>comma</td>
<td>[</td>
<td>words, words, words</td>
<td>word, word, word</td>
</tr>
<tr>
<td>hyphen</td>
<td></td>
<td>word for word test</td>
<td>word-for-word test</td>
</tr>
<tr>
<td>colon</td>
<td></td>
<td>the following words,</td>
<td>the following words:</td>
</tr>
<tr>
<td>semicolon</td>
<td></td>
<td>scan the words, skim</td>
<td>scan the words, skim words</td>
</tr>
<tr>
<td>apostrophe</td>
<td></td>
<td>John's words</td>
<td>John's words</td>
</tr>
<tr>
<td>quotation marks</td>
<td></td>
<td>the word &quot;word&quot;</td>
<td>the word &quot;word&quot;</td>
</tr>
<tr>
<td>parentheses</td>
<td></td>
<td>The word (word) is in</td>
<td>The word (word) is in parentheses.</td>
</tr>
<tr>
<td>brackets</td>
<td></td>
<td>He read from the Word</td>
<td>He read from the Word [the Bible].</td>
</tr>
<tr>
<td>em dash</td>
<td></td>
<td>The dictionary—how</td>
<td>The dictionary—how</td>
</tr>
<tr>
<td>superior type</td>
<td></td>
<td>2 = 4</td>
<td>2 = 4</td>
</tr>
<tr>
<td>inferior type</td>
<td></td>
<td>H₂O</td>
<td>H₂O</td>
</tr>
<tr>
<td>asterisk</td>
<td></td>
<td>word*</td>
<td>word*</td>
</tr>
<tr>
<td>dagger</td>
<td></td>
<td>a word</td>
<td>a word</td>
</tr>
<tr>
<td>double dagger</td>
<td></td>
<td>word and words</td>
<td>word and words</td>
</tr>
<tr>
<td>virgule</td>
<td></td>
<td>either/or</td>
<td>either/or</td>
</tr>
<tr>
<td>Start paragraph</td>
<td></td>
<td>“Where is it?”</td>
<td>“Where is it?”</td>
</tr>
<tr>
<td>Run in</td>
<td></td>
<td>“It’s on the shelf.”</td>
<td>“It’s on the shelf.”</td>
</tr>
<tr>
<td>Move left</td>
<td></td>
<td>The pronunciation</td>
<td>The pronunciation follows.</td>
</tr>
<tr>
<td>Move right</td>
<td></td>
<td>the word</td>
<td>the word</td>
</tr>
<tr>
<td>Move down</td>
<td></td>
<td>the word</td>
<td>the word</td>
</tr>
<tr>
<td>Move up</td>
<td></td>
<td>the word</td>
<td>the word</td>
</tr>
<tr>
<td>Align</td>
<td></td>
<td>the word</td>
<td>the word</td>
</tr>
<tr>
<td>Wrong font</td>
<td></td>
<td>the word</td>
<td>the word</td>
</tr>
</tbody>
</table>

Source: The American Heritage Dictionary
Bad Breaks

When a word, line, para or page break is not correct and general typesetting rules are not followed, it means there area bad breaks.

Common Bad Breaks (try to avoid)

1. **Orphan line**: First line of a paragraph set alone at the end of a page is ‘Orphan line’
2. **Widow line**: Less than 2 lines at the top of the page is not allowed except for any line ending with a colon and followed by list or equation.
3. **Orphan word**: Less than five characters, including punctuation at the end of paragraph is ‘Orphan’.
4. **River**: White space between words as a column in consecutive lines that looks like a river of white space, which is also known as ‘Pigion Hole’. This is generally not allowed.
5. Don’t hyphen already hyphenated word.
6. More than two same words or three same characters in consecutive lines in a paragraph is not allowed.
7. Don’t break line before the punctuation. (break line after punctuation always)
8. Never divide units/short abbreviations from its related number. e.g.: 750 ft., 100 m.
9. Never break function from its arguments. e.g.: \( \sin x, \cos x \).
10. Never break before solidus (slash; /). Break after the solidus and never set hyphen after breaking the solidus.
11. Never break displayed equation (DE) after the math operator sign. Break DE before operators and set turnover lines flush left.
12. Never break inline equation before the math operator sign. Break text equation after these signs and set turnover line flush left.
13. Wrong word break should be avoided. Follow Webster’s or any other standard word break dictionary for ensuring correct word break in.g
14. Don’t break words with less than five characters. Break after minimum two characters and carry over minimum three characters or a word.
15. Don’t break the names of person, initials, rank and degree.
16. Don’t set text list number/letter alone at the end of line.
18. Don’t set clash characters, add kerning there.
19. Avoid too loose line when lines show more than En space between words.
20. Avoid too tight line when lines show less than thin space between words.
21. Don’t allow hyphenation in ragged setting (R/R or R/L) unless required by specifications.
22. Don’t set more than three pica ragged line in ragged setting.

Paging Bad Breaks

23. Avoid hyphenation at the end of verso page. But never allow at the end of recto page.
24. Never allow hyphenation at the end of verso page if it is followed immediately by a full page Figure, Table or any other floating element.
25. Never set running head and folio on the opening page of the “part/chapter/article. Set drop folio there if specification allow.
26. Don’t set less than five text lines on chapter opening page.
27. Don’t set less than six text lines on the last page.
28. Don’t set less than five text lines below a full page Figure, Table, or Box.
29. Don’t set less than three text lines below the H1 at the end of page.
30. Don’t set less than two text lines below the H2 and all other inferior headings at the end of page.
31. Never adjust/squeeze space below the heading to adjust the page length.
32. **Carding**: Adding vertical space between lines and paragraph is not allowed, unless specification permit.
33. **Kerning**: Adding/Reducing too much (more than \(+3/-3\)) space between characters it not allowed.
34. Consecutive spread should not vary by more than one line.
35. Never float unnumbered figures/tables. Place these elements exactly where shown on the manuscript.
36. Don’t set any floating element verticle if their width is above 2 pica more than text width (up to 2 pica is permissible). If more than 2 pica than set wider floating element horizontal/landscape or verticle/broad side of the page with drop folio (remove running head in that condition).
## Galley Proofing Checklist

<table>
<thead>
<tr>
<th>Job/Mail Folder Studied</th>
<th>Job Title</th>
<th>Job Lead</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Punctuation/Greek Characters</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Check Math Style</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Check FM/BM Style</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Style of Flotting Elements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Responsible | Date

## Page Makeup Proofing (PMP) Checklist

<table>
<thead>
<tr>
<th>Job/Mail Folder Studied</th>
<th>Job Title</th>
<th>Job Lead</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Citation of Flotting Elements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Art and Caption</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Style of Heads, List, Boxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Spread Alignment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Bad Breaks/Orphan/Widow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check FM/BM Sequence and Style</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check &amp; Update TOC from Final Pages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Zero Field Area Carefully</td>
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<td></td>
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</tr>
</tbody>
</table>

Responsible | Date

## QC Checklist

<table>
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<tr>
<th>Job/Mail Folder Studied</th>
<th>Job Title</th>
<th>Job Lead</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Art and Caption Randomly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Style/Spacing of Heads, List</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Spread/Base Alignment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Bad Breaks/Orphan/Widow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check FM/BM Sequence and Style</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check TOC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create/Mark Queries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check Zero Field Area Randomly</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Responsible | Date

## Revision/Revise Checklist

<table>
<thead>
<tr>
<th>Mail Folder Studied</th>
<th>Job Title</th>
<th>Job Lead</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Figure &amp; Caption if Repaging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inform client about Index if Repaging</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Responsible | Date
Same Looking Character

The characters which looks similar should be clearly indentified, such as:

— Cap ‘bee’ (B) and Greek lc beta (β)
— Greek lc epsilon (ε) and Math ‘element of’ symbol (∈)
— Letter (i) and Greek lc ‘iota’ (ι)
— Letter Cap ‘kay’ (K), lc ‘kay’ (k), and Greek lc kappa (κ)
— Letter lc ‘el’ (l) and numeral one (1)
— Letter lc ‘en’ (n) and Greek lc eta (η)
— Letter cap ‘oh’ (O), lc (o), Greek lc Omicron (ο) and math zero (0)
— Letters cap ‘pee’ (P), lc (p) and Greek lc rho (ρ)
— Letters cap ‘tee’ (T), and Greek lc tau (τ)
— Letters lc ‘you’ (u), and Greek lc mu (μ)
— Letters lc ‘vee’ (v), and Greek lc upsilon (υ), Greek lc nu (ν)
— Letter lc (w), and Greek lc omega (ω)
— Letter cap ‘ex’ (X), lc ‘ex’ (x), Greek lc chi (χ) and Math times sign (×)
— Greek cap Delta (Δ), Triangular (△), and Nable sign (▽)
— Greek cap ‘Sigma’ (Σ) and Summation sign (∑)
— Union sign (∪) and letter capital ‘you’ (∪)

Proofreader must take care about these similar character.
Thanks

Written and Composed by

Deepak Aggarwal
Trainer

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website: www.biotics.in