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Proofreading Guidelines for Authors

These guidelines suggest ways of maximizing your performance as a proofreader, both in catching errors and in conveying information clearly to those who will be dealing with the proofs after you have finished with them. These proofs were prepared using the edited and updated versions of the computer files, and the text should be identical to that in the enclosed copy of the final revised version of the manuscript. These proofs are also being checked by a professional proofreader. The professional proofer is reading the manuscript against the draft edited version of the manuscript to make sure that all the changes you requested were made.

Do not worry about faint type or broken letters. Your copy of the proofs is a photocopy, and distortions may occur. If there is anything amiss in this quarter, the Publications Office will deal with it. Note that the illustrations on these proofs are “position prints”; their purpose is to allow you to check the placement of the artwork and, eventually, to guide the printer in placing the illustrations on the page. Because of limitations in our equipment and, more important, a lack of computer memory, these are very low-resolution scans (on the order of 75 to 300 dpi); they will not be used to produce the plates from which the book will be printed. Instead the printer will rescan the photographs and figures you supplied and use those scans to produce the printing plates.

Please try to keep changes to a minimum. If a change simply must be made, try to get by with the minimum possible alteration of the existing text. And if the proofs have already been made up into final page proofs, make a compensating change nearby so as to (a) minimize the number of lines that must be reset and (b) avoid increasing or decreasing the number of lines on the page; if, for example, you insert a seven-letter word, see if you can delete the equivalent of the seven added letters elsewhere in the line or nearby in the same paragraph.

Finally, if you have any questions about the proofreading process, please feel free to contact this office. If the pages are being indexed and you discover a substantial error in the proofs that will affect the paging (e.g., repetition or omission of an entire paragraph), please contact us immediately so that we can supply corrections to the indexer.

1. *Ways of reading proof.* Most authors read proofs to themselves, as they would read a book. Much can be caught in this way, but a dismaying amount may be missed, too.

A far better method is to have a second person read the manuscript aloud, including punctuation, capitalization, and the like, while the author holds the proof (for example, this first paragraph of this section would be read: “paragraph indent numeral one period italics cap ways of reading proof period roman cap most authors read proofs to themselves comma as they would read a book period cap much can be caught in this way comma but a dismaying amount may be missed comma too period end paragraph”). This method is better because it catches omissions that might otherwise be missed, and because it catches wrong numbers. It also increases most authors’ ability to catch misspellings and the like by slowing down the pace of reading to the speaking pace of the copyholder.

An alternative method is to jump back and forth from the proof to the manuscript, but few authors catch as many errors this way as they would with the help of a copyholder.

Many elements, such as bibliographies and character lists, are extremely stultifying to work on, and the mind turns off long before one finishes compiling, editing, and checking such lists. Typically more mistakes are found toward the ends of these sections because everyone who has worked on them previously has started at the beginning; therefore it is a good idea to begin in the middle of such sections or at the end while the mind is still fresh and work backwards toward the beginning.

2. *How to mark proof.* A standard information sheet on proofreaders' marks is attached. Observe that the correction of proof, unlike the editing of a manuscript, requires a double marking: a mark in the body of the text and the correction itself in the margin. A correction marked only in the text and not in the margin will almost certainly be overlooked.

Use a pen (preferably with red ink), and make your marks heavy enough to be picked up by a photocopier. Any explanatory remarks or asides should be circled. This applies as well to confirmations of spellings: thus if the proof reads "Krushchev" and you add the missing *h* in the standard fashion but want to make absolutely sure that the typesetter understands what you want done, write "Khrushchev" in the margin and circle it.

3. *Things to look for in particular.* Experienced proofreaders keep an eye out for certain recurring classes of error that get by the less wary. Here are some of them:

- an opening parenthesis or quotation mark with no closing mark, or vice versa
- incorrect end-of-line word breaks in foreign words and names (note that the hyphenation routine in the typesetting program used to prepare these pages is based on English; when it encounters words not in its dictionary, it may try to break them according to the rules it follows for English; for example, the Chinese word *dianying* might be broken *diany- ing*. Nor can the hyphenation routine distinguish such pairs as "pre-sent" and "pres-ent")
- omitted, duplicated, or erroneous superscript note numbers. For each chapter, please check that all note superscripts appear, that they appear once only and in the proper order, and that they correspond properly to the numbered notes.
- incorrectly italicized punctuation, or even incorrectly italicized words or names, preceding italicized phrases or titles, especially in notes and bibliographies
- wrong dates, especially those close to the current year date: 1899, for example, may come out as 1999 through force of habit
- other wrong numbers, especially in such number-filled contexts as endnotes and tables. The only way to get numbers right is to recheck them carefully.

4. *Timing.* Proofreading is a boring job, and one's ability to catch errors decreases rapidly. Typically the longer the session of proofing, the fewer errors one catches. It is also a task that requires undivided attention. Don't try to do too much at once; don't combine indexing and proofing. Even professional proofreaders rarely work for more than two or three hours at a stretch. Some authors are tempted to read the proofs as quickly as they can and then return them in the expectation that this will speed publication of their book. This does not work. We give our proofreaders a month to read a text, and they usually take it. The best way for you to proceed is to set a daily quota of pages to check by dividing the total number of pages to be read by the number of days allotted, and then to proof only that number of pages each day.

5. *Proofreading PDF files.* The PDF files on the CD show your chapter as it appears on screen; corrected versions of these files will be used to print the book. In case you are unfamiliar with PDF files, they can be opened with the Adobe Acrobat or the Adobe Reader program. You will not be able to insert changes directly into the onscreen text, but you will be able to proof the document.

If you find it easier to read the file on paper, print a copy and proofread in the traditional way. Note that the printed copy will probably differ from the onscreen version, either because your computer does not have the fonts used to produce these files or because your printer has

different settings. The onscreen version is the correct one. Either mail me the marked-up copy or email me a list of corrections. If you opt for email, please specify the page, paragraph, and line numbers for each change, and be sure to check that your directions are unambiguous. For example, if you instruct me to change "the" to "a," check to see if there is more than one "the" in the line in question.

If you prefer to read the file on line, note that you can increase or decrease the size of the onscreen image by clicking on the plus or minus sign in the toolbar at the top of the screen. Acrobat is the better program for handling these files because it allows you to imbed comments. In the toolbars at the top of the screen, click on the "Review and Comment" button. Another, smaller toolbar will appear near the top of the screen. Click the "Note Tool" button on the far left side. A "note cursor" will appear in place of the usual arrow cursor. Using your mouse, position the note cursor in the margin beside the line you wish to change and click the left button on your mouse. A small window will appear. Type your correction or comment in the space provided. When you are finished, close this window by clicking on the "x" in the upper right-hand corner. A small yellow mark will appear at the point you inserted the comment. If you subsequently wish to make a change in this comment, you can reopen this window by clicking on the yellow mark with the left button on your mouse. If you wish to delete the comment or move it, click on the yellow mark with the right button on the mouse and select the appropriate choice. If you need more information on inserting comments, click on the arrow next to the "Review and Comment" button. A pull-down menu will open; one of the choices is a set of instructions on adding comments.

If you have only Adobe Reader, you will not be able to embed comments in the file and will have to email me a list of corrections (see the instructions above).

Proofreaders' Marks

OPERATIONAL SIGNS	TYPOGRAPHICAL SIGNS	PUNCTUATION MARKS
g Delete	<i>ital</i> Set in italic type	
C Close up; delete space	rom Set in roman type	
⊖ Delete and close up (use only when deleting letters <i>within</i> a word)	bf Set in boldface type	
stet Let it stand	lc Set in lowercase	
# Insert space	caps Set in capital letters	
eq # Make space between words equal; make space between lines equal	sc Set in small capitals	
hr # Insert hair space	wf Wrong font; set in correct type	
ls Letterspace	X Check type image; remove blemish	
¶ Begin new paragraph	✓ Insert here <i>or</i> make superscript	
□ Indent type one em from left or right	^ Insert here <i>or</i> make subscript	
]		Insert comma
[Insert apostrophe <i>or</i> single quotation mark
] [Insert quotation marks
□		Insert period
□		Insert question mark
fl Flush left	;	Insert semicolon
fr Flush right	or :	Insert colon
= Straighten type; align horizontally	=	Insert hyphen
Align vertically	M	Insert em dash
tr Transpose	N	Insert en dash
⊙ Spell out	£ for ()	Insert parentheses

Fig. 3.1 Proofreaders' marks

Authors' Proofreaders

["I don't care what kind of type you use for my book," said a myopic author to the publisher, but please print the galley proofs in large type. Perhaps in the future such a request will not sound so ridiculous to those familiar with the printing process. Today, however, type once set is not reset except to correct errors. Proofreading is an art and a craft. All authors should know the rudiments thereof, though no proofreader expects them to be masters of it. Watch proofreader expects them to be masters of it. Watch not only for misspelled or incorrect words (often a most illusive error) but also for misplaced spaces, "unclosed" quotation marks and parenthesis, and improper paragraphing; and learn to recognize the difference between an em dash—used to separate an interjectional part of a sentence—and an en dash (used commonly) between continuing numbers, e.g.; pp. 5-10; ~~2~~ d. 1165(70) and the word-dividing hyphen. Whatever is underlined in a MS. should, of course, be italicized in print. Two lines drawn beneath letters or words indicate that these are to be reset in small capitals; three lines indicate full capitals. To find the errors overlooked by the proofreader is the author's first problem in proof reading. The second problem is to make corrections, using the marks and symbols, devised by professional proofreaders, that any trained typesetter will understand. The third—and most difficult—problem for authors proofreading their own works is to resist the temptation to rewrite in proofs.

caps + sc Manuscript editor

1. Type may be reduced in size, or enlarged photographically when a book is printed by offset.

Fig. 3.2. Marked proof