

Chapter 11. Proofreading

Proofs are sent to authors electronically, in the form of a PDF for review before the articles are published in a refereed ASA, CSSA, or SSSA publication.

Authors are responsible for careful review and prompt return of their proofs to headquarters. The author is entirely responsible for the accuracy of all facts, dates, statistics, and all parts of mathematical formulas.

Editors, typesetters, and printers exercise great care in avoiding and correcting errors, but they cannot assume responsibility for any errors or omissions that are not marked by the author on the proofs.

The proof stage is not the time to make extensive changes. Any significant or extensive changes may be subject to editorial review.

All coauthors may look at the proof, but only the corresponding author should submit the corrections.

Pay careful attention for omissions of full lines or paragraphs and errors in dates, statistics, and mathematical formulas. Also, check all literature citations and references to the tables and figures. Read with special attention tables, equations, chemical formulas, and any other dense or nonverbal portions of the proofs.

Check the quality of the figures, and check that figures and captions match. Supply a high-resolution image file for any figure that needs correction.

You may make marks directly on the PDF file using the annotation function in Adobe Reader version 7 (or higher) or Adobe Acrobat. If that is not possible, make the marks on a hard copy of the proof. A sample corrected proof and some common proof-reader's marks are shown in Fig. 11–1 and 11–2. Keep the following points in mind for marking up a hard copy:

- For maximum visibility, use red ink or red pencil for correction marks; write legibly. Place all correction marks on the proofs only; *do not* send a revised manuscript. You may write your corrections in either margin.
- When material is to be deleted and nothing is substituted, cross out unwanted characters and put a delete sign in the margin. When something is to be substituted for a deletion, cross out the unwanted material and write the new copy in the margin.
- If there are several changes to a single line, separate the marginal corrections from another by slant lines and arrange them in order to read from left to right. If the same correction is made in two or more places in the same line or in adjoining lines, write the correction once and follow it with a number of slant lines to equal the number of corrections.
- For extensive corrections that are difficult to write on the proof, such as a missing paragraph, you may want to provide the correction on a separate sheet of paper. Place your correction as close as possible to the line in which the error occurs, and mark the intended location clearly.

Return the corrected PDF via email by the date requested (usually within three days of receiving the proof). If you cannot use the Adobe Reader annotation function for whatever reason, make the changes on a printout of the proof and scan and send via email or fax or return via post. Alternatively, send an email message with the changes itemized in a list, including line numbers with your corrections. If sending via postal

service, use whatever postage class or courier service is necessary to return the page proofs by the date requested.

When proofs are returned, the production editor carefully reviews and/or edits the changes or additions and makes the corrections to the final pages.

For further help with proofreading, consult *The Chicago Manual of Style* (UCP, 2003), *Scientific Style and Format* (CSE, 2006) or *The ACS Style Guide* (Coghill and Garson, 2006).

SAMPLE PROOF

Mean symptom readings (Table 1[^] showed ^λ
that *Avena sterilis* lines were more^λ resistant than [#]
the *A. sativa* checks and that the resistance was
^λ transmitted to F₁^λ and F₂ hybrids with Lamar. The
dominance effects ~~were~~^{stet} consistently smaller than
^{#/u} the ^λ cumulative additive effects and ^λ did not differ ^{tr}
^o significantly from zero in six cases ^λ out of eight ^λ
^{Cap} (Table 1). [≡] although these results indicate that
^e inheritance ^λ of ^λ resistance was determined
predominantly by additive gene action^λ they should ^λ
not be taken as proof that dominance was not
involved. In fact, the performances^λ of the F₁'s ^{e/c}
^o (Table 1, Fig^λ 1) were not at the midpoint between
^e those of their parnts ^λ but were closer to those of the
^{italic} resistant A. sterilis parental lines, suggesting some
^λ dominance for resistance.

Fig. 11-1. A sample proof. Note that each correction requires two marks, one in the margin indicating what is to be done and another within the line of type, indicating the exact place where the change is to be made.

PROOFREADER'S MARKS

^	Caret—something to be inserted; mark in text line	no ¶	No paragraph
⊙	Period	wf	Wrong font
↗	Comma	≡	Capitals and <i>Cap</i>
⊙ or /:	Colon	=	Small capitals and <i>sc</i>
i/	Semicolon	less #	Less space
∨	Apostrophe	#	Insert space
∨ ∨	Quotations	eg. #	Equalize space
(/)	Parentheses	[or]	Move to left or right
[/]	Brackets	↑ or ↓	Move up or down
□	Indent one em, double for two em, and so on	Transpose	
—	One em dash (long dash)	ab	Character to go around text to indicate that they are to be transposed. Always include "tr" in the margin of the proof.
—	One en dash (short dash)	tr	
—	Hyphen	lc	Lowercase
)	Close up	↗	Superscript letter or number
stet	Let it stand; when something has been inadvertently changed. Dots under matter will usually suffice but also include "stet" in the margin to avoid misunderstanding	↘	Subscript letter or number
e	Delete—take out	—	Italics and <i>italic</i>
¶	Paragraph	rom	Roman
		bf	Boldface
		⊙	Circle around numbers means spell out
		⊙	Circle around word means use number or abbreviation

Fig. 11-2. Proofreader's marks. See Fig. 11-1 for marks used in context. Correction requires two marks, one in the margin indicating what is to be done and another within the line of type indicating where the change occurs.