

Title: Niche Editorial Review Markup (Hard copy)
Document Number NST-GUI-017 v03
Date: 15 January 2009
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Role: In-house Editor

When reviewing, editing and/or proofreading documents:

1. Use consistent proof reading symbols to indicate changes or corrections to the text.
2. Use marginal marks to indicate corrections made within lines.
3. Use different ink colours for different reviews of the same hard copy.
4. Keep a list of decisions to ensure consistency.

Mark as it appears in the text	Meaning	Mark appearing in the margin
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Insertions

	Insert	
...chronic HCV infection The safety...	Insert period	
In 1978 in a small seaside town a baby...	Insert comma	(x2)
The cats pajamas	Insert apostrophe mark	
Cor blimey gov said Cuthbert	Insert quotation mark	
2000; 952936–2939	Insert colon	
2000 95:2936–2939	Insert semicolon	
2000; 95:2936 2939	Insert en dash	
An em dash a long dash can be used	Insert em dash	
An em dash a long dash can be used	Insert parenthesis/brackets	
When all the words run on it is annoying	Insert space	(x3)
...was increased 10 fold	Insert hyphen	

Deletions

The cat sat on the the mat	Delete text	
An na was spectacular	Close up	
Ammar was not spect x acular	Delete and close up	or
This is not an exit	Leave as is	STET

Style

AT THE start of the sentence	Put in lower case	
...mother then left. immediately he...	Put in upper case	
<u>Caenorhabditis elegans</u> is a worm...	Put into italics	
<i>Caenorhabditis elegans</i> is a worm...	Remove italics	
..was at a concentration of 200 o mg/mL	Use non-breaking space	
2000; 95:2936-2939	Put into bold	
2000; 95:2936-2939	Remove bold	

Positioning

Text to be centred	Centre text	
3 X 10 ⁸ m/s	Superscript	
HbA _{1c}	Subscript	
Was finished. The start of the next...	New paragraph	NP
...giant bananas, which were larger than...	Run on	
	Start new line	
Put it here.	Justify left	
Put it here.	Justify right	
Haemophilic man	Reorder words/letters	(x2)