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**BS ISO 5776:2016**



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## **Graphic technology — Symbols for text proof correction**

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# Graphic technology — Symbols for text proof correction

*Technologie graphique — Symboles pour correction de textes*



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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directives](http://www.iso.org/directives)).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see [www.iso.org/patents](http://www.iso.org/patents)).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: [Foreword - Supplementary information](#)

The committee responsible for this document is ISO/TC 130, *Graphic technology*.

This second edition cancels and replaces the first edition (ISO 5776:1983), which has been technically revised to allow the text proof-correction symbols to be used with texts in any orthography, to add new symbols, to identify symbols for use in logographic languages, and to illustrate the use of symbols in several languages.

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## Introduction

These text proof-correction symbols have been designed to be used with texts in any orthography; hence they are not language-specific (Annex B and Annex C show how the symbols are used in logographic languages). Some of the symbols have been used in the form shown here in a number of countries for many years and some are recent additions. The newer symbols have been suggested by professional proofreaders who may have been using them for many years. It is in the industry's interests to standardize the symbols. Symbols take up less space in margins than the words or abbreviations needed to give the same instruction. Standard symbols enable editors, typesetters, and proofreaders to communicate clearly even when they do not work in the same language.

The symbol for a capital letter has been used internationally for a long time, but the symbol to change a capital to lower case is more recent. Proofreaders used to need two symbols to indicate bold italics and two to remove bold italics, but now there is one symbol for each. The symbol for a solidus used in expressions such as "and/or" and in dates has been devised to differentiate it from the symbol used after a change to existing characters, spacing, or styles.

The new standard also includes symbols to raise figures from the baseline to the superior position:  $\text{cm}^2$ , to move characters down to the baseline from the superior position: 1<sup>st</sup>, and to move characters down from the baseline to the inferior position: CO<sub>2</sub>.

In a completely electronic workflow, proofreaders can use an electronic version of the symbols to correct proofs delivered as PDFs.

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# Graphic technology — Symbols for text proof correction

## 1 Scope

This International Standard specifies symbols for use in copy preparation and proof correction in alphabetic languages and in logographic languages. It is applicable to texts submitted for correction, whatever their nature or presentation (manuscripts, typescripts, printer's proofs, etc.), and for marking up copy for all methods of composition.

Symbols for the correction of mathematical texts and colour illustrations are not included.

## 2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

### 2.1

#### **alphabetic language**

language, the written form of which is based on letters or symbols used to represent speech sounds

Note 1 to entry: Like most European languages, Arabic, or Hebrew.

### 2.2

#### **bold type**

*typeface* (2.14) that is heavier than the normal weight

### 2.3

#### **em space**

width of a capital letter M in a given size and *typeface* (2.14)

### 2.4

#### **en space**

width measuring exactly half the width of a capital letter M in a given size and *typeface* (2.14)

### 2.5

#### **font**

complete collection of characters in one *typeface* (2.14) and size

Note 1 to entry: In the UK, this is traditionally spelled "fount".

### 2.6

#### **italic type**

*typeface* (2.14) in which the characters slope *forward* as distinct from roman or upright characters and numerals

### 2.7

#### **justified paragraph**

paragraph with even left- and right-hand margins

Note 1 to entry: The space between characters and/or words is varied to achieve this.

### 2.8

#### **left-justified paragraph**

paragraph with an even left-hand margin leaving the right-hand margin ragged