INTERNATIONAL

ISO

Third edition
2022-12

Graphic technology — Symbols for text proof correction

Technologie graphique — Symboles pour correction de textes

Reference number
ISO 5776:2022(E)

© ISO 2022

COPYRIGHT PROTECTED DOCUMENT

Contents

Page

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).

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).

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

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 130, *Graphic technology,*

This third edition cancels and replaces the second edition (ISO 5776:2016), which have been technically revised.

The main changes are as follows:

— addition of correction symbols in the Korean language;

— addition of a new Annex D (examples in the Korean language);

— renumbering of Annex D as Annex E.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

These text proof-correction symbols have been designed to be used with texts in any orthography; they are not language-specific. Annexes B, C and D show how the symbols are used in logographic languages and in a language that is partly alphabetical and syllabary. 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 might 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: cm^2; to move characters down to the baseline from the superior position: 1st; and to move characters down from the baseline to the inferior position: CO_2.

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