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Journals Publishing Division

PROOFREADING INSTRUCTIONS

The principal responsibility for proofreading and correcting the proof of your article rests with you as author. Your careful reading of the enclosed proofs is essential, since minimal proofreading is done in our office.

The primary concern in proofreading is to find and correct typographical errors that have been made by the typesetter and errors of fact overlooked in the original manuscript. Although authors often want to make stylistic changes when they see their manuscript typeset for the first time, this is not the time to do so.

Changes are expensive. It costs as much to delete a comma as it does to reset an entire line, and a minor change at the beginning of a long paragraph frequently requires resetting many lines of type. From a practical standpoint also, it makes sense to limit the number of alterations.

General Instructions

All corrections should be made with a colored pencil in the margins of the proof. Do not use ink or make changes in the same color as the typesetter's queries and corrections. *Take special care to make handwriting legible.*

A list of proofreader's marks, with samples of their use, is included with these instructions. Note that the caret (^) is used within the type line to indicate the place of insertion and that the correction appears in the margin. If a complicated correction might not be clear to the printer, write the entire word or phrase beside the correction and circle it. General instructions to the editor or typesetter should also be circled so that they are not set in type. *The Random House Dictionary of the English Language* or *Webster's Third New International Dictionary* should be consulted in cases of questionable spelling or word division.

Additions of a sentence or more should be typed on separate slips of paper and attached at the edge of the proof with a clear indication to the typesetter where the insertion is to go.

Proofreading Steps

Read for typographical errors word by word. All printer's errors must be corrected. Whenever you find any such errors, correct them and make the circled notation (pe) in the margin so that you will not be charged for resetting. All other changes should be labeled (aa) for author's alterations.

The printer (and sometimes editor) may note queries in the margins of the proof. If they relate to textual matters, please answer them. Your manuscript may have been copy-edited to conform to the journal's style; if you have questions about such changes, please indicate inquiries in the margin and circle them. Check figures for placement, orientation and size. Check all paragraph indentations, chapter titles, text subheads, and table readings. Read the footnotes with care. Proof to ensure that the numbering of footnotes is consecutive and that there is a reference number in the text for every note.

Keeping Copies

You will not see your article again until it appears in print. You should make a copy of the corrected proofs for your files in case they are lost in the mail. After your proofs are returned, the journal's editorial staff will check them again before sending them to the typesetter.

PROOFREADER'S MARKS

SIGN	MEANING	INSERTIONS IN TYPE LINE	MARGINAL CORRECTION
^	Insert (sign in text only)	A g y herd	a/
#	Space	sought to	#/
∩	Delete	bring in a	∩/
()	Close up	str ay goat	()/
∩ ()	Delete & close up	ba ck to	∩ ()/
tr	Transpose (r in text)	[flock/his] He whist led	tr/ <u>whistled</u>
;	Semicolon	in vain [^]	;/
,	Comma	the goat [^] straggling on [^]	,/
.	Period	paid no attention [,]	./
:	Colon	The boy threw a stone [^]	:/
'	Apostrophe	it broke the goat's horn.	'/
“ ”	Quotation marks (open & close)	[^] Please do not tell the master [,]	“ ”/
lc	Lower-case (/ through letter)	C ried the lad.	lc/
cap	Capital (= under letter)	"you silly boy,"	cap/
/ = /	Hyphen	the goat re [^]	/ = /
—	Dash	plied [^] the	—/
(x)	Defective letter (circle letter)	horn ^(x)	(x)
wf	Wrong font (circle letter)	wi ^(O)	wf <u>will</u>
/	(Use slash to separate corrections in a line)	spek th [^] ough [^] i [^] be [^] ilent.	a/∩/∩/cap/ #/
ital	Italic type (underline text)	<u>From</u>	ital/
rom	Roman type (circle text)	<u>Aesop's</u>	rom/
sc	Small caps (= under letter)	<u>Fables</u>	sc/