



# Food Writers New Zealand **HANDBOOK**

proof correction symbols



# PROOF CORRECTION SYMBOLS

The basic rule of proof correcting is that a symbol is used to show where the text requires changing and an explanation of the correction needed is given in the margin. The symbols are international, which means that any editor, desktop publisher, graphic designer and printer, anywhere in the world, should be able to accurately interpret the instructions.

## COMMONLY USED PROOF CORRECTING SYMBOLS

In margin	Meaning	Text example
<i>caps</i>	Change letters or words underlined three times to capitals (u.c.)	vietnamese mint <u><u><u>          </u></u></u>
<i>l.c.</i>	Change letters crossed through to lower case (l.c.) or small letters	grated <del>L</del> emon <del>R</del> ind
<i>c/</i>	Substitute letter crossed through to letter given in margin	barbe <del>q</del> ue
<i>bold or b.f.</i>	Change letters indicated to bold face	Use Smith sardines <b>MMMM</b>
<i>until</i>	Substitute word or words crossed through to those given in margin	<del>till</del>
<i>move</i>	Move matter to the place indicated	Bring to boil, stirring from time to time <u>simmer</u> gently
<i>trs</i>	Transpose letters as marked	sua <sup>r</sup> gr
<i>trs</i>	Transpose words as marked	chop, peel and cook
<i>'/</i>	Insert comma	however, it may curdle
⊙	Insert full stop	Leave until cool ⊙
“ ”	Insert single quotation marks	7 Fashion food 7
“ ”	Insert double quotation marks	7 Finish the chef said 7

In margin	Meaning	Text example
’	Insert apostrophe	The Cook’s Kitchen
(/)	Insert brackets	Add liquid <del>omit salt if using stock</del>
= or /-/	Insert hyphen	a close-fitting lid
[ or NP	Begin new paragraph	[Cook, stirring
run on	No new paragraph, run text on	and stir in. Continue mixing
o/	Delete, omit crossed-out word or sentence	Sift <del>twice</del> .
(o/)	Delete and close up	spring of parsley
180	Caret mark, insert the material given in the margin	Bake at <del>C</del> .
stet	Let it stand. Dashes or dots under the text means ignore the correction	<del>Dust with icing sugar</del>
cream /	Replace text crossed out with new text given in margin	Salad <del>dressing</del>
#	Insert space	Frying pan
(#)	Reduce space	a hot pan
( )	Take out space and close up	fry pan
itals	Change underlined words to italics	<u>Cookbook title</u> by author

In margin	Meaning	Text example
	Indent	 Arrange garnish.
	Move to the left	 Mix well
	Move to the right	 Bake at 180°C.
	Spell out in full	 ½ fill tins
	Insert space between lines or paragraphs	 Whisk until foamy but not stiff.
<i>less #</i>	Reduce space between lines or paragraphs	 Whisk until foamy but not stiff.
	Correct vertical alignment	Whisk until foamy  but not stiff.

Our first handbook was produced in 1991, with the purpose of providing a reference tool that in turn would establish standards for New Zealand food writers. In 1999 the handbook was updated to reflect the growing needs of members.

Food Writers New Zealand is indebted to our hardworking, talented, innovative and active contributors who provided their specialist input for this latest edition.

Thank you to Pip Duncan for her many hours co-ordinating this project.

**KATHY PATERSON, PRESIDENT, 2016**

**FOOD WRITERS NEW ZEALAND ACKNOWLEDGES THE ASSISTANCE OF THE FOLLOWING PEOPLE;**

Catherine Bell, Jan Bilton, Margaret Brooker, Lesley Christensen-Yule, Dr Roger Cook, John Corbett, Andrea Crawford, Marion Cummings, Pip Duncan, Anne Else, Laurence Eyres, Ginny Grant, Sarah Hanrahan, Helen Jackson, Lauraine Jacobs, Lisette Knight, Robyn Martin, Innes Moffat, Trudi Nelson, Lisa Olsen, Karen Olver, Leanette Rea, Anne Scott, Tracy Scott, Fiona Smith, Andre Taber, Mary Taylor, Gail Todd, Nancy Vallabh, Jenny Yee.

**HANDBOOK DESIGN**

Katherine Habershon [habershon@xtra.co.nz](mailto:habershon@xtra.co.nz)

**COVER IMAGES**

Images supplied by Tam West

**ORGANISATIONS**

[5+ A Day](#)

[Auckland Regional Public Health Service \(ARPHS\)](#)

[Beef + Lamb NZ](#)

[Deer Industry of New Zealand](#)

[Ministry for Primary Industries \(MPI\)](#)

[Ministry of Health \(MoH\)](#)

[New Zealand Pork](#)

[Seafood New Zealand Ltd](#)

[Potatoes NZ Inc](#)

[Poultry Industry Association of New Zealand](#)

[Vegetables.co.nz](#)

First edition 1991. Second edition 1999. This edition published 2016.

Copyright © New Zealand Guild of Food Writers 1999

New Zealand Guild of Food Writers, PO Box 74 262, Market Rd,  
Auckland, New Zealand.

ISBN 0-473-06220-8