



















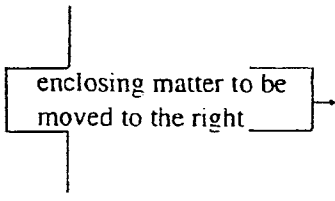

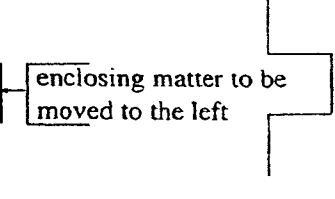

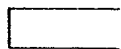

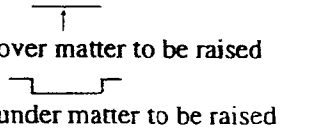
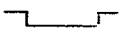
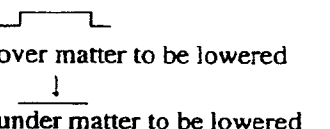


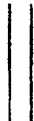

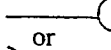
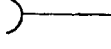
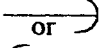



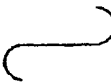

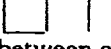

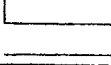
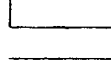

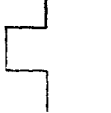




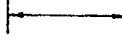


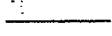


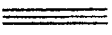

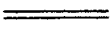


















Instruction	Textual mark	Marginal mark
Leave unchanged	----- under characters	
Remove extraneous marks	Encircle marks to be removed	
Delete	/ through character(s) or  through words	
Delete and close up	 through character(s) or 	
Insert in text the matter indicated in the margin	/	New matter followed by /
Substitute character or substitute part of one or more word(s)	/ through character(s) or  through word(s)	New character or new word(s)
Substitute ligature e.g. ffi for separate letters	 through character s affected	 e.g. 
Substitute or insert full stop or decimal point	/ through character or /	
Substitute or insert comma, semi-colon, colon, etc.	/ through character or /	, / ; / Ⓞ / (/) / [/]
Substitute or insert character in 'superior' position	/ through character or /	7 under character e.g. 
Substitute or insert character in 'inferior' position	/ through character or /	L over character e.g. 
Substitute or insert single or double quotation marks or apostrophe	/ through character or /	”” and/or ’’
Substitute or insert ellipsis	/ through character or /	...
Substitute or insert hyphen	/ through character or /	
Substitute or insert rule	/ through character or /	 Give the size of the rule in the marginal mark e.g.  
Substitute or insert oblique	/ through character or /	
Wrong fount. Replace by character(s) of correct fount	Encircle character(s)	

Instruction	Textual mark	Marginal mark
Move matter specified distance to the right *		
Move matter specified distance to the left *		
Take over character(s), word(s) or line to next line, column or page		The textual mark surrounds the matter to be taken over and extends into the margin
Take back character(s), word(s) or line to previous line, column or page		The textual mark surrounds the matter to be taken back and extends into the margin
Raise matter *		
Lower matter *		
Move matter to position indicated *	Enclose matter to be moved and indicate new position	
Correct vertical alignment		
Correct horizontal alignment	Single line above and below misaligned matter	placed level with the head and foot of the relevant line

* Give the exact dimensions when necessary

Instruction	Textual mark	Marginal mark
Make space appear equal between characters or words	between characters or words	
Close up to normal interline spacing	(each side of column) linking lines	
Insert space between lines or paragraphs	 or 	Give the size of the space when necessary
Reduce space between lines or paragraphs	 or 	Give the amount by which the space is to be reduced when necessary
Start new paragraph		
Run on (no new paragraph)		
Transpose characters or words	 between characters or words, numbered when necessary	
Transpose lines		
Transpose a number of lines	_____ 3 _____ 2 _____ 1	Rules extend from the margin into the text with each line to be transposed numbered in the correct sequence
Centre	[enclosing matter to be centred]	
Indent		 Give the amount of the indent
Cancel indent		
Set line justified to specified measure °	[and/or]	
Set column justified to specified measure °		

Instruction	Textual mark	Marginal mark
Change damaged character(s)	Encircle character(s)	
Set in or change to italic	 under character(s) Where space does not permit textual marks encircle the affected area instead	
Change italic to upright type	Encircle character(s)	
Set in or change to capital letters	 under character(s)	
Set in or change to small capital letters	 under character(s)	
Set in or change to bold type	 under character(s)	
Set in or change to bold italic type	 under character(s)	
Change capital letters to lower-case letters	Encircle character(s)	
Change small capital letters to lower-case letters	Encircle character(s)	
Invert type	Encircle character	
Close up. Delete space between characters or words	linking  characters	
Insert space between characters	between characters	 Give the size of the space when necessary
Insert space between words	 between words	 Give the size of the space when necessary
Reduce space between characters	between characters	 Give the amount by which the space is to be reduced when necessary
Reduce space between words	 between words	 Give the amount by which the space is to be reduced when necessary