

Notes for authors

PROOF-READING

When proof-reading and correcting a PDF proof on-screen, please feel free to use the range of commenting symbols available in the toolbar provided by Acrobat in Reader 7.0 and above. If you cannot see these symbols at the top of the screen please contact your Palgrave Macmillan production supplier.

When doing proof-reading work on hard copy proofs please try and use the standard international symbols for correcting proofs (as shown overleaf). Please do not use pencil or black pen. Characters or words to be deleted should be struck through clearly and the replacement character or word(s) should be written clearly in the margin. If there are several corrections in one line they should be divided between the left- and right-hand margins, and individual marks or comments should be separated by a long diagonal stroke. Remember that the main object in correcting proofs is to make your meaning clear, so if necessary please make a comment or explain your correction in the margin. Please encircle all comments/explanations, so it's obvious to your production supplier that these words don't need to be taken into the text wholesale.

If it's been agreed that you will provide a list of proof corrections in a Word document rather than corrected proof pages, your supplier can provide a Word template to make listing easier for you. This template can also be found in the author section of www.palgrave.com.

Changes to the content of the book are very expensive at proof stage and excess costs for author's alterations (as opposed to the correction of typesetting errors) are charged to the author, so do bear in mind your contract terms regarding this. Furthermore, changes can cause delay and can result in secondary errors being made when the typesetter goes back into the document. Please, therefore, keep content changes to an absolute minimum.

Where content changes at proof stage are essential, try to make them in a way that doesn't affect the page layout dramatically. Where a word needs to be added, try to delete a word or words of about the same number of letters somewhere in the same paragraph. If it is necessary to delete a word, try to add a word or words of about the same length. Similarly, if you add a line, please try and knock out a line and vice versa, so that the page maintains the same number of lines.

As far as the checking of the typesetting is concerned, please pay special attention to any tabular or illustrative matter and to notes and their text references. Please also make sure you check running headlines/feet, chapter headings, text headings, spacing and page layout.

The proof stage is the time to fill in any page numbers which are outstanding – this applies to cross-references within the text or notes, and to the Contents list and any other list with page numbers in the preliminary pages.



Marginal mark	Instruction	Textual mark	Marginal mark	Instruction	Textual mark
	Correction is concluded	None		Substitute or insert rule. [Give size of rule as part of marginal mark.]	
	Leave unchanged under characters to remain		Substitute or insert oblique	
New matter followed by or	Insert in text the matter indicated in the margin. [Adding an encircled number indicates the amount of times the same insert is repeated in the same line without interruption.]		Circle horizontal line	Insert underline	Circle character(s) or words
preceded by e.g.	Insert additional material identified by letter in diamond. [The material itself should carry the corresponding letter.]			Start new paragraph	
or	Delete. [Adding an encircled number indicates the amount of times the same deletion is repeated in the same line without interruption.]	through single character, or through all characters to be deleted		Run on (no new paragraph/line)	
new character(s)	Substitute character or substitute part of one or more word(s)	through character, or through all characters		Transpose characters or words	between characters or words
	Wrong font. Replace by character(s) of correct font	Circle character(s) to be changed		Transpose lines. [Extend rules the full length of matter to be transposed.]	
	Change to italic	under character(s) to be changed		Centre. [Put textual mark around matter to be centred.]	
	Change italic to roman/vertical type	Circle character(s) to be changed		Indent or move beginning of line(s) to the right	[Textual mark matches marginal mark - vertical lines show position to which text should be moved.]
	Change to bold type	under character(s) to be changed		Cancel indent or move end of line(s) to the left	
	Change bold to non-bold type	Circle character(s) to be changed		Unjustify. [Use mark on side of line/column to be justified.]	
	Change to bold italic type	under character(s) to be changed		Move specified matter to the right. [Put textual marks to left & right of matter.]	
	Change to non-bold and non-italic	Circle character(s) to be changed		Move specified matter to the left. [Put textual marks to left & right of matter.]	
	Change to capital letters	under character(s) to be changed	Extend textual mark to margin	Take over character(s), word(s) or line to next line, column or page	(surrounds matter)
	Change to small capital letters	under character(s) to be changed	Extend textual mark to margin	Take back character(s), word(s) or line to previous line, column or page	(surrounds matter)
	Change to capital letters for initial letters and small capital letters for the rest of the word	under initial letters and under rest of words		Raise matter. [Give exact dimensions with marginal mark, when necessary.]	over matter to be raised under matter to be raised
	Change to lower case	Circle characters to be changed		Lower matter. [Give exact dimensions with marginal mark, when necessary.]	over matter to be lowered under matter to be lowered
or under character e.g. or	Substitute or insert character(s) in 'superior' position	through character or where required	Give exact dimensions if necessary	Move matter to position indicated.	Enclose matter to be moved and indicate new position
over character, e.g.	Substitute or insert character(s) in 'inferior' position	through character or where required		Correct vertical alignment	
e.g.	Substitute ligature or diphthong	through characters affected		Correct horizontal alignment	Single line above and below misaligned matter
Write out separate letters	Substitute separate letters for ligature or diphthong	through characters affected		Close up. Delete space between characters or words	linking characters
	Substitute or insert full stop or decimal point	through character or where required		Insert or substitute space between characters or words	through character or where required
	Substitute or insert colon	through character or where required		Reduce space between characters or words	between characters or words affected
	Substitute or insert semi-colon	through character or where required		Make space equal between characters or words	between characters or words affected
	Substitute or insert comma	through character or where required		Insert or substitute thin space	through character or where required
or	Substitute or insert apostrophe	through character or where required	(each side of column linking lines)	Close up to normal interline spacing	None - the marks are in the margin
or and/or or	Substitute or insert single quotation marks	through character or where required	or	Insert space between lines or paragraphs. [Give size of space to be inserted, when necessary.]	The mark extends between the lines of text.
or and/or or	Substitute or insert double quotation marks	through character or where required	or	Reduce space between lines or paragraphs. [Give the amount space needs to be reduced, when necessary.]	The mark extends between the lines of text.
	Substitute or insert ellipsis or leader dots	through character or where required		Turn type or figure. [Use circled number to give degree of rotation needed.]	Circle type or figure to be altered
	Substitute or insert hyphen	through character or space or where required			