
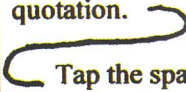














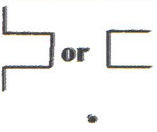
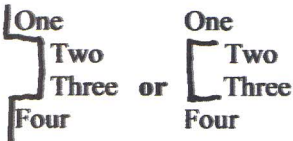
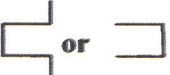
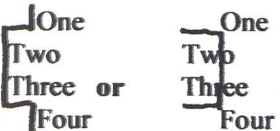



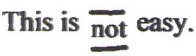



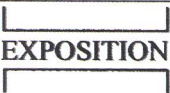



Manuscript Correction Marks/Signs

	INDICATION IN MARGIN	CORRECTION MARK IN TEXT	MEANING	CORRECTION
1	lc	A Memorandum is one channel of internal communication.	Change letter stroked through in text to lower case.	A memorandum is one channel of internal communication.
2	UC	RBTT bank ltd in Trinidad and Tobago has several branches.	Change letter marked in text with two lines underneath to upper case.	RBTT Bank Ltd in Trinidad and Tobago has several branches.
3	Caps or CI Caps or All Caps or SC	Travellers Cheques are sold at all commercial banks.	Set text with two lines underneath to unspaced small capital letters.	TRAVELLERS CHEQUES are sold at all commercial banks.
4	Sp Caps	The <u>Heading</u> is sometimes typed in spaced capital letters.	Set text with three lines underneath to spaced (expanded) capital letters.	The H E A D I N G is sometimes typed in spaced capital letters.
5	Ini Caps	Rules for typing manuscripts	Type first letter of each word in text in capital letter – Title Case.	Rules For Typing Manuscript
6	U/S	<u>LEADER DOTS</u>	Apply underscore to text.	<u>LEADER DOTS</u>
7	Ini Caps & U/S	<u>Indication in margin</u>	Type first letter of each word in text in capital letter and apply underscore to text.	<u>Indication In Margin</u>
8	C & SC	<u>Raised Text</u>	Set text in uppercase with the first letter in a larger font size – caps and small caps.	RAISED TEXT
9	Sp	The ^{1st} word starts with a capital letter.	Type encircled text in full – spell it out.	The first word starts with a capital letter.
10	NP or Para or ¶	... specified by the bank at any given time. The machine has a keyboard and is stacked with	Start a new paragraph from text marked with  or //.	... specified by the bank at any given time. The machine has a keyboard and is stacked with

	INDICATION IN MARGIN	CORRECTION MARK IN TEXT	MEANING	CORRECTION
11	Run on or Run in or No ¶	The apostrophe can also be used for single quotation.  Tap the space bar once after the apostrophe	Continue with the same paragraph from mark () in text.	The apostrophe can also be used for single quotation. Tap the space bar once after the apostrophe.
12	Stet or ✓	The following is a list of abbreviations usually often used in drafts handwriting manuscripts	Retain text marked with dots or dashes underneath.	The following is a list of abbreviations often used in manuscripts.
13	Delete or d or  or 	The whole word must be typed out in full.	Omit text stroked through.	The word must be typed in full.
14	Close up	Please use in  dented paragraphs.	Close up space marked in text by	Please use indented paragraphs.
15		A cork  screw can be a dangerous tool.	Omit character stroked through and close up space marked in text.	A corkscrew can be a dangerous tool.
16	#	He did not follow  up the matter.	Insert space between words or lines at position marked.	He did not follow up the matter.
17	eq #	The  spacing  between words  must be consistent.	Equalize the space between words or lines.	The spacing between words must be consistent.
18	^	Blocked paragraphs start from the left marker. 	Insert additional text where indicated by a caret.	Blocked paragraphs start from the left indent marker.
19	'	Food  raw materials and stocks are classified as goods.	Insert comma where indicated by a caret.	Food, raw materials and stocks are classified as goods.
20	⊙	A fee of \$30.00 is due  . Do so now.	Insert full stop where indicated by a caret.	A fee of \$30.00 is due. Do so now.
21	:	Pronouns  I, you, he, she, it, they ...	Insert colon where indicated by a caret.	Pronouns: I, you, he, she, it, they ...

	INDICATION IN MARGIN	CORRECTION MARK IN TEXT	MEANING	CORRECTION												
22	;	I am going home it is safe outside.	Insert semicolon where indicated by a caret.	I am going home; it is safe outside.												
23	/-/ .	The bandit went scot free	Insert hyphen where indicated by a caret.	The bandit went scot-free.												
24	—	Tom the captain is here.	Insert dash where indicated by a caret.	Tom — the captain — is here.												
25	'	Tom's book, girls' shoes	Insert apostrophe where indicated by a caret.	Tom's book, girls' shoes												
26	" "	"What is your name?" He asked.	Insert quotation where indicate by a caret.	"What is your name?" He asked.												
27	trs (horizontally)	The boys and girls arrive.	Change around the position as indicated.	The girls and boys arrive.												
28	trs (vertically)	<table style="border-collapse: collapse; margin-left: auto; margin-right: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;">14</td> <td style="border: 1px solid black; padding: 2px;">28</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">12</td> <td style="border: 1px solid black; padding: 2px;">22</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">16</td> <td style="border: 1px solid black; padding: 2px;">38</td> </tr> </table>	14	28	12	22	16	38	Change around the position as indicated.	<table style="border-collapse: collapse; margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">12</td> <td>22</td> </tr> <tr> <td style="padding-right: 20px;">14</td> <td>28</td> </tr> <tr> <td style="padding-right: 20px;">16</td> <td>38</td> </tr> </table>	12	22	14	28	16	38
14	28															
12	22															
16	38															
12	22															
14	28															
16	38															
29	indent	Here is your book.	Indent text.	Here is your book.												
30	flush	Come inside now.	No indentation.	Come inside now.												
31	[]	She is sic trouble.	Insert open and close brackets.	She is [sic] trouble.												
32	()	Here she the cow comes.	Insert open and close parentheses.	Here she (the cow) comes.												
33	$\frac{1}{n}$	pp 10 17 , POS NEW YORK flight	Insert en dash.	pp10 – 17, POS – NEW YORK flight												
34	$\frac{1}{m}$	Well I am here at last.	Insert em dash.	Well — I am here at last.												
35	□ or ↑	This is out of alignment	Move text up to position indicated.	This is out of alignment.												
36	U or ↓	↓ ^M multiple ↓ ^C hoice	Move text down to position indicated.	Multiple Choice Items												

	INDICATION IN MARGIN	CORRECTION MARK IN TEXT	MEANING	CORRECTION
37			Move text to the left to position indicated.	One Two Three Four
38			Move text to the right to position indicated.	One Two Three Four
39			Align text vertically.	Please be here by noon the earliest if you ...
40			Align text horizontally.	This is not easy.
41			Centre text horizontally.	Manuscript
42			Centre text vertically.	EXPOSITION
43	wf		Wrong font	Documents File
44	bf	<u>Mark in margin</u>	Set text in boldface.	Mark in margin
45	lf	<u>Correction signs</u>	Set text in lightface.	Correction signs
46	ital	<u>Sorting information</u>	Set text in italic.	<i>Sorting information</i>
47	bf ital	<u>Toll Free</u>	Set text in boldface italic.	<i>Toll Free</i>
48	rom	<u>Monotype</u>	Set in roman font.	Monotype
49	v	a + b _v	Change to superior character (superscript).	a + b ²
50	^	3 [^] ₅	Change to inferior character (subscript).	3 ₅

	INDICATION IN MARGIN	CORRECTION MARK IN TEXT	MEANING	CORRECTION
51	who has faith	The boy will be a leader.	Insert text in balloon where arrow points.	The boy who has faith will be a leader.
52	KAYAK	A kayak is a single-seated canoe.	The word is not clear – type it in the same Case as in the text.	A kayak is a single-seated canoe.
53	SS or SLS	Fonts and Styles Different Views Formatting Styles	Set text in single line spacing.	Fonts and Styles Different Views Formatting Styles
54	DS or DLS	Fonts and Styles Different Views Formatting Styles	Set text in double line spacing.	Fonts and Styles Different Views Formatting Styles
55	TS or TLS	Fonts and Styles Different Views Formatting Styles	Set text in triple line spacing.	Fonts and Styles Different Views Formatting Styles

The following can also be used for:

l.c	Memorandum	Format to lowercase	memorandum
u.c.	RBC bank ltd	Format to uppercase	RBC Bank Ltd
	Please be here by noon the earliest.	Align text vertically	Please be here by noon the earliest.
→	Here is your book. →	Indent text	Here is your book.
←	← This is your pen.	Move text to right	This is your pen.

Summary

A manuscript is a document written by hand or prepared on a computer to be sent to a publisher or printer. In preparing a manuscript or draft, the writer uses abbreviations which must be spelt out when the document is being typed, except if the abbreviation is one in general use, such as e.g. viz., i.e. and etc., or if it appears in a commercial document, such as enquiry, order and invoice, for example, E. & O. E.