

CHAPTER 14

Practical examples

Let's look at some practical examples:

The idea for the Title of the book came quiet suddenly. If she were to make her *debut*, she had had to ensure that it was going to be something special, a fait accompli from the moment she set fingers to keyboard, It wasn't a particularly brilliant idea, and it wasn't as if she were especially knowledgeable about feline creatures. Except that this was no ordinary cat: she would call the book Wildcat. At 8.30, when the children had gone to school, the house was blissfully peace-ful. A breeze rusled the leaves of the apple trees in the garden. The Telephone rang. . .

After you have read this carefully, look at the corrections below.

≠/ The idea for the Title of the book came quiet suddenly. If she were to make her debut, she had had to ensure that it was going to be something special, a fait accompli from the moment she set fingers to keyboard, It wasn't a particularly brilliant idea, and it wasn't as if she were especially knowledgeable about feline creatures.

⌋ (x2) Ⓞ/ ⌋ 4 Ⓢ Ⓢ Ⓢ

⌊/ Ⓢ	Except that this was no ordinary cat: she would call the book <u>Wildcat</u> . At 8.30, when the children had gone to school, the house was blissfully peaceful. A breeze rustled the leaves of the apple trees in the garden. The Telephone rang. . .	⌋/ Ⓢ/ Ⓢ/ ≠/
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Which will eventually read:

The idea for the title of the book came quite suddenly. If she had to make her debut, she had to ensure that it was going to be something special, a *fait accompli* from the moment she set fingers to keyboard. It wasn't a particularly brilliant idea, and it wasn't as if she were especially knowledgeable about feline creatures. Except that this was no ordinary cat: she would call the book *Wildcat*.

At 8.30, when the children had gone to school, the house was blissfully peaceful. A breeze rustled the leaves of the apple trees in the garden. The telephone rang. . .

Note: one mark not mentioned in the previous chapter above [an excellent example of tautology] is the instruction to justify. This simply means set the text full out, either to the left or right margin. 'Range left' or 'range right' is another instruction you will sometimes see on an edited manuscript or typescript. At the end of an introductory chapter, for example, the author often adds his/her name; this will be marked up as 'range left' or 'range right' (depending on style), if not typed in the right position. Some proofreaders have slightly different styles of marking up. As an example, instead of encircling a letter when marking up for lower case, the same result can be achieved by: