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**PREPARATION OF
MATHEMATICAL COPY
AND CORRECTION
OF PROOFS**

(Extracted from B.S. 1219 : 1958)

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Indications of the type to be used for symbols. Unless an indication to the contrary is given in the copy all values in mathematical formulae should be in italic. In mathematical setting therefore characters to be set in roman as well as those to be set in script or bold type or in a foreign alphabet—Greek or German Fraktur—should be distinguished in the copy by a mark under or round a character and where necessary by an explanation written in the margin.

It is not necessary to indicate the type to be used for a particular character or symbol as often as it occurs, but when an unfamiliar character or one liable to be mistaken for another occurs it should be distinguished by a mark in the copy the first time it appears or again after a long absence.

It is most important that mathematical formulae should be legible to the printer: it is better to re-write a displayed formula than to make extensive marginal marks on the copy.

The author can be of great assistance to the printer by supplying a list of characters other than the roman, italic and bold roman alphabets which will be required in order to set his copy. Frequently the author would be well advised to consult the printer to find out if special sorts are available before the final copy is prepared.

It is becoming a common practice to print a list of unfamiliar symbols at the beginning of a mathematical work for the convenience of the reader. It is particularly useful to the printer if this list can be annotated to show in which sections of copy the uncommon characters occur. The aim is to facilitate setting entirely by machine rather than the insertion of characters by hand in machine-set matter.

Marking of unfamiliar or easily mistaken characters in the copy is best done by underlining or ringing them in lead pencil or colour. An underline in blue ink may be mistaken for a direction to print a line in the position indicated. While some printers dislike the use of coloured pencil or ink for correction of proofs nearly all are agreed that they should be used for the preparation of mathematical copy. It is not necessary to indicate that italic should be used in displayed formulae and obvious mathematical expressions in the text. When isolated literal values are referred to in the text it may be advisable to indicate that an italic character is required.

Indications for spacing. It is sometimes necessary to indicate the amount of space to be put between mathematical symbols. Marks in the margin are not always enough for the purpose and marks 73 to 76 which are in use at the Oxford University Press are recommended. Spaces may be distinguished as hair, thin, mid or thick or by other conventional means agreed with the printer.

Other recommendations. This card is an extract from B.S. 1219, 'Recommendations for Proof Correction and Copy Preparation', where complete recommendations both for general and mathematical preparation of copy and correction of proofs may be found. The British Standards Institution also publishes B.S. 1219C, 'Table of Symbols for Printers' and Authors' Proof Corrections'.