

AMA Manual of Style

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Manuscript Editing and Proofreading

Stacy Christiansen

Print Publication Year: 2007 Published Online: 2009
ISBN: 9780195176339 eISBN: 9780195382846
Item type: chapter

Publisher: Oxford University Press
DOI: 10.1093/jama/9780195176339.003.0023

Corrections often need to be marked on printed manuscripts and typeset copy. The following marks are common in publishing and used by manuscript editors, proofreaders, and others involved in marking copy to be corrected. Instructions, queries, and clarifications not to be typeset should be circled.

Editing and Proofreading Marks

Stacy Christiansen

Print Publication Year: 2007 Published Online: 2009
ISBN: eISBN:
Item type: section

Publisher: Oxford University Press
DOI: 10.1093/jama/9780195176339.021.316

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Proofreading Sample

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The following example shows how a proof was marked for corrections and how the corrected text appears in the revised proof. Unfortunately, the goal of inducing actual regression of atherosclerosis has remained elusive. Most atherosclerosis trials have demonstrated that active lipid-modulating therapy, primarily using statin drugs, can reduce the rate of disease progression.^{12-14,19} Two small, single-center trials have suggested that statins might induce regression, but methodological issues including small sample size have limited the interpretation and generalization of results.^{16,17} |

Electronic Text Editing

Stacy Christiansen

Print Publication Year: 2007 Published Online: 2009

Publisher: Oxford University Press

ISBN: eISBN:

DOI: 10.1093/jama/9780195176339.021.318

Item type: section

Many word processing programs have text editing functionality that allows users to view edits and track changes. It is common for insertions to be underlined and deletions to be struck through. Each program offers tools to show or hide the editing marks, notes about formatting, and embedded comments. How reviewers respond to the editing depends not only on the word processing program but also on the technologies and workflow involved. For example, manuscript editors at JAMA send authors edited manuscripts as PDF files showing text insertions and deletions as well as embedded comments and questions. Authors can respond by using