USE THESE MARKS IN CORRECTING PROOFS

Circle or mark through the letter or word being altered in the text and draw a line to the correction in the margin.

- Transpose; indicate by ital in text
- Capital; circle letter or word in text
- Small capital; circle letter or word in text
- Lower-case; circle letter or word in text
- Italic; circle letter or word in text
- Roman; circle letter or word in text
- Give complete spelling; circle abbreviation in text
- Boldface; circle letter or word in text
- Superior
- Inferior
- Wrong font; circle letter or word in text
- Damaged type; circle letter or word in text
- Move left
- Move right
- Move down
- Delete
- Insert Space
- Close up entirely

Below are examples showing how to use these typographer's marks:

![Examples of typographic marks](image)

When answering queries:
Please answer questions "yes" or "no," or make the correction needed. Please do not use "OK." ("OK" could mean "yes, change it" or "no, it is correct as set."

Revision Charges

Revision charges will be based on principles illustrated below.

A Facies.—CROSSPODIA is found in the offshore hummocky crossbedded sandstone at measured section 1A only. 

B understand how the drill movement is yet another example of the great skill of the Roman craftsman.

Figure 1. In A and B one charge is incurred by one revision. In both cases the revision involves the addition of contiguous words and is therefore one charge only.

Figure 2. There are three noncontiguous corrections in this line and therefore three charges. Three is the maximum number of charges applied to a single line.

Figure 3. In A and B charges are for deleted lines, two and three respectively. The length of the contiguous new type does not affect the assignment of charges. In C two charges apply because two lines of original type have been modified.

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Figure 4. New material is added to the end of an existing paragraph. No charge applies since no original type has been deleted or modified.