

PROOF-READING

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Proof-reading by F. Horace Teall

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F. HORACE TEALL

PROOF-READING

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PROOF-READING.

A SERIES OF ESSAYS FOR READERS AND
THEIR EMPLOYERS, AND FOR
AUTHORS AND EDITORS.



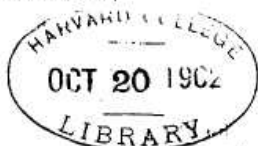
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PREFACE.

THIS collection of essays will show very plainly that they were not written with a view to publication in a book. As a result of this, the subject-matter is not treated consecutively, systematically, or exhaustively. Some references to momentary events at the time of writing, even, have been left unchanged.

It is hoped, however, that, even with the acknowledged imperfections, the book may be found suggestive and useful by those to whose service it is dedicated in the title-page.

Some of the chapters are slightly technical, having been originally addressed to proof-readers only; but even these are thought to be sufficiently general in their composition to be interesting and useful to authors and editors.

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PROOF-READING.

CHAPTER I.

THE PROOF-ROOM.

THOUGH commonly acknowledged theoretically, the relative importance of good proof-reading is often practically unrecognized. Doubtless few of those who employ readers will assent to this averment, and the reason for their non-assent is also the basis of the assertion. Usually the proof-room is under the authority of a general foreman or superintendent, often not a good proof-reader himself, and who must necessarily devote most of his time to other matters. If the foreman is really competent to read proof, he will manage to secure and keep a force of good readers with less trouble than those have who are not so well fitted to judge the work done.

When good work is to be done — and where is the man who avowedly does not desire good work? — accomplished workmen are required, not properly in any one department alone, but all through; and perhaps this fact is partly responsible for the notion, not uncommon, but erroneous and costly, that almost any intelligent person can read proof.

Few persons realize fully the accomplishment and acuteness of perception necessary for the best proof-