

International Encyclopaedia of Laws Author Guidelines

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1 INTRODUCTION

The *International Encyclopaedia of Laws* (IEL) is a series of more than twenty individual *Encyclopaedias*, each of which is devoted to a major field of law. Each *Encyclopaedia* contains monographs from countries all over the world, as well as from some of the world's leading international organizations. The *Encyclopaedia's* aim is to provide students, scholars, lecturers, teachers and other professionals who deal with international or comparative law with insight and background information. The *Encyclopaedia* facilitates a comparative study by quick and easy (cross-)reference. Its aim is to respond to the growing need for the harmonization of legal standards in the international community and to assist national and international organizations in their research.

These guidelines provide details about the general IEL outline, preparing your manuscript for submission, the electronic submission process, the proof correction process, and updating a published manuscript. When these guidelines are followed, we can ensure a rapid and problem-free production of your monograph, and we will be able to publish your contribution based on an outstanding manuscript.

2 THE OUTLINE OF THE ENCYCLOPAEDIA

All of the individual *Encyclopaedias* follow the same structure outlined below. Each monograph contains (historical) background information of the country it addresses, an introduction to the legal framework of that particular country, and detailed analyses of the relevant legislation. A detailed outline has been designed for each *Encyclopaedia*, which should be used while preparing the manuscript. These are available on the <www.IELaws.com> website.

Each IEL has a model monograph available for reference at <www.IELaws.com>.

2.1 HIGHLIGHTS PAGE

The Highlights Page succinctly describes key information in new monographs, or updated information in revised monographs. In the case of updates, please list the most important changes in bullet points. It is the first page of your monograph and can be composed using the template in Annex II.

2.2 TITLE PAGE

The title page of each monograph begins with the IEL series name and the name of the relevant country or organization. Below the name of the country your name is mentioned with your title(s) and professional occupation. To make it immediately obvious to the reader how recently your monograph has been updated, place a sentence below your name stating:

This monograph is updated to [Month Year].

2.3 THE AUTHOR

The title page is followed by a page containing a photo and biographical description of the author(s). The short biography is written in the third person singular and contains the date and place of birth, place of study, date and place of graduation, past major professional occupations, and current occupation.

Submit a high-resolution digital photo along with your manuscript that will be printed next to your biography. The file should be a .jpg or .tif with a resolution of at least 600 dpi. Use your full name as the filename for the digital photo. Photos that you copy from the internet are unacceptable because the resolution is too low for print.

2.4 TABLE OF CONTENTS

The table of contents is placed directly after the page containing the author's biographical description. In order to present the subject matter clearly and to show the relative weight of the different topics, it is critical that the table

of contents is identical to the detailed outline, representing verbatim all of the headings used in the text of the monograph.

If a certain subject does not apply to your country, do not delete the heading(s), but clarify the situation in one sentence or paragraph.

2.5 LIST OF ABBREVIATIONS

The table of contents is followed by a list of abbreviations. This list should contain the abbreviations that are most commonly used in the main text. There is no need to insert generally accepted or known abbreviations. Abbreviations are to be listed in alphabetical order without the use of full stops, for example:

EC European Community
USA United States of America

2.6 MAIN TEXT

The text of the monograph follows the detailed outline. The outline consists of chapters, sections, and subsections. The paragraphs within these divisions are numbered consecutively throughout the monograph. Proper numbering of paragraphs is important because the index refers to paragraph numbers instead of page numbers.

Authors often ask how many pages to include in a monograph. There is no a precise page requirement because the length of a monograph depends on the subject and on the relevant country. The average monograph length is about 200 pages. If the monograph manuscript is more than 250 pages, please contact the General Editor at iel@cer-leuven.be. Please note that the contract specifies that payment will be made for a finite number of pages.

2.6.1 General Introduction

The main text of a national monograph always begins with a General Introduction. The General Background is one part of this introduction in which some general information is given about the country, its population and geography, and its legal system.

2.6.2 Selected Bibliography

A Selected Bibliography is printed after the introductory text and before Part I. This bibliography should contain the most relevant books and articles that are important for further reading. It should be a *selected* bibliography, not an exhaustive list of all works available in the field of law. The preferred bibliography is one in which all entries are divided in books and articles and, if necessary, subdivided by publication language. The entries follow KLI House Style (which is a simplified version of the *Chicago Manual of Style*) and are arranged alphabetically by the primary author's last name. See section 3.3.

2.6.3 Other Main Headings

2.7 INDEX

The index is printed at the end of the monograph (see Annex III). The index always refers to paragraph numbers and not to page numbers. Capital letters should only be used for the initial letter of the first entries, and elsewhere where demanded by common sense (e.g., Bank of England, Bill of Rights, etc.). Subheadings do not use an initial capital (unless common sense dictates otherwise). Entries must be in alphabetical order by keyword, followed by a comma and the rest of the entry. Paragraph reference numbers should be preceded by a colon (:) and divided by commas; two or more consecutive paragraph numbers should be linked by a hyphen (-). Cross-references to other main headings should appear at the beginning of the entry preceded by the word '*see*', or at the very end of the entry preceded by the words '*see also*', in italics.

3 PREPARING THE MANUSCRIPT

When preparing a manuscript for the *International Encyclopaedia of Laws*, the contribution of individual authors is only one element of a whole set, for which special rules and conventions apply. **Special care should be given with regard to consistency and uniformity in order to ensure that the reader has easy access and reference to the information presented in the *Encyclopaedia*.** If each monograph in the *International Encyclopaedia of Laws* has the same format and the same treatment of such details as punctuation, citations, footnote placement, cross-references, and so forth, the reader knows what to expect and can easily find needed information. Thus, the author is expected to submit the manuscript according to the guidelines explained here.

3.1 SOME MATTERS OF STYLE

3.1.1 Spelling

The *International Encyclopaedia of Laws* prefers British spelling, for which the *Oxford English Dictionary* is the standard. This means, for example, that you should use 'harbour' instead of 'harbor', 'labour' instead of 'labor', 'travelling' instead of 'traveling', 'colour' instead of 'color', 'programme' instead of 'program' (except in the case of a computer program), 'centre' instead of 'center', and so forth. The *Oxford English Dictionary* prefers 'z-spelling' for words ending in '-ize', as this is more customarily used in English newspapers, i.e., 'authorize' instead of 'authorise', 'minimize' instead of 'minimise'.

However, if you have a strong preference, American spelling may be used, as long as this is done consistently and you reiterate your choice of spelling at the time of your manuscript submission.

3.1.2 Quotations

Quotations must be verbatim from the original source – do not change the spelling of words in quotations, even if the spelling deviates from the spelling used elsewhere in the manuscript. Use single quotation marks for quotations that take three or fewer manuscript lines and embed the quotation in the paragraph. Double quotation marks are used for a quote within a quote. If a quotation is longer than three lines, use blockquote formatting. Blockquotes do not use initial quotation marks; quotes within blockquotes take single quotation marks.

If necessary, it is the responsibility of the author to obtain written permission for quotations from unpublished material and for all quotations in excess of 250 words in one extract, or 500 words in total, from any work still in copyright.

3.1.3 Numbered Paragraphs

All major paragraphs must be numbered with consecutive Arabic numerals. Separate paragraphs from one another with either a blank line or an indented paragraph.

49. Unemployment is a vital problem of contemporary Russian labour market. It appeared in 1990 as a consequence of processes of privatization of big soviet enterprises and as a result of mass collective redundancies.

50. According to the Goskomstat data, the total number of unemployed reached 8.7 million, or 11% of the economically active population by the end of December 1999 (13.3% in 1998).

Figure 3.1.3. Example of numbered paragraphs

3.1.4 Headings

Follow the heading numbers listed in the detailed outline of the *Encyclopaedia*. Headings should be clearly recognizable as such in your manuscript.

3.1.5 Lists

You may use numbers, letters, or en-dashes for lists. Lists should be visibly identifiable as lists in your manuscript – preferably using the list function in your word processing program – and separated from the text with a blank line above and below the list.

3.1.6 Tables and Figures

Tables and figure should be submitted as separate files along with the manuscript. Each table or figure must be numbered and referenced in the text. Title and caption for figures and tables are optional. The title denotes the subject of the table or figure. A caption is reserved for additional information such as a copyright line. Table and Figure footnotes appear in the caption rather than at the foot of the page.

Tables and figure should be submitted as print-quality in grayscale. You may be asked to submit figures as separate files (.tif or .jpg files with a resolution of at least 600 dpi) and indicate the insertion point in the manuscript as:

<insert Figure 1>

Please note that, if necessary, the copyeditor may edit your tables to permit more compact typesetting.

It is the responsibility of the author to obtain written permission for reprinting of tables or illustrations from unpublished or copyrighted material.

3.1.7 Footnotes

Use the footnote function in Word to make footnotes using Arabic numerals. Footnote numbers should be placed outside all punctuation marks. Follow KLI House Style for citing books, articles, and other reference material.

Footnotes in published monographs are numbered per paragraph. The footnote numbers that you submit in your manuscript will change during the typesetting process, as shown in the examples below. Figure 3.1.7.1 shows footnote notation in manuscript format. Note that the footnote numbers are continuous.

51. In accordance with methods used by ILO, the level of unemployment may be evaluated as 10% in April 2001, 8% in April 2002, 8.3% in 2003, and 8.2% (6.2 million people) in the end of 2004.¹ The rate of unemployed in February 2005, estimated by the ILO methodology, was 6.3 million, or 8.8% of the economically active population.

52. Official number of registered unemployment in February 2005 increased, reaching 2.02 million people, or 2.8% of the economically active population. According to the data provided by the FSLE of the MHSD of the RF in 2004, around 1.4 million unemployed have not had any previous work experience.²

¹ <www.laborsta.ilo.org>; see also *Rossiyskaya Gazeta*, 16 November 2004, <www.rg.ru>.

² *Rossiyskaya Gazeta*, 22 February 2005, <www.rg.ru>.

Figure 3.1.7.1. Example of footnotes in manuscript format

The second example, Figure 3.1.7.2, shows footnote notation in IEL proof format. Note that in this example, footnotes appear below each numbered paragraph and begin with 1 for each numbered paragraph.

51. In accordance with methods used by ILO, the level of unemployment may be evaluated as 10% in April 2001, 8% in April 2002, 8.3% in 2003, and 8.2% (6.2 million people) in the end of 2004. The rate of unemployed in February 2005, estimated by the ILO methodology, was 6.3 million, or 8.8% of the economically active population.

<www.laborsta.ilo.org>; see also *Rossiyskaya Gazeta*, 16 November 2004, <www.rg.ru>.

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Rossiyskaya Gazeta, 22 February 2005, <www.rg.ru>.

Figure 3.1.7.2. Example of footnotes in proof format

It is the author's responsibility to make sure all footnote cross-references are correct. You must carefully check all footnote cross-references in the proof because footnote numbers will change during the typesetting process, and the typesetter will not automatically convert cross-references.

3.1.8 Citations

The author is responsible for the content and correct format of all citations in the manuscript.

3.2 FILE NAMES

Please submit your manuscript in one file if possible. The file name should be:

[series title] [underscore] [manuscript title]

CivilProcedure_Germany.doc

Filenames should not contain spaces; they should only use letters (a-z, A-Z), numbers (0-9), hyphens (-), and the underscore (_).

3.3 KLI HOUSE STYLE GUIDE

The Kluwer Law International House Style Guide is available upon request, and should be consulted for additional information about language mechanics, citation styles, and manuscript formatting.

3.4 DUE DATE

As a general rule, the author receives one year to write a monograph. This period may be extended for a maximum of twelve months in exceptional and justified cases.

A first reminder will be sent about three months before the monograph's deadline. If you need more time to complete the monograph, inform us as soon as possible and propose a new, reasonable deadline. After three unanswered reminders, *the editors will look for a new author*. Exceptions will be made on a case-by-case basis, with the agreement of the relevant editor.

If you are no longer able to write the monograph, tell us and, if possible, suggest someone who can take over.

3.5 IF YOU HAVE QUESTIONS

If you have any questions regarding the publication of your monograph, you may contact the IEL Secretariat at iel@cer-leuven.be.

4 SUBMITTING THE MANUSCRIPT

4.1 ELECTRONIC SUBMISSION

Manuscripts must be submitted in electronic format. Microsoft Word is preferred, but WordPerfect is acceptable.

4.1.1 Submission Checklist

This checklist helps to ensure that you cover all relevant areas when checking your manuscript before final submission to the IEL Secretariat. *KLI must have your signed contract on file before you submit your manuscript.* It is critical that you deliver your manuscript in the best possible condition to avoid publication delays.

- Check your manuscript in detail for any typos or substantive errors. This should be done by carefully reading a printout of your manuscript; some errors may go unnoticed when reading the text on-screen. If possible, ask a second person to read the text as well.
- Spell-check your manuscript before submitting it, making sure to follow the Oxford-z spelling rules.
- Check that the TOC is consistent with the detailed outline for the series.
- Make sure that the text is absolutely consistent in terms of the style points in the IEL Author Guidelines, including numbered paragraphs and footnotes.
- Make sure that the manuscript file is the *final version*, containing all changes made in the process of writing and revision. Please keep a personal back-up copy of this final version.
- Check that all elements of the manuscript are present:
 - highlights page;
 - title page;
 - author bio;
 - author photo;
 - table of contents;
 - list of abbreviations;
 - main text; and
 - index.
- Send the mailing address for your offprints.
- Send email address for the proofs.
- List of any special fonts, if any, used in the manuscript.
- Label any diskette or CD clearly.
- Submit written permission to use copyrighted material along with your manuscript.
- Send bank details if they have changed after submitting the signed contract (see Annex x).

The documents should be submitted by email to Mr. Joeri Lauwers at iel@cer-leuven.be.

4.2 COPYRIGHT

The copyright for your monograph will be established in the name of Kluwer Law International (unless otherwise agreed). Submission of a manuscript implies that the copyright will move from the author to the publisher.

5 FROM SUBMISSION TO PUBLICATION

The manuscripts with your contributions for the *International Encyclopaedia of Laws* are requested and received with the understanding that they are final manuscripts and that they have been carefully checked and reviewed. They should not have been accepted or be under consideration for publication elsewhere (see contract, Article 2).

5.1 CONTRACT PHASE

The contract phase must be complete before you submit your manuscript. After accepting an invitation to write a monograph, please fill out the information sheet, which can be downloaded from the IEL website. The completed information sheet should be sent to the IEL Secretariat at iel@cer-leuven.be. KLI receives your personal data from the IEL Secretariat and then sends a standard IEL contract to the author. The contract must be signed and returned within two weeks of receipt. We cannot publish your monograph without a signed contract.

5.2 MANUSCRIPT REVIEWED

After your manuscript is submitted to the IEL Secretariat, it will be reviewed by the Series Editor. At this point, the editor may return your manuscript to you for revision or accept your manuscript. If your manuscript is returned, you will receive specific information about what to revise and when to resubmit the manuscript.

5.2.1 Rewriting

The IEL Secretariat will determine whether the level of the English used in the text meets the standards of the *Encyclopaedias* with regard to style, grammar, and wording. If the author is not a native English speaker and the style and grammar do not meet the *Encyclopaedias'* standards, it will be necessary to rewrite the text. The General Editor will then send the manuscript to KLI, with a request to have the text rewritten. This is always done by people who are native English speakers who have a legal background. The author will have the opportunity to see the rewritten text in the proof phase. Extensive rewriting is only done exceptionally and with prior consent by the publisher. In the case of extensive rewriting, the author will receive the minimum author's fee specified in the contract (Article 3a).

5.2.2 Translation

We only accept texts written in English. Texts in other languages will not be translated by the publisher.

5.3 MANUSCRIPT COPYEDITED

If your manuscript is accepted, it will be sent to KLI for review. KLI will send your manuscript to a legal editing vendor to be copyedited according to KLI House Style (*with the exception of substantially revising the style of your citations*; it is the responsibility of the author to deliver accurate citations).

You will receive an email notification when the manuscript editor begins copyediting your manuscript. This email will also mention an initial proof schedule.

5.4 PROOF CREATED

After the manuscript has been copyedited, the manuscript editor will prepare it for typesetting and send it to the typesetter to create a proof. At this point, you will receive a second notification about the proof schedule. You will only have five working days to review the proof. If you think you will not be able to review the proof according to the schedule, please notify the manuscript editor immediately and negotiate a new proof schedule.

5.5 PROOF REVIEWED AND CORRECTED

You will receive one set of proofs by email as a PDF attachment. You will need Adobe Reader to open and print the attachment. This program can be downloaded for free from the Adobe website: www.adobe.com/products/reader.

You will be asked to confirm receipt of the proof and return proof corrections within five working days of receiving the proof. If you will not be able to meet the deadline, contact the manuscript editor immediately. *If you do not confirm receipt of the proof and do not return proof corrections within five working days, the manuscript editor will assume that the proof has been accepted and will proceed with the publication process.*

Making proof corrections is a time-consuming and costly process. Proof corrections are limited to *correcting typo typographical errors* and *correcting substantive mistakes* (that is, actual errors of fact). To review the proof, read it line by line and note any minor corrections in the proof printout. All corrections need two marks, one in the text and one in the margin clarifying what the corrections is. A few pointers:

- make corrections in ink rather than in pencil;
- legibly print your corrections;
- number any riders logically and clearly indicate in the proof where the rider is to be inserted;
- make sure that all corrections follow IEL style;
- submit riders for any correction that uses a foreign word;
- check that cross-references are correct – cross-reference accuracy is the sole responsibility of the author;
- address any author queries sent with the proof.

Small corrections should be made on the proof. You may use the correction symbols outlined in Annex III, which are an international standard and will make it easier to process the corrections. If you are unfamiliar with correction symbols, make sure you give clear instructions about the correction you want.

Corrections of more than a few words or with complicated instructions should be submitted in a separate digital file as riders. The example below gives an example of a correction that should be submitted using a rider. Paragraph 65 includes a list with five items, but the list is actually incomplete and should include three additional list items. This correction is essential and it involves more than a few words, so it should be made using a rider. To use a rider, indicate on the proof where a rider is to be inserted (see comment in red in Figure 5.5.1), and then write the text to be inserted in a Word file that will be submitted with your corrections (see Figure 5.5.2). Make sure you carefully proofread the text in any riders you submit.

65. It is important to note that the LC lists the relationships which are directly associated with employment relationships. In particular, they include the relationships in the following spheres:

- (a) organization and management of labour;
- (b) arrangement of employment at a particular employer (as concerns entering into employment relationship);
- (c) professional training, retraining and professional development of employees directly with the given employer;
- (d) social dialogue, which is more often covered by the term 'social partnership' and includes aspects of collective bargaining and concluding collective agreements at different levels;
- (e) participation of employees (their representatives) in establishing of working conditions and application of labour legislation in cases envisaged in legislation.

[insert Rider 1]

Figure 5.5.1. Example of proof paragraph that is missing critical information and needs to be corrected with a rider

Rider 1:

- (f) liability of employers and employees in case of damages of entity (usually called 'material liability');
- (g) monitoring and control (both state monitoring and the control undertaken by trade unions) over observation of labour legislation (including legislation on safety at work);
- (h) resolving of labour disputes (both individual and collective ones).

Figure 5.5.2. Example of Rider submitted along with proof corrections

Please note that you may need to make punctuation changes before or after a rider. In the example above, the period at the end of list item (e) will need to be changed into a semicolon (;).

If you think extensive changes are necessary, due to important amendments to a law, please contact Ewa Szkatula at iel@kluwerlaw.com for approval and a revised proof schedule.

The manuscript editor will check the proof to ensure that it is consistent with the typesetting instructions and that the layout is correct.

5.6 SECOND AND SUBSEQUENT PROOFS

Once you have returned the corrected proofs, your corrections will be reviewed for clarity and relevance (and, particularly, balanced in relation to costs). KLI reserves the right not to make all of the changes the author requests if the corrections are deemed unsubstantial. The manuscript editor will contact you if several corrections are rejected.

The typesetter will incorporate the corrections into a revised proof. The manuscript editor will check the second proof against the corrections and finalize the proof. You will not have the opportunity to review the second or the final proofs.

Once the proof is final, it will be sent to the printer to be printed and bound into looseleaf supplements for the *Encyclopaedias*.

5.7 OFFPRINTS ORDERED

Ten printed offprints of your contribution will be provided free of charge. If two or more people are listed as the authors of the monograph, all of the offprints will be sent to the main author named in the contract, who will be asked to distribute the offprints to the co-authors.

Additional offprints may be ordered through the publisher (iel@kluwerlaw.com). Please note that you must order at least five additional offprints.

6 UPDATING YOUR MONOGRAPH

In order to have a reliable and accurate reference work, regular updates are necessary. As a looseleaf publication, the *Encyclopaedias* are ideally suited to updating. Extra pages can be created and additional material can be incorporated, although, as far as additions are concerned, this should be an exception rather than a rule. Updates to the *Encyclopaedias* should consist of revised material and not of additional new material except, of course, when common sense dictates otherwise or new information is requested by the Series Editor.

Whether (and when) an update is necessary is up to you as the author. You know best which changes in the laws of a particular country are necessary to report. In some cases, this may even require an update within one year of the monograph's publication, but the general rule is an update *every three years* (see contract, Article 1).

Follow the following steps to update your monograph:

- Request a Word file of the latest version of your monograph from the publisher before beginning your revision. Do not use your own archived copy.
- Use the 'track changes' function to identify which parts of the text have been updated.
- To insert new numbered paragraphs between existing numbered paragraphs, use an alpha-numeric paragraph numbers. For example, insert paragraphs 50a and 50b between paragraphs 50 and 51. This method reduces the time you will need to spend updating cross-references and the index.
- Update the index.
- Report the changes in a new version of the Highlights Page (see above) that will be used to inform the end user about the specific updates.
- Submit the update following the submission guidelines.

If you have questions about publishing your monograph update, contact the IEL Secretariat at iel@cer-leuven.be.

7 PAYMENT

After the publication of your monograph, you will be paid for your work in accordance with the terms of your contract.

ANNEX I HIGHLIGHTS PAGE TEMPLATE

INTERNATIONAL ENCYCLOPAEDIA OF LAWS

Family and Succession Law
Supplement 39

General Editor: Prof. Dr R. Blanpain
Associate General Editor: Prof. Dr M. Colucci
Editor: Prof. Dr W. Pintens

With this supplement the following content has been added:

- An updated version of: **ZAMBIA**

This monograph has been written by Prof. Dr Chuma Himonga.

After having worked in the Faculty of Law at the University of Zambia, and at the University of Bayreuth, Germany, Prof. Dr Chuma Himonga was employed by the University of Cape Town Law Faculty where she is Professor of Law. She teaches the Law of Persons and Marriage and African Customary Law. Her research interests extend to women and law in Southern Africa and children's rights.

Contents:

- The revision of this monograph coincides with the introduction of major changes to the matrimonial causes law by the Matrimonial Causes Act of 2007. This Act has discontinued the application of the erstwhile matrimonial causes law of England to Zambia that typified the sources of family law since Zambia's attainment of political Independence from the United Kingdom in 1964.
- Other changes in the law concern the protection of children by criminal law in relation to sexual offences, harmful cultural practices, desertion, and maintenance and the criminalization of indecent same sex relationships.
- Finally, Zambia has ratified the Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa, thereby adding to the number of significant treaties impacting on family law. These changes have been incorporated in the relevant sections of this update.

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












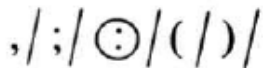














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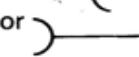

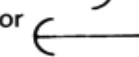

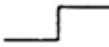

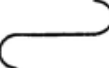


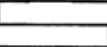
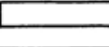




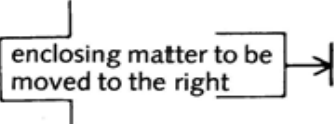

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ANNEX III LIST OF CORRECTION SYMBOLS

Instruction	Textual mark	Marginal mark
Leave unchanged	- - - - under characters	
Remove extraneous marks	Encircle marks to be removed	
Delete	/ through character(s) or  through words	
Delete and close up	 through character(s) or 	
Insert in text the matter indicated in the margin		New matter followed by 
Substitute character or substitute part of one or more words	/ through character or  through word(s)	New character or new word(s)
Substitute ligature e.g. æ for separate letters	 through characters affected	 e.g. 
Substitute or insert full stop or decimal point	/ through character or 	
Substitute or insert comma, semicolon, colon, etc.	/ through character or 	
Substitute or insert character in 'superior' position	/ through character or 	 under character e.g. 
Substitute or insert character in 'inferior' position	/ through character or 	 over character e.g. 
Substitute or insert single or double quotation marks or apostrophe	/ through character or 	
Substitute or insert ellipsis	/ through character or 	...
Substitute or insert hyphen	/ through character or 	
Substitute or insert rule	/ through character or 	Give the size of the rule in the marginal mark  

Instruction	Textual mark	Marginal mark
Reduce space between words	 between words	 Give the amount by which the space is to be reduced, when necessary
Make space appear equal between characters or words	between characters or words	
Close up to normal interline spacing	(each side of column) linking lines	
Insert space between lines or paragraphs	 or 	Give the size of the space when necessary
Reduce space between lines or paragraphs	 or 	Give amount by which the space is to be reduced, when necessary
Start new paragraph		
Run on (no new paragraph)		
Transpose characters or words	 between characters or words, numbered when necessary	
Transpose lines		
Transpose a number of lines	— 3 — 2 — 1	Rules extend from the margin into the text with each line to be transposed numbered in the correct sequence
Centre	[enclosing matter to be centred]	[]
Indent		 Give the amount of the indent
Cancel indent		
Move matter specified distance to the right*	 enclosing matter to be moved to the right	

Instruction	Textual mark	Marginal mark
Move matter specified distance to the left*		
Set line to specified measure*		
Set column to specified measure*		
Take over character(s), word(s) or line to next line, column or page		The textual mark surrounds the matter to be taken over and extends into the margin
Take back character(s), word(s) or line to previous line, column or page		The textual mark surrounds the matter to be taken back and extends into the margin
Raise matter*		
Lower matter*		
Move matter to position indicated*	Enclose matter to be moved and indicate new position	
Correct vertical alignment		
Correct horizontal alignment	Single line above and below misaligned matter	
		placed level with the head and foot of the relevant line

* Give the exact dimensions when necessary.

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