

Proof correction

The Corresponding Authors of articles in our journals or books will receive electronic proofs of their typeset work in PDF format. We will email you a link so that you can download the PDF from our FTP site.

The first page of the proofs generally has a number of queries listed and the corresponding query number appears later in the margin alongside the relevant piece of text.

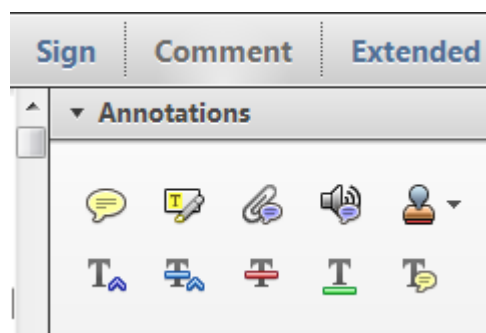
Query No.	Query	Response
Q1	Please check this proof carefully for errors, once it is published online no further changes can be made. In particular, check that figures, tables and equations are correct.	
Q2	Please check your proof to ensure you have acknowledged your funding source (if applicable).	
Q3	GSL to add dates and complete DOI.	
Q4	Please check – this is STDS on the figure itself?	
Q5	There should be no mention of the Supplementary material other than the line after the abstract. Can we delete this sentence here?	
Q6	Please check you're happy with text size of key on figure 3	

You can answer these queries on this query sheet or you may prefer to annotate the text indicated by the query number in the margin.

352
353
354 Q5
otone separation, errors to maintain natural sizes, and argon isotope analysis are desc further in the supplementary material.

Making your changes

When you have opened your proofs using Adobe Reader, the Comment task pane button has a number of tools within the Annotations panel that enable you to annotate the text.



In order to answer your queries and when spotting errors or omissions in the text, there are certain things you will want to do.

Deleting text



You can drag your cursor over the text you want to delete and then click this icon or press the delete button on your keyboard. Or you can click the icon and then drag your cursor over the text to be deleted. The affected text has a red line through it.

Inserting text



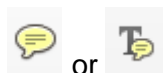
Place your cursor at the point where you want to insert new text and then click this icon. Or click the icon and then place your cursor at the point in the text where you want to make the insertion. Type your new text into the comment box or cut and paste in your new text from another document. To style your new text, right click brings up 'Text Style' with which you can apply italic, bold, superscript etc.

Replacing text



This is preferable to deleting a word with the deletion icon and inserting a replacement word with the insertion icon. Drag your cursor over the text you want to replace, click the icon and type your new text into the comment box. Or click the icon first and then drag your cursor over the text you want to replace and then type your new text into the comment box.

Adding an explanation



The sticky note icon is useful for adding an explanatory note to the page. If you want to explain something at a particular point in the text, the 'Add note to text' icon is better because it highlights the exact point to which your note refers, e.g. a font problem with a single word, a point where you want to begin a new line.

Highlighting



Click the icon and drag your cursor over the relevant text to highlight or use your cursor to locate the text first and then click the icon. This is useful if you want to highlight all instances of an incorrect word on the page and then add a sticky note to explain what is wrong with that word.

Attaching a revised figure



Click on the icon and take the pin to the position on the page where you want to attach a new figure or table. You can then locate the file name of the replacement figure or table that you're supplying.

When you have made your corrections, you can find a list of all the changes, the number of changes and the author of the changes in the Comments List. As a rule of thumb, we would expect to receive 10–40 comments from you, depending on the number of queries you have to answer. Remember, this is not an opportunity to rewrite your paper but a chance to spot any errors, answer the queries generated by the copy-edit and supply any missing information.