

Copyreading symbols

Courtesy of

EDITPROSSM
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 WRITING ♦ EDITING ♦ PUBLICATION MANAGEMENT

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	MARK IN TEXT	RESULT
new paragraph	scheduled to leave. ¶ Three days later	scheduled to leave. Three days later
no paragraph break	scheduled to leave. Three days later	to leave. Three days
insert letter	lose change	loose change
replace letter	lose change	loose change
delete letter	lose your keys	lose your keys
delete letter/add space	lose your keys	lose your keys
delete word	three large tomatoes	three tomatoes
insert word	three tomatoes	three large tomatoes
close space	break through	breakthrough
insert space	breakthrough	break through
insert comma	three tomatoes stewed	three tomatoes, stewed
insert period	three stewed tomatoes	three stewed tomatoes.
insert apostrophe	Jackie's honey chicken recipe	Jackie's honey chicken recipe
insert quote marks	Jackie's honey chicken recipe	Jackie's "honey chicken" recipe
transpose	he drives seldom after dark	he seldom drives after dark
make uppercase	governor	Governor
make lowercase	Governor	governor
small capitals	Governor	GOVERNOR
abbreviate	Governor	Gov.
don't abbreviate	Gov.	Governor
use figures	nine	9
spell out	9	nine
insert hyphen	small business owner	small-business owner
set in italic type	a true friend	a <i>true</i> friend
set in roman type	a true friend	a true friend
set in boldface	a true friend	a true friend
set in lightface type	a true friend	a true friend
en dash	1952-1960	1952–1960
insert new text	Al hummed a tune. Later	Al hummed a tune. Later
let stand	a true friend	a true friend