

# Proofreading symbols

Courtesy of

	MARK IN TEXT	IN MARGIN	RESULT
new paragraph	to leave. <u>Three days</u>	¶	scheduled to leave. Three days later
no paragraph break	scheduled to leave. Three days later	run in	to leave. Three days
insert letter	lose change	o/	loose change
replace letter	lose change	o/	loose change
delete letter	lose your keys	o/	lose your keys
delete letter/add space	lose your keys	o/#/	lose your keys
delete word	three large tomatoes	o/	three tomatoes
insert word	three tomatoes	large/	three large tomatoes
close space	break through	o/	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
insert quote marks	Jackie's honey chicken recipe	“/”/	Jackie's "honey chicken"
transpose	he drives seldom after dark	tr/	he seldom drives
make uppercase	governor	cap/	Governor
make lowercase	Governor	lc/	governor
small capitals	Governor	sm cap/	GOVERNOR
abbreviate	Governor	Gov./	Gov.
don't abbreviate	Gov.	sp/	Governor
use figures	nine	9/	9
spell out	9	sp/	nine
insert hyphen	small business owner	=/	small-business owner
set in italic type	a true friend	ital/	a <i>true</i> friend
set in roman type	a true friend	rom/	a true friend
set in boldface	a true friend	bf/	a <b>true</b> friend
set in lightface type	a true friend	lf/	a true friend
en dash	1952-1960	1/N/	1952–1960
insert new text	Al hummed. Later	a tune/	Al hummed a tune. Later
let stand	a true friend	stet	a true friend
set flush left	Bob's bike	[/	Bob's bike
indent one em	Bob's bike	□/	Bob's bike
set centered	Bob's bike	□□/	Bob's bike
set flush right	Bob's bike	□/	Bob's bike
align	Decided to leave Three days later	align/	Decided to leave. Three days later