

Proofreaders' Marks

INSERT MARKS FOR PUNCTUATION

∩	Apostrophe
[/]	Brackets
:⊙	Colon
∩ /	Comma
*** /	Ellipsis
! /	Exclamation point
- /	Hyphen
∩ ∩	Inferior figure
... /	Leaders
(/)	Parentheses
⊙	Period
? /	Question mark
∩ ∩	Quotation mark
; ⊙	Semicolon
∩ ∩	Superior figure

OTHER MARKS

	Align type; set flush
ff	<u>Boldface</u> type
x ⊗	Broken letter
≡ Cap	Capitalize
C+sc	Capitals and small capitals
∩	Delete
∩	Delete and close up
^	Insert (caret)
<i>ital</i>	<u>Italic</u> , change to
<i>ital</i>	<u>Italic boldface</u>
<i>stat</i>	Let type stand
lc	Lower case type

⌊	Move down; lower
⌈	Move up; raise
⌋	Move to left
⌌	Move to right
¶	Paragraph
no ¶	No new paragraph
out s.c.	Out; omit; see copy
⊖	Reverse; upside down

rom Roman, change to
 Run in material

run in Run in material,
 on same line

#	Space, add (horizontal)
>	Space, add (vertical)
⊖	Space, close up (horizontal)
<	Space, close up (vertical)

Ⓢ Spell out

tr ∩ Transpose

(?) ⊙ Verify or supply information

wf Wrong font

 Same
 E/A
 All marks should be made in the margin on the line in which the error occurs; if more than one correction occurs in one line, they should appear in their order separated by a slanting line.

Errors should not be blotted out.

- wc - word choice
- sp - spelling
- awk - awkward wording/syntax
- syntax - a problem with grammatical structure exists
- rfc - rewrite for clarity
- ?
 ⇔ - what is the connection?
- coll - colloquialism (pertaining to, or used in conversation; informal)