

Proofreading Marks

SYMBOL	MEANING	EXAMPLES	SYMBOL	MEANING	EXAMPLES
U or 8 or 7	delete	take it out	lc	set in lowercase	set South as south
c	close up	print as <u>one</u> word	ital	set in italics	set <u>oeuver</u> as <u>oeuver</u>
3	delete and close up	close up	rom	set in roman (not italics)	set <u>mensch</u> as mensch
^ or > or h	caret	insert here ^(something)	bf	set in boldface	set <u>important</u> as <u>important</u>
#	insert a space	put on ^{here}	= or - or = or /	hyphen	multi-colored
ag#	space evenly	space evenly where indicated	1/N or en or /N	en dash	1965 – 1972
stat	let stand (the original is correct)	let marked text stand as set	1/m or em or /M	em (or long) dash	Now—at last!—we know.
tr	Transpose	change <u>order</u> the	✓	superscript	3 as in πr^2
/	used to separate two or more marks and often as a concluding stroke at then end of an insertion		^	subscript	2 as in H ₂ O
[set farther to the left	L too far to the right	◇ or V	centered	◇ for a centered dot in $p \cdot q$
]	set farther to the right	too far to the left	↑	comma	
~	set as ligature (as in Æ)	encyclopaedia	↓	apostrophe	
=	align horizontally	align ^{ment}	○	period	
	align vertically	align with surrounding text	; or ;/	semi-colon	
X	broken character	imperf <u>ct</u>	: or ⓪	colon	
□	indent or insert em quad space		“ ” or “ ”	quotation marks	
¶	begin a new paragraph here		(/)	parentheses	
no ¶	don't begin a new paragraph here		[/]	brackets	
Ⓟ	spell out	set <u>5 lbs</u> as five pounds	OK/?	query to author: has this been set as intended?	
cap	set in CAPITALS	set <u>nato</u> as NATO	↓ or L	push down a work-up	an unintended mark
smcap or s.c	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL	9	turn over an inverted letter	in <u>vert</u> ed
inteligent	spelling error		wf	wrong font	wrong si <u>ze</u> or style
awk	awkward phrasing		?	meaning or intent unclear	
dangl. mod.	dangling modifier		mis. mod.	misplaced modifier	
frag.	sentence fragment		R-O	run-on sentence	
w	(or WC) questionable word choice		CS	comma splice	
ref.	faulty, unclear, or ambiguous reference		S-V agr	subject-verb agreement	