



# Proofreading Marks

MARK	EXAMPLE OF MARK	MEANING
<b>Punctuation</b>		
○	That's the end <sup>^</sup>	insert period
↵	Fluffy <sup>^</sup> , our dog	insert comma
:	We have two dogs, Fluffy and Snuffy. <sup>^</sup>	insert colon
⋮ <sup>^</sup>	dogs <sup>^</sup> cats <sup>^</sup> mice <sup>^</sup>	insert semicolon
!	Look at that hairy dog <sup>^</sup>	insert exclamation point
?	Is that our dog <sup>^</sup>	insert question mark
'	Tom's dog <sup>^</sup>	insert apostrophe
“ ”	Yes, he said <sup>^</sup>	insert quotation marks
( )	The black dog <sup>^</sup>	insert parentheses

<b>Those Little Lines</b>		
-	A one <sup>^</sup> time thing	insert hyphen
-	1939 <sup>^</sup> 1945	insert en dash
-	Voila <sup>^</sup> here it is.	insert em dash
/	A dog <sup>^</sup> cat union	insert slash

<b>Insertions and Deletions</b>		
<sup>small</sup>	The dog <sup>^</sup>	insert
g	The dog <sup>g</sup>	delete
g	The sm <sup>g</sup> all dog	delete and close up
#	The small <sup>^</sup> dog	insert space
g#	The small <sup>g</sup> dog	delete space
stet	The small <sup>stet</sup> dog	stet (i.e., let it stand)

MARK	EXAMPLE OF MARK	MEANING
<b>Formatting</b>		
(+r)	Te <sup>h</sup> dog	transpose letters
(sp)	The <sup>5</sup> dogs	spell word out
#	Dogs rule. <sup>^</sup> Now, let's talk about cats.	start paragraph
run up	The small <sup>run up</sup> dog	no paragraph; run text up
carry down	The double <sup>carry down</sup> tailed sidewinder	move down
[	The small dog	move left
]	The small dog]	move right
⌋	The <sup>small</sup> dog	move down
⌈	The <sup>small</sup> dog	move up
align	The cats The mice	align vertically
] [	The cats [ ]	center horizontally
⌋ ⌈	The cats ⌋ ⌈	center vertically

<b>Fixing Fonts</b>		
(wf)	The <sup>small</sup> dog	wrong font
(ital)	<i>The Odyssey</i> , by Homer	italics
(rom)	<u>The Odyssey</u> , <u>by Homer</u>	roman
(bf)	<b>Table 1</b> Dogs and cats	boldface
(lc)	The <del>small</del> dog	lowercase
(caps)	<u>mr.</u> smith	capitals
(sc)	2:00 <u>pm</u>	small capitals