

PROOFREADERS MARKS

Delete & Insert

- e* Delete, take out *oe*
- e* Delete and closeup
- l/s* LETTER SP A CE
^ ^ ^ ^
- #* Insert space (more space)
^
- Em quad space or indention
- stet* Let it stand—(all ~~matter~~ above dots)

Punctuation Marks

- ⊙ Period
- ↵ Comma
- ⓘ Semicolon
- Ⓜ Colon
- ∩ Apostrophe or 'single quote'
- “ Open quotes
- ” Close quotes
- ?/ Question mark
- !/ Exclamation point
- = Hyphen
- (/) Parentheses
- /-/ Dash

Style of Type

- wf* Wrong **style of type**
- lc* Set in **LOWER CASE** or *LOWER CASE*
- caps* SET IN capital letters
- caps+lc* Lower case with Initial Caps
- sc* SET IN small capitals
- rom* Set in **roman** type
- ital* Set in italic type
- lf* Set in **light face** type
- bf* Set in bold face type

Paragraphing and Position

- ⌋ Move to right ⌋
- ⌈ ⌈ Move to left
- ⌋ Lower (letters ^{or} words)
- ⌈ Raise (letters ^{or} words)
- ≡ Align horizontally
- ∥ Align vertically
- ¶ Begin a paragraph

no ¶ No paragraph. →

run in ↪ Run in

flush ¶ ↪ No paragraph indentation

tr Transpose letters ~~in~~ in a word

tr Transpose enclosed in circle matter

Spacing

- ⊂ Close up en~~ti~~rely; take out space
- ∩ Less ~~space~~ between ~~words~~
- # Insert space

Miscellaneous

- X Broken type
- 9 Invert (upside-down type)
- ↓ Push down ~~space~~
- Ⓟ Spell out Capt. Smith)

ok w/c OK "with corrections"

ok a/c or "as corrected"

⋯ Ellipsis