

## Proofreading Marks

Some proofreading marks call for fairly simple corrections, such as fixing problems with spacing, alignment, or type styles. Others refer to mechanical and grammar problems, such as punctuation, sentence structure, and word choice.

SYMBOL	MEANING	EXAMPLES	SYMBOL	MEANING	EXAMPLES
U or 8 or 7	delete	take <del>it</del> out	lc	set in lowercase	set <del>S</del> outh as south
c	close up	print as <u>o</u> ne word	ital	set in <i>italics</i>	set <u>oeuver</u> as <i>oeuver</i>
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 <i>(something)</i>	bf	set in <b>boldface</b>	set <u>important</u> as <b>important</b>
#	insert a space	put one here	= or - or = or /	hyphen	multi-colored
eg #	space evenly	space evenly where indicated	1/2 or en or 1/4	en dash	1965 – 1972
stat	let stand (the original is correct)	let marked text stand as set	1/2 or em or 1/4	em (or long) dash	Now—at last!—we know.
tr	Transpose	change <u>order</u> the	v	superscript	3 as in $\pi r^2$
/	used to separate two or more marks and often as a concluding stroke at then end of an insertion		^	subscript	2 as in H <sub>2</sub> O
[	set farther to the left	L too far to the right	◇ or X	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 <sup>ment</sup>	o	period	
	align vertically	align with surrounding text	i or i/	semi-colon	
X	broken character	imperf <u>ct</u>	: or o	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	
sp	spell out	set 5 lbs. as five pounds	OK/?	query to author: has this been set as intended?	
cap	set in CAPITALS	set nato as NATO	↓ or ↓	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	inverted
inteligent	spelling error		wf	wrong font	wrong si <u>z</u> e 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	