

Proofreader's Marks

Explanation	Mark in margin	Mark in copy	Corrected copy
delete	Ɔ	the careful f reader	the careful reader
close up space	⌞	the careful r reader	the careful reader
delete and close up space	Ɔ⌞	the careful r reader	the careful reader
lowercase	(lc)	T he careful reader	the careful reader
italic type	(ital)	the <u>careful</u> reader	the <i>careful</i> reader
roman type	(rom)	the <u>careful</u> reader	the careful reader
boldface type	(bf)	the <u>careful</u> reader	the careful reader
small capital letters	(sc)	<u>The Careful Reader</u>	THE CAREFUL READER
capital	(cap)	<u>the</u> careful reader	The careful reader
subscript	₂	H ₂ O	H ₂ O
superscript	²	the careful reader ²	the careful reader ²
transpose	(tr)	the ca reful reader	the careful reader
let it stand; disregard previous correction	(stet)	the careful reader	the careful reader
spell out	(sp)	2 careful readers	two careful readers
insert space	#	the _^ careful reader	the careful reader
insert period	◊	The careful reader _^	The careful reader.
insert comma	^	the careful _^ attentive reader	the careful, attentive reader
insert semicolon	^	the careful reader _^ the thoughtful reader	the careful reader; the thoughtful reader
insert colon	⊙	the careful reader _^	the careful reader:
insert apostrophe	∨	the careful reader's _^ guide	the careful reader's guide
insert quotation marks	“ / ”	∨the careful reader∨	“the careful reader”
insert character	a	the c _^ areful reader	the careful reader
insert word	careful	the _^ reader	the careful reader
insert slash (virgule)	/	the careful reader _^	the careful reader/
insert parentheses	€ / }	the _^ careful _^ reader	the (careful) reader

continued

Explanation	Mark in margin	Mark in copy	Corrected copy
en dash	$\frac{1}{N}$	1948-1955	1948–1955
1-em dash	$\frac{1}{M}$	Reading carefully—not something everyone can do.	Reading carefully—not something everyone can do.
hyphen	=/=	Read word _^ for _^ word.	Read word-for-word.
begin paragraph	¶	Do you know any careful readers? ¶ We need one as soon as possible.	Do you know any careful readers? We need one as soon as possible.
run in	(run in)	Do you know any careful readers? ¶ We need one.	Do you know any careful readers? We need one.
align		the careful reader	the careful reader
	(align)	the careful reader	the careful reader
move down	⌞	[the c ^u areful reader	the careful reader
move up	⌞	[the c _a reful reader	the careful reader
center] [] the careful reader [the careful reader
equal spacing	(eq #)	the _^ careful _^ reader	the careful reader
begin new line	⌈	Reading carefully is something not⌈ every person can do.	Reading carefully is something not every person can do.
wrong font	(wf)	the careful (reader)	the careful reader