

Proofreaders' Marks

INSERT MARKS FOR PUNCTUATION

- ∩ Apostrophe
- [/] Brackets
- :⊙ Colon
- ∩ / Comma
- *** / Ellipsis
- !/ Exclamation point
- / Hyphen
- ∩ ∩ Inferior figure
- ... / Leaders
- (/) Parentheses
- ⊙ Period
- ?/ Question mark
- ∩ ∩ Quotation mark
- ;⊙ Semicolon
- ∩ ∩ Superior figure

OTHER MARKS

- || Align type; set flush
- ff** Boldface type
- x ⊗ Broken letter
- ≡ Cap Capitalize
- C+sc Capitals and small capitals
- ∩ Delete
- ∩ Delete and close up
- ^ Insert (caret)
- ital* Italic, change to
- ital*** Italic boldface
- stat* Let type stand
- lc Lower case type

- ⌊ Move down; lower
- ⌋ Move up; raise
- ⌈ Move to left
- ⌋ Move to right
- ¶ Paragraph
- no ¶ No new paragraph
- out
s.c. Out; omit; see copy
- ⊖ Reverse; upside down

rom Roman, change to

Run in material

run in Run in material, on same line

Space, add (horizontal)

> Space, add (vertical)

○ Space, close up (horizontal)

< Space, close up (vertical)

Ⓐ Spell out

tr ∩ Transpose

(?) ⊙ Verify or supply information

wf Wrong font

All marks should be made in the margin on the line in which the error occurs; if more than one correction occurs in one line, they should appear in their order separated by a slanting line.

Errors should not be blotted out.

- wc - word choice
- sp - spelling
- awk - awkward wording/syntax
- syntax - a problem with grammatical structure exists
- r/c - rewrite for clarity
- ?
↔ - what is the connection?
- coll - colloquialism (pertaining to, or used in conversation; informal)