

Proofreading Marks —

Talk the Talk with Publishers Everywhere

Spacing and Position

- ℓ* Delete, take out
- Ⓔ* Delete and close up
- ℓs* LETTER SP A CE
^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^ ^
- # Insert space (more space)
^
- stet* Let it stand —(all matter above dots)
.....
- Ⓒ* Close up entirely
- ⌢* Less space between words
-]* Move to right]
- [* [Move to left
- ==* Align horizontally
- ||* Align vertically
- ¶* Begin a paragraph
- no ¶* No paragraph
- run in* Run in
- flush ¶* ← No paragraph indention
- tr* Transpose letters in a word
- tr* Transpose enclosed in circle matter

Miscellaneous

- X* Broken type
- ∩* Invert (upside-down type)
- Ⓗp* Spell out (Capt. Smith)
- ok w/c* OK "with corrections"
- ok a/c* or "as corrected"

Punctuation

- Ⓒ* Period
- ⌢* Comma
- ⌢;* Semicolon
- Ⓒ:* Colon
- ⌢'* Apostrophe or 'single quote'
- ⒸⒸ* Open quotes
- ⒸⒸ* Close quotes
- ?/* Question mark
- !/* Exclamation point
- Hyphen
- (/)* Parentheses
- (-)* Dash
- ⒸⒸⒸ* Ellipsis

Type

- wf* Wrong style of type
- lc* Set in 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