

PROOFREADING MARKS — TALK THE TALK WITH PUBLISHERS EVERYWHERE

Spacing and Position

- l* Delete, take out
- E* Delete and close up
- ls* LETTER SP A CE ^
^ ^ ^ ^ ^ ^ ^ ^ ^ ^
- # Insert space (more space)
- stet* Let it stand —(all matter above dots)
.....
- C* 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 indentation
- tr* Transpose letters in a word
- tr* Transpose enclosed in circle matter

Miscellaneous

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

Punctuation

- o* 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