

PROOFREADING MARKS

The list of proofreading marks on this page includes those illustrated on page 285 of the textbook and some additional editing marks that you may find on your papers. 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. For additional help with correcting mechanical and grammatical errors, click on the symbol or meaning to go to additional information.

| SYMBOL | MEANING | EXAMPLES | SYMBOL | MEANING | EXAMPLES |
|-------------|-------------------------------------|--------------------------------|------------------|-----------------------------------|--|
| U or X or 7 | delete | take it out | lc | set in lowercase | set s outh as south |
| c | close up | print as o ne word | ital | set in <i>italics</i> | set oeuver as <i>oeuver</i> |
| 3 | delete and close up | close up | rom | set in roman (not italics) | set mensch as mensch |
| ^ or > or h | caret | insert here <i>(something)</i> | bf | set in boldface | set important as important |
| # | insert a space | put one here | = or - or = or / | hyphen | multi-colored |
| ag# | space evenly | space evenly where indicated | 1/N or en or 1/N | en dash | 1965 – 1972 |
| stat | let stand (the original is correct) | let marked text stand as set | 1/m or em or 1/m | em (or long) dash | Now—at last!—we know. |
| tr | Transpose | change order the | v | superscript | ³ as in πr^2 |

| | | | | | |
|---|--|-----------------------------|----------|---------------------------------|-------------------------------------|
| / | used to separate two or more marks and often as a concluding stroke at the end of an insertion | | ^ | subscript | ^ as in H ₂ O |
| ⌊ | set farther to the left | ⌋ too far to the right | ◊ or ✕ | 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 | alignment | ⊙ | period | |
| | align vertically | align with surrounding text | ; or ;/ | semi-colon | |
| X | broken character | imperfect | : or ⓪ | colon | |
| □ | indent or insert em quad space | | “” or ‹› | quotation marks | |
| ¶ | begin a new paragraph here | | (/) | parentheses | |

| | | | | | |
|---------------|--|----------------------------------|-----------|---|-------------------------------------|
| no ¶ | don't begin a new paragraph here | | [/] | <u>brackets</u> | |
| sp | spell out | set <u>5 lbs.</u> as five pounds | OK/? | query to author: has this been set as intended? | |
| cap | <u>set in CAPITALS</u> | set nato as <u>NATO</u> | ↓ 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 |
| intelligent | <u>spelling error</u> | | wf | wrong font | wrong <u>si</u> ze or <u>st</u> yle |
| awk | <u>awkward phrasing</u> | | (?) | <u>meaning or intent unclear</u> | |
| dangl. mod. | <u>dangling modifier</u> | | mis. mod. | <u>misplaced modifier</u> | |
| frag. | <u>sentence fragment</u> | | R-O | <u>run-on sentence</u> | |
| w | <u>(or WC) questionable word choice</u> | | CS | <u>comma splice</u> | |
| ref. | <u>faulty, unclear, or ambiguous reference</u> | | S-V agr | <u>subject-verb agreement</u> | |

Resource: http://wadsworth.com/english_d/templates/student_resources/1413001890_burnett/UsageHandbook/edit_marks.htm