Standard Proofreading Marks

Mark	Meaning	Mark	Meaning
⊙	Insert period	⊏/⊐	Brackets
⌢	Insert comma	◻	Indent 1 em
:	Insert colon	◻◻	Indent 2 ems
;	Insert semicolon	¶	Paragraph
?	Insert question mark	no ¶	No paragraph
!	Insert exclamation mark	tr	Transpose--used in margin
=/	Insert hyphen	∽	Transpose--used in text
⌄	Insert apostrophe	sp	Spell out
⌄⌄	Insert quotation marks	ital	Italic--used in margin
⊥/N	Insert 1-en dash	—	Italic--used in text
⊥/M	Insert 1-em dash	bf	Boldface--used in margin
#	Insert space	⌇⌇⌇	Boldface--used in text
ld >	Insert ( ) points of space	sc	Small caps--used in margin
slash	Insert slash	=	Small caps--used in text
∨	Superior	rom	Roman type
∧	Inferior	caps	Caps--used in margin
⊂/⊃	Parentheses	≡	Caps--used in text
c+sc	Caps & small caps--used in margin	=	Align horizontally
=	Caps & small caps--used in text	⊃⊂	Center horizontally
lc	Lowercase--used in margin	⊐⊏	Center vertically
/	Used in text to show deletion or substitution	ep#	Equalize space--used in margin
⌐	Delete	⌁⌁⌁	Equalize space--used in text
⌐	Delete and close up	. . . . .	Let it stand--used in text
wf	Wrong font	stet	Let it stand--used in margin
⌒	Close up	⊗	Letter(s) not clear
⊐	Move right	run over	Carry over to the next line
⊏	Move left	run back	Carry back to preceding line
⊓	Move up	out, see copy	Something omitted--see copy
⊔	Move down	⌐/?	Question to author to delete
‖	Align vertically	∧	Caret--general indicator used to mark position of error