

Proofreader's Glossary

Proofreader's Marks	Draft	Final Copy
Boldface	Chapter Title	Chapter Title
<i>ital</i> Italics	<i>Business Week</i>	<i>Business Week</i>
<u>u/l</u> Underline	<u>Business Week</u> readers	<u>Business Week</u> readers
New paragraph	Once upon a time	Once upon a time
Spell out	There were 5.	There were five.
Close up; omit space	no thing	nothing
# Insert space	allright	all right
Insert	Dont go there.	Don't go over there.
Insert period	She went home.	She went home.
Insert comma	Alex said, "Let's go."	Alex said, "Let's go."
Delete	the very last time	the last time
... Don't delete; stet	a red ball	a red ball
Capitalize	Third avenue	Third Avenue
/ Make lowercase	the teacher	the teacher
Change word	Wear the blue hat.	Wear the orange hat.
Transpose	is it cold	it is cold
Move right	\$93.87	\$93.87
Move left	—————□ Shall we	Shall we dance
Move as shown	Let's go dance	Let's go
SS Single-space	SS [I heard that you are leaving.	I heard that you are leaving.
ds Double-space	ds [When will it take place?	When will it take place?