

Standard Proofreading Marks

⊙	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
$\frac{1}{N}$	Insert 1-en dash	—	Italic--used in text
$\frac{1}{M}$	Insert 1-em dash	bf	Boldface--used in margin
#	Insert space	wavy	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
3	Delete	↓↓↓	Equalize space--used in text
3	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	3/⊗	Question to author to delete
	Align vertically	^	Caret--general indicator used to mark position of error