
















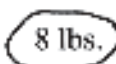










## Proofreader's (Editing) Marks

FUNCTION	IN TEXT	IN MARGIN
align horiz	=	=
alignment vert		
boldface	word <u>    </u>	bf
brackets	[ ]	[ / ]
broken type	.̣	x
capitals	word <u>    </u>	cap
center	X	X
close up	word <sup>3</sup>	C
delete	<del>word</del>	/
delete and close up	<del>word</del> <sup>3</sup>	/
em dash	Words <sup>1</sup> <sub>M</sub> writer	em
en dash	word <sup>1</sup> <sub>N</sub> writer	en
equal space	^	eg #
hyphen	^ v	=
insert	word ^	^
insert apostrophe	Word-writers <sup>3</sup>	v
insert colon	word <sup>3</sup> special one	⊙

## Proofreader's (Editing) Marks, *continued*

FUNCTION	IN TEXT	IN MARGIN
insert comma	word then you 	
insert em space	$\frac{1}{M}$	
insert period	words 	
insert quotes	 grecked  words	 
insert semicolon	word  therefore	
insert space	word-writergame 	
italics	<u>word</u>	<i>ital</i>
let stand	words .....	<i>stet</i>
lower case	Word	lc
no paragraph	no ¶	no ¶
paragraph	¶	¶
parentheses	word(correct)	(✓)
roman type	<u>word</u>	rom
separate	word/game	/
set to left		
set to right		
small caps	<u>word</u>	s.c.
spell out numbers	 8 lbs.	sp

## Proofreader's (Editing) Marks, *continued*

FUNCTION	IN TEXT	IN MARGIN
subscript		
superscript		
transpose		
turn inverted letter		
wrong font	