

Proofreader's Marks

MARK	EXPLANATION	EXAMPLE
	TAKE OUT CHARACTER INDICATED	Your proof.
^	LEFT OUT, INSERT	Your proof. ^
#	INSERT SPACE	# Yourproof. ^
9	TURN INVERTED LETTER	Your p ^o oof. ^
X	BROKEN LETTER	X Your pr ^o of.
	EVEN SPACE	# A good proof.
○	CLOSE UP: NO SPACE	Your pro ^o gf.
<i>tr</i>	TRANSPOSE	<i>tr</i> A proof ^o good
<i>wf</i>	WRONG FONT	<i>wf</i> Your proof.
<i>lc</i>	LOWER CASE	<i>lc</i> Your proof.
	CAPITALS	Your proof. <i>caps</i> <u>Your</u> proof.
<i>ital</i>	ITALIC	Your proof. <i>ital</i> <u>Your</u> proof.
<i>rom</i>	ROMAN, NON ITALIC	<i>rom</i> Your <u>proof</u> .
	BOLD FACE	Your proof. <i>bf</i> <u>Your</u> proof.
..... <i>stet</i>	LET IT STAND	Your proof. <i>stet</i> Your proof.
<i>out sc.</i>	DELETE, SEE COPY	<i>out sc.</i> She Our proof. ^
<i>spell out</i>	SPELL OUT	<i>spell out</i> Queen (Eliz.)
#	START PARAGRAPH	# read. [Your
<i>no #</i>	NO PARAGRAPH: RUN IN	<i>no #</i> marked. → # Your proof.
└	LOWER	└ [Your proof.]

MARK	EXPLANATION	EXAMPLE
┐	RAISE	┐ [Your proof.]
┌	MOVE LEFT	┌ Your proof.
└	MOVE RIGHT	└ Your proof.
	ALIGN TYPE	┌ Three dogs. └ Two horses.
==	STRAIGHTEN LINE	== Your <u>proof</u> .
⊙	INSERT PERIOD	⊙ Your proof. ^
;/	INSERT COMMA	;/ Your proof. ^
:/	INSERT COLON	:/ Your proof. ^
;/	INSERT SEMICOLON	;/ Your proof. ^
∨	INSERT APOSTROPHE	∨ Your m ^o ans proof. ^
∨∨	INSERT QUOTATION MARKS	∨∨ Marked it proof. ^ ^
=/	INSERT HYPHEN	=/ A proofmark. ^
!	INSERT EXCLAMATION MARK	! Prove it. ^
?	INSERT QUESTION MARK	? Is it right. ^
Ⓚ	QUERY FOR AUTHOR	Ⓚ <i>was</i> Your proof read by ^
[/]	INSERT BRACKETS	[/] The Smith girl ^ ^
(/)	INSERT PARENTHESES	(/) Your proof. ^ ^
1/m	INSERT 1-EM DASH	1/m Your proof. ^
□	INDENT 1 EM	□ Your proof
▢	INDENT 2 EMS	▢ Your proof.
▣	INDENT 3 EMS	▣ Your proof.