











PROOFREADERS' MARKS

Symbol	Meaning	Example
Ʒ or Ʒ	delete	take it out
⊞	close up	print as <u>one</u> word
⊞	delete and close up	close up
^ or > or ˆ	caret - general indicator used to mark position of error	insert here <i>(something)</i>
#	insert a space	put <u>one</u> here
eg#	space evenly	space <u>evenly</u> <u>where</u> indicated
stet	let stand	let marked text stand as set
tr	transpose	change <u>order</u> <u>the</u>
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[set farther to the left	<u>L</u> too far to the right
]	set farther to the right	too <u>far</u> to the left
=	align horizontally	<u>align</u> ment
	align vertically	<u> </u> align with surrounding text
□	indent or insert em quad space	
¶	begin a new paragraph	
no ¶	no new paragraph	
Ⓢ	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set South as south

<i>ital</i>	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
<i>rom</i>	set in roman	set <u>mensch</u> as mensch
<i>bf</i>	set in boldface	set <u>important</u> as important
= or -/ or  or /M/	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or /N/	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	$\overset{2}{\pi}$ as in πr^2
^	subscript or inferior	$\underset{2}{H}$ as in H_2O
 or 	centered	 for a centered dot in $p \cdot q$
	comma	
	apostrophe	
	period	
⋮ or ⋮/	semicolon	
⋮ or 	colon	
?	question mark	
 or 	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
<i>run over</i>	carry over to the next line	
<i>run back</i>	carry back to preceding line	
<i>wf</i> ¹	wrong font	wrong siZe or styl e