

Proofreading Marks

Here is a list of symbols used by editors and proofreaders to mark corrections to content.
An example of their use is also shown.

INSTRUCTION	TEXT MARK	MARGINAL MARK
Insert Text	of bonds [^] come [^] for	/ that / up
Replace Text	or to put up another	/ it
Delete space	had to wa lk out	↻
Delete Text	nearer to to the crisis and	/
Change a letter	it does not e ffect	/ a
Delete/close space	it had no op ti on but	↻
Leave Unchanged	It was the best of times	stet
Insert Space	Police [^] were called to	#
Insert Period	of foolishness [^] It was the	•
Insert Comma	military operation [^] as well	,
Insert Colon	agreed by participants [^] that	:
Insert Semi-Colon	or more widely [^] and in	;
Insert Apostrophe	its [^] a wonderful feeling	'
Insert Quotations	[^] Wonderful! [^] she said	“ / ”
Insert Single Quotations	[^] Wonderful! [^] he said	‘ / ’
Insert Parentheses	radius of 20km [^] 12 miles [^] is	(/)
Insert Brackets	radius of 20km [^] 12 miles [^] is	[/]
Insert Ellipsis	And so it goes [^]	⋯
Insert Leaders	[^] 2011 Wine List	⋯○
Insert Hyphen	has just had a half [^] chance	=/
Make Italic	she was <u>not</u> to blame	ital
Make Bold	she was <u>not</u> to blame	bf
Make Bold Italic	she was <u>not</u> to blame	bf+ital
Make Roman	she was <u>not</u> to blame	rom
Capitalize	Nick <u>ro</u> binson said	cap
Make Small Caps	she died in 200 <u>B.C.</u>	sc
Cap & Small Caps	<u>winston</u> <u>churchill</u>	bf+ital

INSTRUCTION	TEXT MARK	MARGINAL MARK
Make Lower Case	William HA g ue said	lc
Superior	an area of 400m ²	2 or sup
Inferior	composed of H ² O	2 or sub
New Paragraph	Libyan people. ¶ Arab countries	¶
Run on (no new para)	Libyan people. Arab countries	¶
Move to Next Line	join Nato military] operations	runover
Move up from next line	From the be-] ginning it was bad	move up
Wrong Font	in flagrant (breach) of	wf
Transpose Letter	and n u working with	tr
Transpose Word	said allies the were still	tr
Move Text	no action will be taken further)	tr
Center Text] FA Cup Final [center
Indent Text] there were about 700	indent
No Indentation	[there were about 700	flush
Move Text Right	But London 2012]]
Move Text Left	[But London 2012	[
Lower Text	Completion of ^{the} building]
Raise Text	Completion of _{the} building	[
Align Text/Col. Vertically	be completed, he said. The surface	
Align Horizontally	is to be <u>ta^ke_n</u> over	align
Equalise Space	just under [^] three [^] years	eq #
Spell Out	The ⁵ people	sp
Insert Em Dash	friend [^] the only friend	 m
Insert En Dash	The years 2009 [^] 2010	 n
Insert Leading	is pointing towards. ← # The major worry	#
Decrease Leading	is pointing towards. The major worry ←	← reduce #