

## Proofreading Symbols

# Special Rules for Proofreading










Put marks in both the margin and in the text.

If there is more than one error on a line, list them in order, and put slashes between their marks.

## Words and Letters

margin mark	in-text mark			
		delete		Deleting extra letters is easy.
		delete, close up		Freeway is one word, not two.
the letter	/	replace letter	e	Melinda was a Ghostbuster/ for Halloween.
		delete word		Cut out extra <del>extra</del> words.
the letter(s)	^	insert letter(s)	pp	The leaky faucet dried all night.
the word	^	insert word	word	Oh, my...the most important is missing.
#		insert space	#	There should be space between the words.
		transpose		Switch the letters' order.
		close up space		Delete the empty space inside the word.
	≡	capitalize		I think my keyboard's right shift key is broken.

## Proofreading Symbols

	=	small caps		The paper is due at 11:59 <u>p.m.</u>
	/	lower case		Charlene visited the <del>S</del> tate capitol building.
	┐	lower case, all		You've gotta be <u>KIDDING</u> me.
	┐	initial cap only		I love <u>K</u> ENNESAW State University.
		change to italic		Cletus subscribes to <u>Cat Fancy</u> magazine.
		change to roman		He breeds <u>Maine Coon</u> cats.
		boldface		Press the <u>F5</u> key to reload the webpage.
		lightface		They don't need five <u>wet wipes</u> .
		wrong font		My cat simply <u>adores</u> me.
	✓	superscript		Journey's <i>Time</i> <sup>3</sup> box set is pretty good.
	^	subscript		Dihydrogen monoxide is also known as H <sub>2</sub> <sup>A</sup> .
		spell out		Michelle owes me seven <u>\$</u> .
	.....	ignore the edit		The editor made a mistake <u>.....</u> while proofreading.

## Proofreading Symbols

# Punctuation Marks

margin  
mark

in-text  
mark

⊙

^

period

⊙

Nobody likes Ramsay Bolton ^

^

^

comma

^

I asked ^ "Why are you picking on Janet?"

(set)?

^

question mark

(set)?

Are you serious?

:|

^

colon

:|

There's one exit from this room ^ the window.

;|

^

semicolon

;|

Westley is mostly dead ^ he can't speak.

€ or ₣

^

parentheses

€/₣

Kennesaw State University ^ KSU ^ is awesome!

[ or ]

^

brackets

[ / ]

The woman ^ Charlene ^ bought a box of bullets.

↓

^

apostrophe

↓

You're ^ right about that, I realize now.

↓

^

quotation marks

↓ / ↓

Go outside and play! ^ said the boys' mother.

| = |

^

hyphen

| = |

That Chevy has a four ^ barrel carburetor.

1  
~

^

em-dash

1 / 1  
~ ~

My choice for the job ^ Dave ^ is well-qualified.

1  
N

^

en-dash

1  
N

There were 40-50 ^ people at the party.

## Proofreading Symbols

### Spacing and Positioning

margin  
mark

in-text  
mark



start paragraph



Who ate the pie? In other news, I rock.



run together



No way. Festus won't do that.  
Well, he might if you pay him really well.



justify right



Make this line touch the right margin.

n/a



center



Center things like titles.

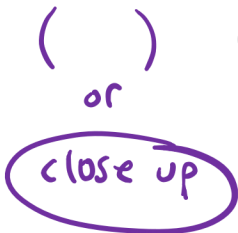
n/a



justify left

Why do you keep bugging me about aligning multiple lines of text?  
I don't wanna do it. I would rather just have a sloppy mess all over the page.  
You're not the typography police. Go bother somebody else.

n/a



close up vertical space

Rosemary learned how to scuba dive in 2001, and since that time, she's logged over five hundred dives, many of them in the Georgia Aquarium, but she went broke because the aquarium charges \$300 per dive.



equalize spaces



I don't know how Neil and Chris manage it.



move word up



Chantel bought two tickets to Iron Maiden.

## Proofreading Symbols



move word down



Has that unfortunate rash disappeared yet?

n/a



move text left

Homer Simpson won several prizes at his high school class reunion, but his favorite one was the “Most Improved Odor” trophy.

n/a



move text right

You can use this symbol to indicate that the first line of a paragraph should be indented.