

# Proofreader's Marks

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**Insertions** (Note: Put caret mark [^] in text to show where insertion should go.)

- insert period
- ∩ insert comma
- ∩; insert semicolon
- ∩: insert colon
- “ or ” insert quotation mark
- ‘ or ’ insert apostrophe or single quotation mark
- ? insert question mark
- ! insert exclamation mark
- ∩ or =/ insert hyphen
- or — en insert en dash
- or — em insert em dash
- ∩ slash insert slash
- ( or ) insert parenthesis
- [ or ] insert square bracket
- # insert space between words
- Insert 12A insert added text (more than 10 words or so) found on separate sheet. Put a caret in original text to show where insert goes; label insert by page no. (e.g., first insert on p. 12 is “12A”).

**Deletions and Replacements**

- ∩ delete the letter or word
- ∩ close up (delete unneeded space)
- ∩ delete and close up
- ∩ # delete and leave open
- sp spell out circled text (or, if it's already spelled out, don't spell it out)
- stet let stand: in text, all matter above dots

**Type Size and Style**

- lc lowercase letter
- cap CAPITAL LETTER
- clc LOWERCASE with initial capital
- rom set in roman (plain) type
- ital set in italic type
- bf set in boldface type
- bfital set in boldface italic type

**Position of Copy**

- ] move right
- [ move left
- ∩ move up
- ∩ move down
- ∩ center
- || even up lines vertically
- = even up lines horizontally
- # # Begin a new paragraph here or: Begin a new paragraph here
- run in or no # No paragraph here. Run in.
- ∩ or ∩ start next line here
- tr or N transpose: reorder marked (or letters) words
- # add a blank line (“line space”)