

PROOFREADER'S MARKS

Instruction	Mark in Margin	Mark on Proof	Corrected Type
GENERAL			
delete		the best word	the word
delete and close up space		the wo rd	the word
insert indicated material	best	the ^x word	the best word
let it stand		the best word	the best word
spell out		words	two words
POSITION AND SPACING			
new paragraph		"Where is it?" [^] "It's on the shelf."	"Where is it?" "It's on the shelf."
flush paragraph		"Where is it?" [^] "It's on the shelf."	"Where is it?" "It's on the shelf."
transpose		the ^x word ¹ best	the best word
move left		the word	the word
move right		the word	the word
move down		the word	the word
move up		the word	the word
align		the word	the word
straighten line		the word	the word
insert space		the ^x word	the word
equalize space		the ^x best ^x word	the best word
close up		the wo ^x rd	the word
en space		^x the word	the word
em space		^x the word	the word
PUNCTUATION			
period		This is the word ^x ,	This is the word.
comma		words ^x , words ^x , words ^x	words, words, words
hyphen		word ^x for ^x word test	word-for-word test
colon		The following words ^x ,	The following words:
semicolon		Scan the words ^x /skim the words.	Scan the words; skim the words.
apostrophe		John's words	John's words
double quotation marks		the word ^x 'word ^x	the word "word"
single quotation marks		the "good ^x 'word ^x "	the "good 'word'"
parentheses		The list of words in the dictionary ^x on page 101 ^x is useful.	The list of words in the dictionary (on page 101) is useful.
brackets		He read the list of words ^x from the dictionary ^x .	He read the list of words [from the dictionary].
en dash		1984 ^x 1992	1984–1992
em dash		The dictionary ^x how often it is needed ^x belongs in every home.	The dictionary—how often it is needed—belongs in every home.
asterisk		word ^x *	word*
dagger		word ^x [^]	word†
section symbol		^x Book Reviews	§Book Reviews
virgule (slash)		either/or	either/or
three ellipses		the ^x word	the...word
four ellipses		the word ^x	the word....
STYLE OF TYPE			
uppercase		<u>the word</u>	The Word
lowercase		<u>The Word</u>	the word
small capitals		<u>the word</u>	THE WORD
italic		<u>the entry word</u>	the entry <i>word</i>
roman		the entry <u>word</u>	the entry word
boldface		the entry <u>word</u>	the entry word
lightface		<u>the entry word</u>	the entry word
superior		2 ^x =4	2 ² =4
inferior		H ^x 2O	H ₂ O