

## PROOFREADER'S MARKS

SYMBOL	DESCRIPTION	EXAMPLE
☞ or ♂ or ☞	Delete	Take <del>it</del> out
⌒	Close up	Print as o <u>ne</u> word
☞	Delete and close up	C <u>lose</u> up
^ or > or h	Caret	Insert here <u>(word)</u>
#	Insert a space	Put one <u> </u> here
eg#	Space evenly	Space <u> </u> evenly <u> </u> where indicated
stet	Let stand	Let marked <del>text</del> stand as set
tr	Transpose	Change <u>order</u> the
/	Used to separate two or more marks and often as a concluding stroke at the end of an insertion.	
[	Set farther to the left	L Too far to the right
]	Set farther to the right	Too <u> </u> far to the left
)	Set as ligature (such as ae)	Encyclo <u>pa</u> edia
=	Align horizontally	nment alig <u> </u>
	Align vertically	Align with surrounding text
x	Broken character	Imper <u>fe</u> ct
□	Indent or insert em quad space	
¶	Begin a new paragraph	
(SP)	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 <del>S</del> outh as south
ital	Set in <i>italic</i>	Set <u>oeuvre</u> as oeuvre
rom	Set in roman	Set <u>mensch</u> as mensch



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SYMBOL	DESCRIPTION	EXAMPLE
<i>bf</i>	Set in <b>boldface</b>	Set <u>important</u> as <b>important</b>
= or -/ or $\hat{=}$ or /H/	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.
v	Superscript or superior	as in $\pi r^2$
^	Subscript or inferior	as in H <sub>2</sub> O
$\diamond$ or X	Centered	For a centered dot in p · q
$\hat{,}$	Comma	
?↓	Apostrophe	
⊙	Period	
; or ;/	Semicolon	
: or ⊙	Colon	
$\hat{<}$ $\hat{>}$ or $\hat{<}$ $\hat{>}$	Quotation marks	
( / )	Parentheses	
[ / ]	Brackets	
OK/?	Query to author: has this been set as intended?	
↓ or ↓ 1	Push down a work-up	An unintended $\nabla$ mark
⊙ 1	Turn over an inverted letter	Inve <u>rt</u> ed
wf1	Wrong font	Wrong si <u>z</u> e or style

