

# Proofreader's marks

TIPS & TRICKS

## HERE'S A HANDY LIST OF COMMON PROOFREADER'S NOTATIONS AND SYMBOLS

Symbol	Example	Description
	He opened the window <del>w</del> .	Delete
#	He opened the <sup>#</sup> window.	Insert space
^	He op <sup>e</sup> ned the window.	Insert letter or character
l.c.	He <del>o</del> pened the window.	Change to lowercase
u.c.	<u>h</u> e opened the window.	Change to uppercase
font	He opened the <u>w</u> indow.	Wrong font used
ital	Would you <u>pl</u> ease open the window.	Change to italic type
rom	He opened the <u>w</u> indow.	Change to roman type (non-italic)
b.f.	<u>W</u> hy did you open the window?	Change to boldface type
~	He/ <u>sure</u> was she had opened the window.	Transpose as indicated
stet	He opened the window <del>slowly</del> .	Let stand as is/disregard
←	← He opened the window.	Align/move to left
→	He opened the window →	Align/move to right
∩	First <sup>∩</sup> he opened the window	Insert comma
∪	He opened the boy <sup>∪</sup> s window.	Insert apostrophe
“ ”	“Open the window,” she said.	Enclose in quotation marks
o or ⊗	He opened the window ⊗	Insert period
⊙	There's only one option ⊙ open the window.	Insert colon
( )	She (Helen) opened the window.	Enclose in parenthesis
s.c.	<u>Section two</u>	Use small caps
( )	He op <sup>( )</sup> ened the window.	Draw word together
+ <sup>h</sup>	She's arriving next month on the 10 <sup>+h</sup> .	Change to superscript
∞	H <sub>2</sub> O is the chemical composition of water.	Change to subscript
—	I opened the window <sup>—</sup> really!	Insert em dash
—	The 2003 <sup>—</sup> 2004 fiscal year.	Insert en dash
was?	The text <sup>was?</sup> read aloud.	Query to author
¶	window. ¶ The house was empty and dark.	Start new paragraph
no ¶	window.) Then he opened the door.	Keep with preceding paragraph
⌋	⌋ It was a dark and stormy night.	Indent