

## Proofreaders' Marks

Mark	Meaning	Example
	delete	plane <del>e</del> = plan
	delete and close up	mid <del>l</del> ife crisis = midlife crisis
	close up	the <del> </del> me = theme
	insert	complai <del>n</del> <sup>t</sup> = complaint
	insert space	the <del>m</del> <sup>#</sup> en = the men
	insert comma	his wife Lyn = his wife, Lyn
	insert apostrophe	Downs syndrome = Down's syndrome
	period	Yes <del>.</del> = Yes.
	semicolon	He left <del>,</del> she wept. = He left; she wept.
	colon	Phone: 555-4397 = Phone: 555-4397
	insert quotation marks	Liar, he accused. = "Liar," he accused.
	insert hyphen	good <del>l</del> ooking man = good-looking man
	em dash	Laugh <del> </del> don't cry! = Laugh — don't cry!
	en dash	Sept. 27 <del> -</del> 28 = Sept. 27 – 28
	new paragraph	"Goodbye." "See ya." "Goodbye" "See ya"
	stet (keep as it was)	<u>stet</u> Georgie = Georgie
	spell out	<u>sp</u> 15 = fifteen
	capitalize	<u>cap</u> dumpster = Dumpster
	lowercase	<u>l.c.</u> Vice President = vice president
	italicize	<u>ital</u> It was <u>him!</u> = It was <i>him!</i>
	use Roman type (no italics)	<u>Rom.</u> It was <u>him!</u> = It was him!
	use boldface type	<u>bf</u> <u>Phone:</u> 555-4397 = <b>Phone:</b> 555-4397
	transpose letters/words	<u>tr.</u> graet = great