































Proofreaders' Marks

Mark	Meaning	Example
	delete	change d = change
	close up	day ^l ily = daylily
	delete and close up	enroll me nt = enrolment
	insert letter	el ⁱ gible = eligible
	insert space	every [#] day = every day
	insert comma	her husband [,] Brent = her husband, Brent
	insert apostrophe	men ['] s club = men's club
	period	Yes [.] = Yes.
	semicolon	I'll go [;] he'll stay. = I'll go; he'll stay.
	colon	Phone [:] 555-3503 = Phone: 555-3503
	insert quotation marks	He sang ["] Vertigo ["] . = He sang "Vertigo."
	insert hyphen	well ⁻ built house = well-built house
	em dash	Shh ⁻ don't talk! = Shh—don't talk!
	en dash	Oct. 23 ⁻ 28 = Oct. 23–28
	new paragraph	"Can I help? [¶] "No." = "Can I help?" "No"
..... 	stet (keep as it was)	man ^{.....} tle = mantle 
	spell out	 24 = twenty-four 
	capitalize	kleenex = Kleenex
	lowercase	P resident = president
	italicize	I read it in <u>Emma</u> . = I read it in <i>Emma</i> . 
	use Roman type (no italics)	 He told me! = He told me! 
	use boldface type	Phone: 555-3503 = Phone : 555-3503 
	transpose letters/words	It <u>only hurt</u> a bit. = It hurt only a bit. 