


PROOFREADERS' MARKS

Symbol	Meaning	Example
	delete	take it out
	close up	print as <u>one</u> word
	delete and close up	close up
	caret	insert here 
	insert a space	put one <u> </u> here
	space evenly	space evenly 
	let stand	let marked text stand as set
	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	
	set farther to the right	too 
	set as ligature (such as æ)	encyclopaedia
	align horizontally	
	align vertically	
	broken character	imperfect
	indent or insert em quad space	
	begin a new paragraph	
	spell out	set <u>5 lbs.</u> as five pounds
	set in CAPITALS	set <u>nato</u> as NATO
	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
	set in lowercase	set South as south
	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
	set in roman	set <u>mensch</u> as mensch

bf	set in boldface	set <u>important</u> as important
= or -/ or  or /M/	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.
∨	superscript or superior	2 ³ as in πr^2
^	subscript or inferior	2 ₂ as in H ₂ O
∩ or ∪	centered	∩ for a centered dot in $p \cdot q$
↵	comma	
↵	apostrophe	
⊙	period	
; or ;/	semicolon	
: or Ⓜ	colon	
⌞⌟ or ⌞⌞	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ↓ ¹	push down a work-up	an unintended mark
Ⓜ ¹	turn over an inverted letter	inve tt ed
wf ¹	wrong font	wrong si <u>z</u> e or style