

Proofreader's Marks

MARK	EXPLANATION	EXAMPLE
	TAKE OUT CHARACTER INDICATED	Your proof.
^	LEFT OUT, INSERT	u [^] Your proof.
#	INSERT SPACE	# Your proof. [^]
9	TURN INVERTED LETTER	Your p [^] roof.
X	BROKEN LETTER	X Your p [^] rof.
eg#	EVEN SPACE	eg# A good proof.
○	CLOSE UP: NO SPACE	Your pro [^] gf.
tr	TRANSPOSE	tr A proof good
wf	WRONG FONT	wf Your proof.
lc	LOWER CASE	lc Your proof.
≡ caps	CAPITALS	Your proof. caps <u>Y</u> our proof.
ital	ITALIC	Your proof. ital <u>Your</u> proof.
rom	ROMAN, NON ITALIC	rom Your <u>proof</u> .
bf	BOLD FACE	Your proof. bf <u>Your</u> proof.
..... stet	LET IT STAND	Your proof. stet Your proof.
out sc.	DELETE, SEE COPY	out sc. She <u>Our</u> proof.
spell out	SPELL OUT	spell out Queen <u>(Eliz.)</u>
#	START PARAGRAPH	# read. [Your
no #	NO PARAGRAPH: RUN IN	no # marked. → # Your proof.
└	LOWER	└ Your proof.]

MARK	EXPLANATION	EXAMPLE
┌	RAISE	┌ Your proof.]
┐	MOVE LEFT	┐ Your proof.
└	MOVE RIGHT	└ Your proof.
	ALIGN TYPE	┐ Three dogs. Two horses.
==	STRAIGHTEN LINE	= Your <u>p</u> roof.
⊙	INSERT PERIOD	⊙ Your proof [^]
;/	INSERT COMMA	;/ Your proof [^]
:/	INSERT COLON	:/ Your proof [^]
;/	INSERT SEMICOLON	;/ Your proof [^]
∨	INSERT APOSTROPHE	∨ Your ma [^] ns proof.
∨∨	INSERT QUOTATION MARKS	∨∨ Marked it proof [^]
=/	INSERT HYPHEN	=/ A proof [^] mark.
!	INSERT EXCLAMATION MARK	! Prove it [^]
?	INSERT QUESTION MARK	? Is it right [^]
Ⓚ	QUERY FOR AUTHOR	Ⓚ was Your proof [^] read by
[/]	INSERT BRACKETS	[/] The Smith girl [^]
</>	INSERT PARENTHESES	</> Your proof [^]
1/m	INSERT 1-EM DASH	1/m Your proof [^]
□	INDENT 1 EM	□ Your proof
▢	INDENT 2 EMS	▢ Your proof.
▣	INDENT 3 EMS	▣ Your proof.