

PROOFREADER'S MARKS

○	Insert period	caps.	Caps—used in margin
^	Insert comma	≡	Caps—used in text
:	Insert colon	cap	Caps & small caps—used in margin
;	Insert semicolon	≡	Caps & small caps—used in text
?	Insert question mark	lc.	Lower case—used in margin
!	Insert exclamation mark	/	Lower case—used in text
°/	Insert hyphen	wf	Wrong font
∨	Insert apostrophe	()	Close up
◊ ◊	Insert quotation marks	⊖	Delete
⋄	Insert 1-en dash	() ⊖	Close up and delete
⋄	Insert 1-em dash	⊖	Correct the position
⋄	Insert space	⊏	Move right
⋄	Insert lead	⊏	Move left
skill	Insert virgule	⊏	Move up
∨	Superior	⊏	Move down
^	Inferior		Align vertically
()	Parentheses	≡	Align horizontally
[]	Brackets	⊏ ⊏	Center horizontally
□	Indent 1-em	⊏	Center vertically
□	Indent 2-ems	⊏	Push down space
¶	Paragraph	~	Use ligature
¶	No paragraph	sp. ¶	Equalize space—used in margin
tr	Transpose—used in margin	~ ~	Equalize space—used in text
~	Transpose—used in text	✓	Decrease space
sp	Spell out	stat	Let it stand—used in margin
ital	Italic—used in margin	Let it stand—used in text
—	Italic—used in text	⊗	Dirty or broken letter
bf	Boldface—used in margin	run over	Carry over to next line
~	Boldface—used in text	run back	Carry back to preceding line
sc.	Small caps—used in margin	Copy out	Something omitted—see copy
≡	Small caps—used in text	Q?	Question to author
rom.	Roman type	^	Caret—General indicator used to mark exact position of error in text.