

## PROOFREADERS' MARKS

Symbol	Meaning	Example
Ø or ø or o/	delete	take <del>it</del> out
○	close up	print as <u>o</u> ne word
Ⓞ	delete and close up	clo <u>se</u> up
^ or > or ˆ	caret	insert here <i>(something)</i>
#	insert a space	put one <u>h</u> ere
eg#	space evenly	space evenly <u>^</u> <u>^</u> where <u>^</u> indicated
stet	let stand	let marked <del>text</del> stand as set
tr	transpose	change <u>order</u> <u>the</u>
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	<u>[</u> too far to the right
]	set farther to the right	too <u>]</u> far to the left
~	set as ligature (such as )	encyclo <u>pa</u> edia
=	align horizontally	<u>align</u> ment
	align vertically	<u>  </u> align with surrounding text
x	broken character	im <u>per</u> fect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓢ	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set <u>South</u> as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
rom	set in roman	set <u>mensch</u> as mensch

<b>bf</b>	set in <b>boldface</b>	set <u>important</u> as <b>important</b>
= 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	<sup>2</sup> as in $\pi r^2$
∧	subscript or inferior	<sub>2</sub> as in H <sub>2</sub> 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 $\perp$ <sup>1</sup>	push down a work-up	an unintended <del>mark</del>
 <sup>1</sup>	turn over an inverted letter	inve <del>rt</del> ted
wf <sup>1</sup>	wrong font	wrong si <u>z</u> e or style

<sup>1</sup>The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.

S. Proofreaders' Marks

OPERATIONAL SIGNS

- $\mathcal{J}$  Delete
- $\text{C}$  Close up; delete space
- $\text{P}$  Delete and close up (use only when deleting letters *within* a word)
- stet* Let it stand
- # Insert space
- eg*# Make space between words equal; make space between lines equal
- hr*# Insert hair space
- $\text{¶}$  Begin new paragraph
- $\square$  Indent type one em from left or right
- $\square$  Move right
- $\square$  Move left
- $\text{JL}$  Center
- $\square$  Move up
- $\square$  Move down
- fl* Flush left
- fr* Flush right
- $\text{=}$  Straighten type: align horizontally
- $\text{//}$  Align-vertically *type*
- tr* Transpose *N*
- $\text{Ⓢ}$  Spell out
- $\text{┌}$  Rebreak

*no # No paragraph*  
*Run in*  
*indents whole section*

TYPOGRAPHICAL SIGNS

- ital* Set in italic type
- rom* Set in roman type
- bold* Set in boldface type
- lc* Set in lowercase /
- caps* Set in capital letters  $\text{=}$
- sc* Set in small letters
- wf* Wrong font; set in correct type
- $\vee$  Insert here *or* make superscript
- $\wedge$  Insert here *or* make subscript
- u/lc* *Upper i; lower case*
- ~~*reset broken letters*~~
- reset broken letters*
- X PUNCTUATION MARKS

- $\uparrow$  Insert comma
- $\checkmark \checkmark$  Insert apostrophe or single quotation mark
- $\text{“} \text{”}$  Insert quotation marks
- $\text{⊙}$  Insert period
- $\text{⊙}$  Insert question mark
- $\text{^}$  Insert semicolon
- $\text{⋮}$  Insert colon
- $\frac{i}{n}$  Insert hyphen
- $\frac{i}{m}$  Insert em dash
- $\text{€} \text{≠}$  Insert parentheses
- $\text{#}$  *insert slash*

*au: question to author*  
 $\vee$  *superior figure 1*  
 $\wedge$  *inferior figure 2*

T. IVP

A  
 A.D. (p)  
 cap  
 adverti  
 advise  
 advise  
 Africa  
 a.m.  
 antich  
 apostl  
 apostl  
 apper  
 Arian  
 cl  
 Asiar  
 Arya  
 c  
 aton  
 a wh  
 awh

B  
 B.C.

bac  
 bac  
 Bay  
 bes  
 Bil  
 bit  
 bl  
 all

bc  
 bc  
 bc  
 b  
 b  
 b

(  
 (  
 (