

Objective 7

Standard proofreaders' marks and their definitions

Proofreader's mark	Definition	Example
	Delete	take out out
	Delete and close up	delete and close up
	Close up space	close up space
#	Insert space	insert [#] space
^	Insert word, letter, numeral, etc.	insert [^] letter
[Move left	[move left
]	Move right	move right]
¶	Make new paragraph	¶ make new paragraph
no ¶	Do not make a new paragraph	no ¶ Do not make a new paragraph
↔	Transpose letters, words, etc.	transp [↔] de(s) the letters
↕	Transpose lines	<u>Transpose line 2.</u> <u>Transpose line 1.</u>
≡	Change to upper-case letter	change to upper-case letter
lc /	Change to lower-case letter	change to ^{lc} lower-case letter
’	Insert apostrophe or comma	insert apostrophe [’]
“ ”	Insert quotes	“insert quotes” [”]
◦	Insert period	insert period [◦]
stet	Do not make correction indicated; leave as originally typed	do not make ^{stet} correction
sp	Spell out	25P
○	Do not type; instructions to typist	NOTE: Instructions to typist are placed in the margin and then circled to indicate to typist that these are instructions only—not words to be inserted or typed.