

Proofreading Marks

The mark	What it means	How to use it
	Delete: take out something here.	car y mufflers should sho uld
	Insert: add something here.	You ^{are} afraid o ^f mice.
	Add space here.	Jugglers [^] buy [^] a lot of eggs.
	No space: close the gap.	some ⁽ body
	Delete and close the gap.	the gir r affe
	New paragraph here.	"Yes." said Jack. [¶] "All right." said Jill.
	No paragraph: keep sentences together.	The meeting was brief. It lasted twenty minutes.
	Transpose: switch these things.	fr i ends/bo th were
	Change or insert this letter.	l ⁱ o ^c ke succ ^e ss
	Make this a capital letter.	old <u>dr.</u> <u>smith</u>
	Make this a small letter.	My U ncle lost a S hovel.
	Spell it out.	His ^o friends are Fido ^o & Spot.
	Insert a period.	It was raining ^o . I got wet ^o .
	Insert a comma.	"London [^] , England [^] ," he said.
	Insert an apostrophe.	It's a dog's life.
	Insert quotation marks.	"You're a pane ^v ," said the door.
	Is this correct? Check it.	Columbus sailed in <u>1942</u> . [?]