

# Proofreading Marks

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