

Proofreaders' Marks

OPERATIONAL SIGNS	TYPOGRAPHICAL SIGNS
☞ Delete	<i>ital</i> Set in italic type
⊂ Close up; delete space	<i>rom</i> Set in roman type
☞ Delete and close up (use only when deleting letters <i>within</i> a word)	bf Set in boldface type
<i>stet</i> Let it stand	<i>lc</i> Set in lowercase
# Insert space	caps Set in capital letters
<i>eq #</i> Make space between words equal; make space between lines equal	sc Set in small capitals
<i>hr #</i> Insert hair space	<i>wf</i> Wrong font; set in correct type
<i>ls</i> Letterspace	X Check type image; remove blemish
¶ Begin new paragraph	∨ Insert here <i>or</i> make superscript
□ Indent type one em from left or right	∧ Insert here <i>or</i> make subscript
⌋ Move right	
⌈ Move left	PUNCTUATION MARKS
]⌈ Center	∩ Insert comma
⌈ Move up	∨ ∨ Insert apostrophe <i>or</i> single quotation mark
⌋ Move down	“ ” Insert quotation marks
<i>fl</i> Flush left	⊙ Insert period
<i>fr</i> Flush right	(<i>set</i>) ? Insert question mark
= Straighten type; align horizontally	∣ Insert semicolon
∥ Align vertically	∣ or ∣ Insert colon
<i>tr</i> Transpose	= Insert hyphen
Ⓢ Spell out	$\frac{m}{-}$ Insert em dash
	$\frac{n}{-}$ Insert en dash
	€ for () Insert parentheses

Fig. 3.1 Proofreaders' marks