

COMMON PROOFREADING SYMBOLS

- ^ = Insert letter, word, or punctuation**
Example: The school[^] attendance policy is clearly stated in the student handbook. (insert apostrophe)
Correction: The school's attendance policy is clearly stated in the student handbook.
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- ¶ = New paragraph**
Example: ... and after much tossing and turning, Miguel finally fell asleep.[¶] At school the next day, Miguel realized. ...
Correction: ... and after much tossing and turning, Miguel finally fell asleep.
 At school the next day, Miguel realized. ...
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- SP = Spelling error**
Example: Rayna and Suzanne have been ^{SP} friends for years.
Correction: Rayna and Suzanne have been friends for years.
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- WC = Word choice**
Example: The movie was ^{WC} good.
Correction: Instead of good, use enjoyable, hilarious, suspenseful, terrifying, intriguing. ...
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- / = Make a capital letter a lower case letter**
Example: My Mom and Dad were proud of my grades this past quarter.
Correction: My mom and dad were proud of my grades this past quarter.
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- ≡ = Capitalize**
Example: Howard county is located between Baltimore and Washington, DC.
Correction: Howard County is located between Baltimore and Washington, DC.
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- = = Close up the space**
Example: After just one hour, the side walks were completely covered with snow.
Correction: After just one hour, the sidewalks were completely covered with snow.
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- N = Switch position of letters, words, or punctuation**
Example: "To be or not to be," pondered Hamlet.
Correction: "To be or not to be," pondered I Hamlet.
Example: We will have to ~~quickly~~ run if we want to see the opening credits to the movie.
Correction: We will have to run quickly if we want to see the opening credits to the movie.
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- ✂ = Delete**
Example: I was late this morning because I couldn't find where my lunch was at.
Correction: I was late this morning because I couldn't find my lunch.
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- RO = Run-on sentence**
Example: I haven't eaten all day I am starving! **RO**
Correction #1: I haven't eaten all day; I am starving!
Correction #2: I haven't eaten all day. I am starving!
Correction #3: I haven't eaten all day, so I am starving.
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- CS = Comma splice sentence**
Example: I haven't eaten all day, I am starving! **CS**
Correction #1: I haven't eaten all day; I am starving!
Correction #2: I haven't eaten all day. I am starving!
Correction #3: I haven't eaten all day, so I am starving.
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- fs = Sentence fragment**
Example: Because of the snow. **fs**
Correction #1: Because of the snow, all after-school activities have been canceled.
Correction #2: All after-school activities have been canceled because of the snow.