

## COMMON PROOFREADING SYMBOLS

- ^ = Insert letter, word, or punctuation**  
**Example:** The school<sup>^</sup> 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 <sup>SP</sup>friends for years.  
**Correction:** Rayna and Suzanne have been friends for years.
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- WC = Word choice**  
**Example:** The movie was <sup>WC</sup>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:** I 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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- fg = Sentence fragment**  
**Example:** Because of the snow. **fg**  
**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.