

# Proofreading Marks

The mark	What it means	How to use it
	Delete: take out something here.	car <del>y</del> mufflers should <del>shou</del> ld
	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> </sup> body
	Delete and close the gap.	the gir <del>r</del> affe
	New paragraph here.	"Yes." said Jack. <sup>¶</sup> "All right." said Jill.
	No paragraph: keep sentences together.	The meeting was brief. <sup> </sup> It lasted twenty minutes.
	Transpose: switch these things.	fr <sup> </sup> ends/ <sup> </sup> both were <sup> </sup>
	Change or insert this letter.	l <sup>i</sup> ke succ <sup>e</sup> s
	Make this a capital letter.	old <u>dr.</u> <u>s</u> mith
	Make this a small letter.	My <u>u</u> ncle lost a <u>s</u> hovel.
	Spell it out.	His <sup>2</sup> friends are Fido <sup>8</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 <u>1942</u> . <sup>?</sup>