

Proofreading Marks

The mark	What it means	How to use it
	Delete: take out something here.	car y mufflers should sho uld
	Insert: add something here.	You ^{are} afraid o ^f mice.
	Add space here.	Jugglers [^] buy [^] a lot of eggs.
	No space: close the gap.	some ^o body
	Delete and close the gap.	the gir r affe
	New paragraph here.	"Yes." said Jack. ^P "All right." said Jill.
	No paragraph: keep sentences together.	The meeting was brief. ^U It lasted twenty minutes.
	Transpose: switch these things.	fr [^] ends/ [^] both were [^]
	Change or insert this letter.	l [^] ake su ^c cess
	Make this a capital letter.	old <u>dr.</u> <u>s</u> mith
	Make this a small letter.	My U ncle lost a S hovel.
	Spell it out.	His ^o friends are Fido ^o 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. [?]