

# Proofreading Marks

| The mark | What it means                          | How to use it  |
|----------|--|--|
|          | Delete: take out something here.       | car <del>y</del> mufflers should <del>sho</del> uld              |
|          | Insert: add something here.            | You <sup>are</sup> afraid o <sup>f</sup> mice.                   |
|          | Add space here.                        | Jugglers <sub>^</sub> buy a <sub>^</sub> lot of eggs.            |
|          | No space: close the gap.               | some <sup>(</sup> body   |
|          | Delete and close the gap.              | the gir <sup>(</sup> / <del>r</del> affe                         |
|          | New paragraph here.                    | "Yes." said Jack. <sup>P</sup> "All right." said Jill.           |
|          | No paragraph: keep sentences together. | The meeting was brief. <sup>U</sup><br>It lasted twenty minutes. |
|          | Transpose: switch these things.        | fr <sup>Z</sup> ends/bo <sup>Z</sup> th were                     |
|          | Change or insert this letter.          | l <sup>i</sup> ke suc <sup>c</sup> ess                           |
|          | Make this a capital letter.            | old <u>dr.</u> <u>s</u> mith                                     |
|          | Make this a small letter.              | My <del>U</del> ncle lost a <del>S</del> hovel.                  |
|          | Spell it out.                          | His <sup>2</sup> friends are Fido <sup>3</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 1942. <sup>?</sup>                            |