

# Proofreading Marks

| The mark | What it means                    | How to use it                             |
|----------|----------------------------------|---|
|          | Delete: take out something here. | car/mufflers should <del>should</del>     |
|          | Insert: add something here.      | You afraid <sup>are</sup> of mice.        |
|          | Add space here.                  | Jugglers buy a lot of eggs.               |
|          | No space: close the gap.         | some body                                 |
|          | Delete and close the gap.        | the giraffe                               |
|          | New paragraph here.              | "Yes," said Jack. "All right," said Jill. |
|          | No paragraph: keep the line.     |   |

*[Handwritten notes and examples of proofreading marks.]*

Copy / change / delete / insert / move / add / remove

dependent upon

quantity

add on to

insert a comma

insert a period

technology

auditors records

move to the right

insert quotation marks

move to the left

turn off the

insert a hyphen

raise above the line

change a hyphen

Stet (don't change)

Spell out

Align horizontally

Re: ...

computer

\$4500

power.

time job

really a

Drop below the line

He already left.