

Proofreading Marks

The mark	What it means	How to use it
↵	Delete: take out something here.	car x mufflers should shoud
^	Insert: add something here.	You ^{are} afraid of ^f 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.	

OR / change a letter
 dependent upon
 quantity
 Add on to a word
 Insert a comma
 Insert a period
 technology
 records
 insert a hyphen
 time job
 raise above the line
 She's here finally!
 change a hyphen
 Stet (don't change)
 He already left.

