Proofreading Marks

Mark	Meaning	Example
¶	begin a new paragraph	¶ Make a new paragraph.
⹀	use a capital letter	this needs a capital letter
/	use a lowercase letter	Don't capitalize Horse.
∧	insert something	A is missing. word
◯	close up a space	Some thing is one word.
#	insert a space	This needs a space.
ℯ	delete something	Delete a duplicate word.
⌣	switch the order	How you are
sp	spelling error	sp Which werd is misspelled?
◯	missing punctuation mark	Something is missing◯