

Proofreading Marks

The mark	What it means	How to use it
	Delete: take out something here.	car y mufflers should shou ld
^	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 ⁽ body
	Delete and close the gap.	the gir ⁽ raffe
¶	New paragraph here.	"Yes." said Jack. ¶ "All right." said Jill.
	No paragraph: keep sentences together.	The meeting was brief. — — It lasted twenty minutes.
2	Transpose: switch these things.	fr ² ends/both ² were
^	Change or insert this letter.	l ⁱ ake ^s ucess
≡	Make this a capital letter.	old <u>dr.</u> <u>s</u> mith
/	Make this a small letter.	My <u>u</u> ncle lost a <u>s</u> hovel.
o	Spell it out.	His ^o friends are Fido ^o Spot.