

Proofreading Marks

The mark	What it means	How to use it
	Delete: take out something here.	car/ m ufflers should sh ould
^	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 l affe
¶	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 e nds/bo th were/
^	Change or insert this letter.	l ⁱ ake succ ^e s
≡	Make this a capital letter.	old <u>dr.</u> <u>s</u> mith
/	Make this a small letter.	My U n ⁿ cle lost a S hovel.
o	Spell it out.	His ^o friends are Fido ^o Spot.
o	Insert a period.	It was raining. I got wet.
^,	Insert a comma.	"London, England," he said.
v	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. ?