

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 ^o body |
| | Delete and close the gap. | the gir r affe |
| | New paragraph here. | "Yes." said Jack. ^P "All right." said Jill. |
| | No paragraph: keep sentences together. | The meeting was brief. [—] It lasted twenty minutes. |
| | Transpose: switch these things. | fr ie nds/ ^{bo} th were ^l |
| | Change or insert this letter. | l ⁱ ke suc ^c ess |
| | Make this a capital letter. | old <u>dr.</u> <u>s</u> mith |
| | Make this a small letter. | My U ncle lost a S hovel. |
| | Spell it out. | His ² friends are Fido ⁸ Spot. |
| | Insert a period. | It was raining. I got wet. |
| | Insert a comma. | "London, England," he said. |
| | 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 <u>1942</u> . [?] |