

Proofreader's Marks

SYMBOL	REVISION	EDITED COPY	CORRECTED COPY
	Transpose letters or words.	to efficiently keyboard for a long period	to keyboard efficiently for a long period
	Delete copy.	Send two of three copies	Send three copies
	Cross the misstroke and write correct letter above.	the major p problem	the major problem
	Change copy as indicated.	The copy will be sent was mailed	The copy was mailed
	Close up horizontal space.	the letter head	the letterhead
	Insert copy (caret).	When receive the copy we edited	when we receive the edited copy
	Insert period.	Donald P. Miller	Donald P. Miller
	Insert question mark.	Are you sure ?/ I am.	Are you sure? I am.
	Insert exclamation point.	No !/ I refuse	No! I refuse....
	Insert punctuation mark.	Mary's comment was, The project must be completed by 1:30, otherwise, it will be of no value.	Mary's comment was, "The project must be completed by 1:30; otherwise, it will be of no value."
	Insert space.	The text on the shelf	The text on the shelf
	Use lowercase letters.	THE MAIN Event <i>lc</i>	The Main Event
	Capitalize single letters or words.	e astern; p acific	Eastern; Pacific
	Double-space. (Leave one blank line.)	DS Dear Miss Smith Thank you for	Dear Miss Smith Thank you for....
	Single-space. (Leave no blank line.)	SS We are happy to announce that	We are happy to announce that
	Quadruple-space. (Leave three blank lines.)	QS May 1, 20-- John J. Smith, CEO	May 1, 20-- John J. Smith, CEO
	Let it stand; ignore correction.	<i>stet</i> Our proposed seminar will likely be held	Our proposed seminar will likely be held.
	Move copy in the direction of the bracket.	Sincerely yours John Jones Manager	Sincerely yours <i>(QS)</i> John Jones Manager
	Begin new paragraph.	Bf at the meeting. Beginning in June our nextat the meeting. Beginning in June our next.....
	Underline or italicize.	All requests <u>must be</u>	All requests <u>must be</u>
	Align copy.	1. Call to order // 2. Approval of minutes	1. Call to order 2. Approval of minutes
	Spell out word or number.	1945 North Water St. SP	1945 North Water Street
	Insert hyphen.	His mother-in-law	His mother-in-law