

# Proofreader's Marks

<u>Symbol</u>	<u>Meaning</u>	<u>Marked Copy</u>	<u>Corrected Copy</u>
Cap or ≡	Capitalize	dallas, texas	Dallas, Texas
^	Insert	two <sup>or three</sup> people	two or three people
ℓ	Delete	the man <del>and woman</del>	the man
□	Move to left	□ human relations	human relations
#	Add space	follow <sup>#</sup> these	follow these
/lc	Lowercase letter	in the <sup>lc</sup> Fall of 1983	in the fall of 1983
⌋	Close up space	sum⌋mer	summer
tr or ~	Transpose	When⌋is it	When it is
□	Move to right	skills for living □	skills for living
∨	Insert apostrophe	Mac's book	Mac's book
∩	Insert quotation marks	She said, "No."	She said, "No."
⌋	Move down	falle⌋n	fallen
⌈	Move up	straight⌈t	straight
¶	Paragraph	¶ The first and third page	The first and third page
No New ¶	No new paragraph	No New ¶ The first and third page	The first and third page
Ⓢ	Spell out	Ⓢ Dr.	Doctor
stet or .....	Let it stand; ignore correction	<del>most</del> efficient worker	most efficient worker
—	Underline or italics	<u>Business World</u>	<i>Business World</i>
⊙	Insert period	the last word ⊙	the last word.
SS	Single Space	ww - wrong word	
DS	Double Space		
TS	Triple Space		
QS	Quadruple Space		