

# Proofreader's marks

- ☞ or ✂ or ✂ delete; take ~~it~~ out
- ⊂ close up; print as one word
- ☞ delete and close up
- ^ or > or ˆ caret; insert here (*something*)
- # insert aspace
- eg# space evenly ^ where indicated
- stet let marked ~~text~~ stand as set
- tr transpos; change order the
- / used to separate two or more marks and often as a concluding stroke at the end of an insertion
- [ L set farther to the left
- ] set farther to the right
- ˆ set æ or fl as ligatures æ or fl
- = straighten alignment
- // straighten or align
- x imperfect or broken character
- indent or insert em quad space
- ¶ begin a new paragraph
- Ⓟ spell out (set 5 lbs) as five pounds)
- cap set in capitals (CAPITALS)
- sm cap or s.c. set in small capitals (SMALL CAPITALS)
- lc set in Lowercase (lowercase)
- ital set in italic (*italic*)
- rom set in roman (roman)
- bf set in boldface (**boldface**)
- = or -/ or ≡ or /H hyphen
- 1/4 or en or N/ en dash (1965–72)
- 1/4 or em or M/ em — or long — dash
- ✓ superscript or superior (<sup>3</sup>as in  $\pi r^2$ )
- ^ subscript or inferior (<sub>2</sub>as in H<sub>2</sub>O)
- ◊ or X centered ☞ for a centered dot in  $p \cdot q$
- ☞ comma
- ☞ apostrophe
- ⊙ period
- ; or ;/ semicolon
- : or Ⓢ colon
- ☞ or ☞ or ☞ quotation marks
- (/) parentheses
- [/] brackets
- OK/? query to author: has this been set as intended?
- ↓ or 1/1 push down a ~~work-up~~
- ⊙<sup>1</sup> turn over an inverted letter
- wf<sup>1</sup> wrong font; a character of the w~~rong~~ size or esp. style