

# PROOFREADERS' MARKS

Symbol	Meaning	Example
∅ or ♂ or ∅	delete	take <del>it</del> out
⊂	close up	print as <u>o</u> ne word
⊃	delete and close up	<del>close</del> up
^ or > or h	caret	insert here <i>(something)</i>
#	insert a space	put <u>o</u> n here
eg#	space evenly	space evenly <u>^</u> where <u>^</u> indicated
stet	let stand	let marked <del>text</del> stand as set
tr	transpose	change <u>order</u> <u>the</u>
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	<u>L</u> too far to the right
]	set farther to the right	too <u>l</u> far to the left
~	set as ligature (such as æ)	encyclo <u>p</u> ædia
=	align horizontally	<u>alignment</u>
	align vertically	<u>  </u> align with surrounding text
x	broken character	im <u>per</u> fect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓢ	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO.
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set <u>South</u> as south
ital	set in italic	set <u>oeuvre</u> as oeuvre
rom	set in roman	set <u>mensch</u> as mensch
bf	set in boldface	set <u>important</u> as important
= or -/ or ≡ or /M/	hyphen	multi-colored
<sup>1</sup> / <sub>N</sub> or en or /N/	en dash	1965-72

$\frac{1}{M}$ or <u>em</u> or <u>(M)</u>	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	$\overset{2}{3}$ as in $\pi r^2$
∧	subscript or inferior	$\underset{2}{3}$ as in $H_2O$
∨ or ∨	centered	∨ for a centered dot in $p \cdot q$
↵	comma	
↵	apostrophe	
⊙	period	
; or ;/	semicolon	
: or ⊙	colon	
«» or «»	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ↓ <sup>1</sup>	push down a work-up	an unintended <del>mark</del>
⊙ <sub>1</sub>	turn over an inverted letter	inverted
wf <sup>1</sup>	wrong font	wrong size or style

marking proofs of photocomposed matter.

w.c

word choice

?

Huh? → clarity