

Key to Proofreaders' Marks

Delete and Insert

- ℓ Delete, take out
- ⌞ Delete and close up
- ℓ/5 LETTER SP A CE
- # Insert space (more space)
- Em quad space or indention
- stet Let it stand (all ~~matter~~ above dots)

Punctuation Marks

- ⊙ Period
- ↵ Comma
- ⊚ Semicolon
- ⌘ Open quotes
- ⌘ Close quotes
- ?/ Question mark
- !/ Exclamation point
- = Hyphen
- (/) Parenthesis
- :/ Colon
- √ Apostrophe

Style of Type

- wf Wrong style of type
- lc Set in LOWERCASE or ~~LOWERCASE~~
- lc/caps Lower case with Initial Caps
- sc SET IN small capitals
- rom Set in roman type
- ital Set in italic type
- lf Set in lightface type
- bf Set in boldface type
- caps SET IN capital letters

Spacing

- Close up entirely; take out space
- Less space between words
- Insertspace #

Paragraphing and Positions

- Center
- Move to right
- Move to left
- Lower (letter or words)
- Raise (letter or words)
- Align horizontally
- Align vertically
- Begin a paragraph ¶
- No paragraph no ¶
- Run in run in
- flush ¶ ← No paragraphs indention
- Transpose letter in a word tr
- Transpose enclosed in circle matter tr

Miscellaneous

- Broken type ✕
- Invert (upside-down type) ?
- Push down |space ↓
- Spell out Pres. Bremer sp
- OK "with corrections" ok w/c
- or "as corrected" ok a/c
- Insert (caret) ^
- Em (long dash) $\frac{1}{m}$
- En (short dash) $\frac{1}{n}$