

**Table 6.1: Proofreading Marks**

Mark	What It Means	How to Use It
	Delete a letter, word, or phrase.	Harry <del>g</del> Potter was <del>was</del> sorted into Gryffindor.
	Insert a letter, word, or phrase.	Ron <sup>a</sup> Wesley was also in Gryffindor.
	Insert a period.	Professor Snape didn't like Harry He gave him lots of homework. ○
	Insert a comma.	King's Cross Station is in London, England.
	Insert a space.	Hermione had very bushy hair.
	Insert a quotation mark or an apostrophe.	"Happy Christmas, Harry, said Ron.
	Delete space; close up the gap.	Harry a nd Ron were mad about Quidditch.
	Delete and close the gap.	Ron had a pet rat named Sc <del>rabbers</del> .
	Begin a new paragraph.	"He's not Fred. I am," said George. ¶ "Just kidding," said Fred.
	Run up; keep sentences in the same paragraph.	Ron couldn't wait to get to dinner. He was positively starving.
	Transpose; switch words or phrases around.	Ron and Harry <del>both</del> were thrilled to be back at Hogwarts.
	Capitalize a letter, word, or phrase.	Hermione granger was the smartest girl in the class.
	Make this lowercase.	Harry's <del>U</del> ncle despised magic.
	Spell this out.	His <del>o</del> favorite teachers were Professor Dumbledore and Professor McGonagall.
	Let it stand; do not change.	Use when a proofreading mark is incorrect.

Source: Glass, K. T. (2017a). The fundamentals of (re)designing writing units (p. 29). Bloomington, IN: Solution Tree Press.