

## Proofreader's Marks

Mark	Meaning	Example
	Delete	Our <del>our</del> reunion
	Close up, no space	My grand <del> </del> mother
	Delete and close up	My grand <del> </del> father
	Insert space	family <del> </del> room
	Insert word or letter	fam <sup>i</sup> ly
	Transpose	sist <del>re</del>
	Insert comma	make a list <sup>,</sup> inviting
	Insert period	Hope for the best <sup>.</sup>
	Insert apostrophe	your sister <sup>'s</sup> cousin
	Insert colon	Invite the following <sup>:</sup>
	Insert semicolon	planned a picnic <sup>;</sup> however
	Insert hyphen	sister <sup>-</sup> in <sup>-</sup> law
	Insert quotation marks	a <sup>"</sup> fancy <sup>"</sup> dinner
	Restore to original	wanted to play <del>many</del> <sup>stet</sup> games
	Start new paragraph (or no paragraph intended if preceded by a "no")	We made our lists <sup>¶</sup> First <del>No ¶</del> We made our lists. First
	Capitalize	<u>a</u> unt Carol
	Lowercase	my <del>U</del> ncle
	Parentheses	the surprise guest <del>€</del> (John and Jane) <del>₣</del> ame
	Brackets	"to the [perfect] camp"
	Spell out	He came <u>Sat.</u> evening
	Align	<ul style="list-style-type: none"> <li>• Make a list</li> <li>• Find a place</li> <li>• Assign jobs</li> </ul>
	Move left	[Make a list
	Move right	Make a list ]
	Superscript	4 <sup>v</sup>
	Subscript	H <sub>2</sub> O