



















# PROOFREADERS' MARKS

Symbol	Meaning	Example
 or  or 	delete	take <del>X</del> out
	close up	print as <u>one</u> word
	delete and close up	<del>close</del> up
 or  or 	caret	insert here  (something
	insert a space	put one  here
	space evenly	space  evenly  where  indicated
	let stand	let marked <del>text</del> stand as set
	transpose	change  order  the
	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
	set farther to the left	 too far to the right
	set farther to the right	too  far to the left
	set as ligature (such as æ)	encyclo <p>æ</p> dia
	align horizontally	 alignment
	align vertically	 align with surrounding text
	broken character	imperfect 
	indent or insert em quad space	
	begin a new paragraph	
	spell out	set <u>5 lbs.</u> as five pounds
	set in CAPITALS	set <u>nato</u> as NATO
 or 	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
	set in lowercase	set <del>South</del> as south

<i>ital</i>	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
<i>rom</i>	set in roman	set <u>mensch</u> as mensch
<b>bf</b>	set in <b>boldface</b>	set <u>important</u> as <b>important</b>
= or -/ or ⌘ or /H/	hyphen	multi-colored
<sup>1</sup> / <sub>N</sub> or <u>en</u> or /N/	en dash	1965–72
<sup>1</sup> / <sub>M</sub> or <u>em</u> or /M/	em (or long) dash	Now—at last!—we know.
✓	superscript or superior	✓ <sup>2</sup> as in $\pi r^2$
^	subscript or inferior	^ <sub>2</sub> as in H <sub>2</sub> O
⋈ 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>
⊙ <sup>1</sup>	turn over an inverted letter	inve <sup>1</sup> ted
wf <sup>1</sup>	wrong font	wrong si <sup>1</sup> Ze or style

<sup>1</sup>The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.