










Proofreaders' Marks







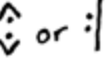



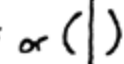
OPERATIONAL SIGNS

-  Delete
-  Close up; delete space
-  Delete and close up (use only when deleting letters *within* a word)
-  Let it stand
-  Insert space
-  Make space between words equal; make space between lines equal
-  Insert hair space
-  Letterspace
-  Begin new paragraph
-  Indent type one em from left or right
-  Move right
-  Move left
-  Center
-  Move up
-  Move down
-  Flush left
-  Flush right
-  Straighten type; align horizontally
-  Align vertically
-  Transpose
-  Spell out

TYPOGRAPHICAL SIGNS

-  Set in italic type
-  Set in roman type
-  Set in boldface type
-  Set in lowercase
-  Set in capital letters
-  Set in small capitals
-  Wrong font; set in correct type
-  Check type image; remove blemish
-  Insert here *or* make superscript
-  Insert here *or* make subscript


PUNCTUATION MARKS


-  Insert comma
-  Insert apostrophe *or* single quotation mark
-  Insert quotation marks
-  Insert period
-  Insert question mark
-  Insert semicolon
-  Insert colon
-  Insert hyphen
-  Insert em dash
-  Insert en dash
-  Insert parentheses

The following list is taken from figure 2.6 of the 16th edition of the Chicago Manual of Style.
www.chicagomanualofstyle.org/tools_proof.html


Proof Reading Marks


Mark Meaning


 Delete (take out)


 Disregard proof correction mark


 Close up


 Change to capital letters


 Change to a lowercase letter


 Change to small capital letters


 Change to underlined letters


 Change to bold type


 Change to italic letters


 Replace with correct font


 Insert (or substitute) en-dash

 Insert (or substitute) em-dash

 Insert (or substitute) period

 Insert (or substitute) comma

 Insert space into the text

 Correct alignment of text


 Begin new paragraph

 Center text


 Move text down

 Move text up


 Move text left

 Move text right

 Transpose items

 Insert brackets into the text

 Insert parentheses into the text

 Invert piece of text

<http://designerstoolbox.com/designresources/proofing/>