

PROOF READER'S MARKS

MEANING	MARGINAL MARK	TEXT MARK
Full point	⊙	^
Insert apostrophe	→	^
Insert single quote marks	→ →	^ ^
Insert double quote marks	→ →	^ ^
Delete	↯	/
Delete and close up	↯	() above and below letter to be deleted
Delete and leave space	#	/
Leave as printed	Stet under letters to remain
Capitals	Caps	≡≡≡ under words
Small capitals	s.caps	≡≡≡ under words
Italic	itals.	— under words
Roman	Rom.	Encircle words
Wrong font	wf.	Encircle words
Invert type	↻	Encircle
Transpose	trs.	↵ between words or letters
Close up. Delete space between letters	()	() Linking words or letters
Indent one em	□ /	⋈
Move to left	↵	⋈
Move to right	↵	⋈
Take letter or word from end of one line to beginning of next	take over	⌋
Take letter or word from beginning of one line to end of preceding one	take back	⌈
Raise lines	↑	↑ over lines to be moved
Lower lines	↓	↓ under lines to be moved
Broken type face	X	Encircle
Words wanted. See copy	out s.c.	—
Change to lower case	l.c.	Encircle
Change to bold type	bold	⋈ under letters
Insert square brackets	[/]	^ ^
Insert hyphen	/ - /	^
Abbreviation to be spelt out in full	Spell out	Encircle
New paragraph	N.P.	⌋ Before first word of new paragraph
Query to Author	Q y.	
Straighten	≡≡	≡≡ Trough lines to be straightened
No fresh paragraph	Run on	↪ between pars.
Submit further proof	Revise & sign	—
Print off	Press & sign	—
Clean proof wanted	Clean proof & sign	—