

WORDFIRM INC.

Proofreader's Marks

| Mark in Margin | Mark in Text | Meaning | Corrected Text |
|----------------|------------------------------|-------------------------------------|------------------------------|
| ⊙ | were finished We were | Insert period | were finished. We were |
| ∩ | was secondary but | Insert comma | was secondary, but |
| ∩ | hardwood it is | Insert semicolon | hardwood; it is |
| ⊙ | to the following | Insert colon | to the following: |
| ↵ | proofreaders marks | Insert apostrophe | proofreader's marks |
| ≡/∩ | the old man was | Insert quotation marks | the "old man" was |
| = | the hard cover book | Insert hyphen | the hard-cover book |
| — | John Smith | Insert em dash | —John Smith |
| — | in 1981 1988 | Insert en dash | in 1981–1988 |
| ? | "When is it?" I asked. | Insert question mark | "When is it?" I asked. |
| ! | "My god" he cried. | Insert exclamation mark | "My god!" he cried. |
| ⊆/∩ | military see page 34 | Insert parentheses | military (see page 34) |
| [/] | "Sen. (Bob) Dole is" | Insert brackets | "Sen. [Bob] Dole is" |
| ½ | water, HO | Insert subscript figure | water, H ₂ O |
| ¾ | E = MC | Insert superscript figure | E = MC ² |
| first | the officer | Insert addition | the first officer |
| ∩ | then we read three books | Delete, take out letter or word | then we read three books |
| ∩ | In the riv/er was | Delete and close up | In the river was |
| ∩ | we went any way | Close up | we went anyway |
| ∩ | the time was | Reduce space | the time was |
| # | log onto | Add space | log on to |
| tr. | was the man only that | Transpose | was the only man that |
| tr. | in this way we were notified | Transfer to position shown by arrow | we were notified in this way |

| Mark in Margin | Mark in Text | Meaning | Corrected Text |
|----------------|---|--|---|
| ¶ | their chance. We saw this as an | Make new paragraph | their chance. We saw this as an |
| no ¶ | when it began. But, this was | Remove paragraph | when it began. But, this was |
| ☐ | ☐ Our Times | Move to the left | Our Times |
| ☐ | After the War ☐ | Move to the right | After the War |
| ☐☐ | ☐ Peace at Last ☐ | Center text | Peace at Last |
| | Chapter 1 Chapter 2 Chapter 3 | Align type | Chapter 1 Chapter 2 Chapter 3 |
| ld. | the chemical reaction caused an explosion | Insert lead between lines | the chemical reaction caused an explosion |
| w.f. | in the line of fire | Wrong font; change to proper face | in the line of fire |
| b.f. | Chapter 2 | Change to boldface | Chapter 2 |
| b.f. ital. | <u>Nearing the End</u> | Change to bold italics | <i>Nearing the End</i> |
| rom. | the fox ran under | Set in roman type | the fox ran under |
| ital. | the term gloaming was | Set in italics | the term <i>gloaming</i> was |
| u.c. | Amazing grace | Set in uppercase | Amazing Grace |
| caps | <u>Help me!</u> | Set in large capitals | HELP ME! |
| S.C. | 10:30 <u>a.m.</u> | Change to small capitals | 10:30 A.M. |
| C.S.C. | <u>Chapter 1: The Beginning</u> | Set initial large capitals; others, small capitals | CHAPTER 1: THE BEGINNING |
| l.c. | our grandmother | Change to lowercase | our grandmother |
| l.c. | he said HELLO | Change all to lowercase | he said hello |
| OK? | temperature of 100 C | Query | temperature of 100 C |
| sp. | the 2nd runner-up | Spell out | the second runner-up |
| stet | in due course | Let stand | in due course |