Copy Editing Symbols

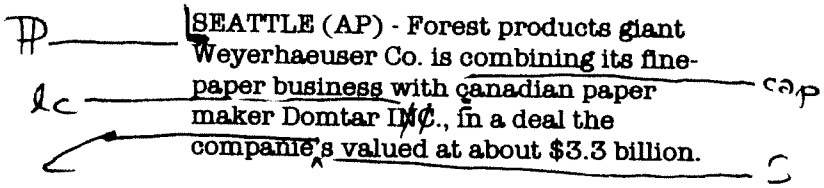
The symbols presented below are for copy that has not yet been placed into columns. On the back are a set of proofreader's symbols that used for text has been placed in columns.

¶ Is a paragraph mark.	paragraph mark
⌊Start a new paragraph.	new paragraph
⌢This means run in—no new paragraph.	run in
Transpose ∫words these∫	transpose
A circle around (ninety) or other spelled out numbers means use numerals.	use numerals
A circle around a numeral, such as (2), means spell it out.	spell out
Circling a full name, such as (Pennsylvania), means abbreviate.	abbreviate
Circling an abbreviation, such as (PA), means spell out as a full name.	don't abbreviate
Three lines under letters or words, such as u.s., means use uppercase. ≡≡	uppercase
A slash through a Letter means use lowercase.	lowercase
A wavy line under text means use boldface.	boldface
A straight line under text means use italics.	italics
These ma⌒rks mean close up the space.	close up space
This⌊mark mean insert space.	insert space
The word "stet" means ~~retain~~ stet the text as originally written.	retain original
A carat means insert a^word.	insert word
This symbol means ~~to~~ delete.	delete
⌋These marks mean center.⌊	center
A right bracket means flush right.⌋	flush right
⌊A left bracket means flush left.	flush left
For example^this means insert comma.	insert comma
It's easy to insert an apostrophe.	insert apostrophe
I said, "Please insert quotation marks."	insert quotation marks
Insert a period after this sentence ⊙ or ⊗	insert period
These are ready=made correction symbols.	insert hyphen
To insert a dash, do this.	insert dash

Proofreader's Marks

Use **proofreader's marks** for text **that has been placed in columns**. In marking proofs, two basic marks are made for each error: **1.) a pencil line** running from the point of the error and **2.) a proofreader's mark** at the end of that line. Corrections should be noted in the margins to the left or right of the error, opposite the line of type in which the error occurs.

Example:



Insertions (Note: Put caret mark [^] in text to show where insertion should go.)

- insert period
- insert comma
- insert semicolon
- insert colon
- insert quotation mark (or)
- insert apostrophe or single quotation mark (or)
- insert question mark
- insert exclamation mark
- insert hyphen (or)
- insert en dash (or)
- insert em dash (or)
- insert slash
- insert parenthesis (or)
- insert square bracket (or)
- insert space between words
- insert added text (more than 10 words or so) found on separate sheet. Put a caret in original text to show where insert goes; label insert by page no. (e.g., first insert on p. 12 is "12A").

Deletions and Replacements

- delete the letter or word
- close up (delete an needed space)
- delete and close up
- delete and leave open
- spell out circled text (or, if it's already spelled out, *don't* spell it out)
- stet — let stand: in text, all matter above dots

Type Size and Style

- lc — lowercase letter
- cap — CAPITAL LETTER
- clc — LOWERCASE with initial capital
- rom — set in roman (plain) type
- ital — *set in italic type*
- bf — **set in boldface type**
- bfital — ***set in boldface italic type***

Position of Copy

- move right
- move left
- move up
- move down
- center
- even up lines vertically
- even up lines horizontally
- Begin a new paragraph here *or:* Begin a new paragraph here
- run in (or) no ¶ — No paragraph here. Run in.
- start next line here
- tr or N — transpose: reorder marked (or letters) words
- add a blank line ("line space")