

Proofreaders' Marks

Mark in Margin	Instruction	Mark on the Manuscript	Corrected Type
	Delete	student housing is	housing is
<i>freshman</i>	Insert	Most [^] students live	Most freshman students live
<u>stet</u>	Let stand	student housing is	student housing is
<u>cap</u>	Make upper case (capital)	Marquette <u>u</u> niversity	Marquette University
<u>lc</u>	Make lower case	the P olitical S cience class	the political science class
<i>ital</i>	Make italics	Most <u>s</u> tudents live	Most <i>students</i> live
<u>tr</u>	Transpose	housing <u>^</u> student <u>^</u> is	student housing is
<u> </u>	Close space	the un <u>^</u> iversity	the university
<u>sp</u>	Spell out	<u>MUSG</u>	Marquette University Student Government
#	Insert space	the history <u>^</u> faculty	the history faculty
¶	Start paragraph	Most students live ... ¶ University facilities ...	Most <i>students</i> live ... University facilities ...
<u>run in</u>	No paragraph	... in university facilities; However, in university facilities. However, ...
<u>sc</u>	Set in small capitals	the <u>faculty</u>	the FACULTY
<u>rom</u>	Set in roman type	the <u>faculty</u>	the faculty
bf	Set in bold face	the <u>faculty</u>	the faculty
<u>lf</u>	Set in light face	the <u>faculty</u>	the faculty
<u>.</u>	Insert period	The course is no longer offered <u>^</u>	The course is no longer offered.
<u>,</u>	Insert comma	However <u>^</u> we regret to inform you ...	However, we regret to inform you ...
<u>-</u>	Insert hyphens	day <u>^</u> by <u>^</u> day	day-by-day
<u>:</u>	Insert colon	by calling the following number <u>^</u>	by calling the following number:
<u>;</u>	Insert semicolon	The course is not offered in the fall <u>^</u> it is offered in the spring.	The course is not offered in the fall; it is offered in the spring.
<u>'</u>	Insert apostrophe	the student <u>^</u> s book	The student's book
<u>"</u>	Insert quotation marks	... will contribute to the academic atmosphere <u>^</u> Said Smith.	... will contribute to the academic atmosphere," Said Smith.
<u>(/)</u>	Insert parentheses	Mary Brown <u>^</u> Class of 1984 <u>^</u>	Mary Brown (Class of 1984)
<u>[/]</u>	Insert brackets	(Mary Brown <u>^</u> 1980-1984 <u>^</u> attended ...)	(Mary Brown [1980-1984] attended ...)
<u>—</u>	Insert en dash	1950 <u>^</u> 1960	1950–1960
<u>—</u>	Insert em dash	The message <u>^</u> be successful.	The message—be successful
<u>²</u>	Insert superior type	2 <u>^</u> =4	2²=4
<u>₂</u>	Insert inferior type	H <u>^</u> O	H₂O
<u>*</u>	Insert asterisk	the student <u>^</u>	the student*
<u>l</u>	Flush left	The course is offered at this location.	The course is offered at this location.
<u>r</u>	Flush right	The course is offered at this location.	The course is offered at this location.
<u>¶</u>	Flush paragraph	The course is offered at this location.	The course is offered at this location.
<u>...</u>	Ellipsis	the student <u>^</u>	the student ...