

## Proofreaders' Marks

Operational Signs			Typographical Signs			Punctuation Marks		
Instruction	Mark in Margin	Example (Mark in Text)	Instruction	Mark in Margin	Example (Mark in Text)	Instruction	Mark in Margin	Example (Mark in Text)
Delete		the broken CD	Set in italic type		the <u>silver</u> computer	Insert comma		The blue mug <sup>A</sup> the silver computer and the broken CD
Close up; delete space		the broke n CD	Set in roman type		the <u>silver</u> computer	Insert apostrophe or single quotation mark		the blue mugs handle
Delete and close up (only when deleting letters within a word)		the broken CD	Set in boldface type		the silver computer	Insert quotation marks		They said, Blue mug!
Let it stand; Keep as is		the broken CD	Set in lowercase		The <u>silver</u> computer	Insert period		This is a blue mug <sup>A</sup>
Insert space		thebroken CD	Set in capital letters		the silver computer	Insert question mark	?	Is this your blue mug <sup>A</sup>
Make space between words equal		the broken CD	Set in small capitals		THE SILVER computer	Insert semicolon		Use the blue mug dirty the blue mug. <sup>A</sup>
Begin a new paragraph		the broken CD. <sup>A</sup> computer	Wrong font; set in correct type		the silver computer	Insert colon		the following mugs <sup>A</sup>
Indent type one em from left or right		the broken CD	Insert here or make superscript		the <sup>A</sup> computer	Insert hyphen		the blue green mug <sup>A</sup>
Move right		the broken CD				Insert em dash		The blue mug is microwavable <sup>A</sup> or so the label says <sup>A</sup> and can hold two cups of water.
Move left		the broken CD				Insert en dash		The blue mug is 3 <sup>A</sup> 3.5 inches in diameter.
Center		the broken CD				Insert parentheses		The blue mug is microwavable <sup>A</sup> or so the label says <sup>A</sup> and can hold two cups of water.
Move up		the broken CD						
Move down		the broken CD						
Flush left; no indent		the broken CD						
Flush right; indent		the broken CD						
Align vertically		the broken CD						
Transpose		the CD broken						
Spell out		broken CDs						