




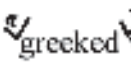








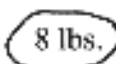










Proofreader's (Editing) Marks

FUNCTION	IN TEXT	IN MARGIN
align horiz	=	=
alignment vert		
boldface	word <u> </u>	bf
brackets	[]	[/]
broken type	_	x
capitals	word <u> </u>	cap
center	X	X
close up	word ^s	C
delete	word	/
delete and close up	word	/
em dash	Words ¹ _M writer	em
en dash	word ¹ _N writer	en
equal space	^	eg #
hyphen	^ v	=
insert	word ^	^
insert apostrophe	Word-writers ³	v
insert colon	word ^o special one	o

Proofreader's (Editing) Marks, *continued*

FUNCTION	IN TEXT	IN MARGIN
insert comma	word then you 	
insert em space	$\frac{ }{M}$	
insert period	words 	
insert quotes		
insert semicolon	word  therefore	
insert space	word-writergame 	#
italics	<u>word</u>	<i>ital</i>
let stand	words	<i>stet</i>
lower case	Word	lc
no paragraph	no ¶	no ¶
paragraph	¶	¶
parentheses	word(correct)	(✓)
roman type	<u>word</u>	rom
separate	word/game	/
set to left		
set to right		
small caps	<u>word</u>	s.c.
spell out numbers		sp

Proofreader's (Editing) Marks, *continued*

FUNCTION	IN TEXT	IN MARGIN
subscript		
superscript		
transpose		
turn inverted letter		
wrong font	