

TABLE 12-1 Proofreader's Marks

Proofreader's Mark	Draft Copy	Finished Copy
s [Single space	s [ Read a good book	Read a good book
d [Double space	d [ every day	every day
⌘ Indent two spaces	His address is	His address is
⊙ Insert period	⌘ 450 Newport Avenue	450 Newport Avenue
^ Insert comma	Mr. Herbert Hoover	Mr. Herbert Hoover
⊙ Insert colon	Marysville, Indiana	Marysville, Indiana
;/ Insert semicolon	Dear Mr. Adams,	Dear Mr. Adams:
?/ Insert question mark	letter of March 6, your question	letter of March 6; your question
✓ Insert apostrophe	Will he come,	Will he come?
✓ Insert quotation marks	the captain's ship	the captain's ship
=/ Insert hyphen	his remark, "don't be late,"	his remark, "don't be late"
# Insert space	a one-time thing	a one-time thing
^ Caret—to mark exact position of error	townhouse	town house
~ Delete	Insert caret to show error	Insert caret to show error
○ Close up	It may not be yours	It may be yours
⊖ Delete and close up	Close	Close
¶ Begin new paragraph	Merry Christmas	Merry Christmas
no ¶ No paragraph	At the time	At the time
// Align vertically	This is correct	This is correct
= Align horizontally	Ellen Peters	Ellen Peters
⊔ Move right	Alice Brown	Alice Brown
⊔ Move left	Dear Doctor Roberts	Dear Doctor Roberts
⊔ Move up	\$10,000	\$10,000
⊔ Move down	Read a book	Read a book
⊔ Center	Move	Move
↔ Transpose	Move	Move
Ⓢ Spell out	\$10,000	\$10,000
stet.... Let it stand	resilient	resilient
lc Lower case	3 years ago	three years ago
≡ Upper case	They were very sad	They were very sad
sc Set in small capitals	It is a big house	It is a big house
ital Set in italic	Robert Birch	Robert Birch
bf Set in bold	Regional	REGIONAL
wf Wrong font	special	special
^ Superscript	federal government	<b>federal government</b>
~ Subscript	investment	investment
⌘ Ligature Æ	reference number 3	reference number <sup>3</sup>
	reference number 7	reference number <sub>7</sub>
	æsoP	æsop