

Proofreader's Marks

These standard marks are used in pairs, one in the text where the change is to be made and one in the right margin only.

Mark in the margin	Mark in typeset text
$\cancel{\text{f}}$	delete; take $\cancel{\text{f}}$ out
C	close up; print as C ne word
$\cancel{\text{C}}$	delete and $\cancel{\text{C}}$ lose up
a word	caret; insert \wedge here
#	insert a space
eq. \#	space \wedge evenly \wedge where \wedge indicated
stet	let marked stet stand as set
tr	transpose; change tr the
/	used to separate two or more marginal marks and often as a concluding stroke after the final of several marginal marks
\llcorner	\llcorner set farther to the left
\lrcorner	set farther to the right \lrcorner
//	//align on margin
\otimes	imperfect or broken character
\square	\square indent
\P	\P begin a new paragraph
sp	spell out (set sp as two)
ok/?	the printer will underline or circle a typeset word (or words) to alert the author that the copy may be incorrect but has been set as typed on the manuscript
cap	set in <u>capitals</u> (CAPITALS)
lc	set in <u>lowercase</u> (lowercase)
ital	set in <u>italic</u> (italic)
rom	set in <u>roman</u> (roman)
bf	set in <u>boldface</u> (boldface)
/=/	insert hyphen (self \wedge imposed)
\vee	superscript (\vee as in χ^2)
\wedge	subscript (\wedge as in H_2O)
\diamond	centered \diamond for a centered dot in $p \cdot q$)
y	insert comma (yes \wedge whereas)
v	insert apostrophe (editors v)
\odot	insert period (end \wedge Then)
;	insert semicolon (this \wedge in)
:	insert colon (Tests \wedge Part 1)
"/	insert quotation marks (less than \vee comparative)
(/)	insert parentheses \wedge only two \wedge
[/]	insert brackets (these \wedge 12 \wedge subjects)