

## PROOFREADERS' MARKS

Symbol	Meaning	Example
o or o or o	delete	take <del>it</del> out
c	close up	print as <u>one</u> word
o	delete and close up	<u>close</u> up
^ or > or h	caret	insert here <i>(something)</i>
#	insert a space	put one <sup>^</sup> here
eg#	space evenly	space <sup>^</sup> evenly <sup>^</sup> where <sup>^</sup> indicated
stet	let stand	let marked <del>text</del> stand as set
tr	transpose	change <u>order</u> the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	<u>L</u> too far to the right
]	set farther to the right	too <u> </u> far to the left
~	set as ligature (such as æ)	encyclo <u>p</u> ædia
=	align horizontally	<u>alignment</u>
	align vertically	<u>  </u> align with surrounding text
x	broken character	im <u>per</u> fect
□	indent or insert em quad space	
¶	begin a new paragraph	
sp	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set <del>South</del> as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
rom	set in roman	set <u>mensch</u> as mensch
bf	set in <b>boldface</b>	set <u>important</u> as <b>important</b>

= or -/ or  or /M/	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or /N/	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	$\overset{2}{\pi}$ as in $\pi^2$
∧	subscript or inferior	$\underset{2}{H}$ as in $H_2O$
⋈ or ⋉	centered	⋈ for a centered dot in $p \cdot q$
↵	comma	
↵	apostrophe	
⊙	period	
⋮ or ;/	semicolon	
⋮ or ⋮	colon	
“” or ””	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ⊥ <sup>1</sup>	push down a work-up	an unintended <del>mark</del>
⊖ <sup>1</sup>	turn over an inverted letter	inve <sub>u</sub> ted
wf <sup>1</sup>	wrong font	wrong si <u>z</u> e or styl <u>e</u>

<sup>1</sup>The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.