

PROOFREADERS' MARKS

Symbol	Meaning	Example
☞ or ☞ or ☞	delete	take it out
○	close up	print as <u>o</u> ne word
☞	delete and close up	<u>close</u> up
^ or > or h	caret	insert here <i>(something)</i>
#	insert a space	put one <u>h</u> ere
eg#	space evenly	space evenly <u>^</u> where <u>^</u> indicated
stet	let stand	let marked <u>text</u> 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>l</u> far to the left
~	set as ligature (such as)	encyclo <u>p</u> ædia
=	align horizontally	<u>align</u> ment
	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	
Ⓢ	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 South 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 boldface	set <u>important</u> as important

= 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.
\surd	superscript or superior	\surd as in $\pi^{\surd 2}$
\wedge	subscript or inferior	\wedge as in $H_2\wedge O$
 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 \perp ¹	push down a work-up	an unintended mark
 ¹	turn over an inverted letter	inve <u>rt</u> ed
wf ¹	wrong font	wrong si <u>z</u> e or style

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