Exploring the Arts Foundation ...the arts forever

Proofreader's Marks

When editing printed text, whether yours or someone else's, it is a good idea to use standard proofreading marks so that everyone will understand what action needs to be taken. Below is a table of the standard marks used by professional publishers and printers when setting type.

| Correction | Symbol |
|-----------------------------------|----------|
| Align | |
| Center | コロ |
| Close up space | \circ |
| Delete | 9- |
| Delete and close up space | <u> </u> |
| Insert apostrophe or single quote | ₹ |
| Insert asterisk | * |

| Correction | Symbol |
|-------------------------------------|-------------------|
| Insert colon | \odot |
| Insert comma | ŝ |
| Insert dagger | † |
| Insert double dagger | # |
| Insert em dash | i M |
| Insert en dash | 1/N |
| Insert hyphen | = |
| Insert indicated text or correction | \wedge |
| Insert parentheses | () |
| Insert period | 0 |
| Insert quotation marks | ٠٠٠ ^{٢٢} |
| Insert semicolon | |

| Correction | Symbol |
|-------------------------------|--------------|
| Insert slash (virgule) | / |
| Insert space | # |
| Let it stand | stet |
| Make subscript | \wedge |
| Make superscript | \checkmark |
| Move down | IJ |
| Move left | Г |
| Move right | コ |
| Move up | П |
| Run into line | run in |
| Spell out or correct spelling | (ap) |
| Start a paragraph | # |
| Straighten line | |

| Correction | Symbol |
|--------------------------------------|---|
| Transpose | £ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ |
| Use bold typeface | A) |
| Use italics | ital |
| Use light typeface | (F) |
| Use lower case letter(s) | (le) |
| Use small cap(s) | (SC) |
| Use standard typeface (roman) | rom |
| Use upper case letter(s) | Cap |
| Wrong font - set in correct typeface | wf |

Instructions

- Use a caret (^) in the line to show where the correction is needed.
- Use both margins—whichever is closer—to indicate the correction to be made.
- If more than one correction is indicated on a line, separate the symbols with a slash (/).
- For corrections that affect only specified letters, like font changes, indicate the letters to be changed by underlining with a series of dots.

Example

Below is an example of proofreader's marks as they are used on a manuscript page. Use this as a guide when proofreading or interpreting markup

Exploring the Arts Foundation Exploring the arts Foundation welcomes you to this web site. Our Mission Exploring the Arts Foundation ETAF) consists of a small group of lovers of the arts who are committed to the propositon that art can make life better for everyone the arts are a source of joy and a wellspring of inspiration. We exist to further this ideal. Of course, we do not restrict our definition of art to the visual arts, such as painting or sculpture; when we say art we include all of the arts/from music/to literature/to $\frac{1}{m} / \frac{1}{m} / \frac{1}{m}$ For more on the scope of art at ETAF, see the topic What's a Muse? and help us to Name that Muse. **Our Status** As you browse the pages of this site, please keep in mind that ExploringTheArts.com is new we provide a fledgling service which we hope will blossom into a significant undertaking. Come back often to see where we are and glimpse where we're going. We need your participation, understanding and support to succeed.

Result

EXPLORING THE ARTS FOUNDATION

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