

# PROOFREADER'S MARKS

SYMBOL IN MARGIN	TEXT MARKINGS	MEANING
	How are <del>f</del> you?	delete
	How are you?	close up
	How are <del>f</del> e you?	delete and close up
	How are you?	space
	How are you?	delete and space
	He is in the inn.	equal space
	Look alive, lady.	close up a little
	I'm fine/And you?	period
	I'm fine/thanks.	comma
	Note Go to jail.	colon
	He's thin/she's fat.	semicolon
	Are you sure/	question mark
	I sure am/	exclamation mark
	^Hi," he said.	open quotation marks
	"Hi, she replied.	close quotation marks
	She's getting fat.	apostrophe
	He's goodnature <del>d</del> .	hyphen
	The Mets won 19/1.	en dash
	Don't go yet.	em dash
	$a^2 + b^2 = c^2$	superscript
	HA <sub>0</sub>	subscript
	"Let's go." "No."	paragraph
	I think: ^	no paragraph
(R.V.) or (no 9)	She is right.	transpose
(SP) or (w.o.)	She's d <del>is</del> ting.	write out (or spell)
(FAP) or (u)	Bread & butter	invert
(CAP) or (l.c.)	Where is home?	capitalize
(CAP) or (l.c.)	The United States	small caps
(CAP) or (l.c.)	In 409 b.c.	lowercase
	The UNITED States	
(i)	She reads the Times.	italics
(rom.)	The news was good.	roman
(bf)	Is this boldface?	boldface
(lf)	Is this lightface?	lightface
(wf)	Robert or Richard	wrong font
(X)	Dog	broken letter
[	She is here.	move up
]	She was there.	move down
⌊	Whaddy know?	move left
⌋	Don't know much.	move right
L	Indent	indent (first line of paragraph)
osf	1949	old style figures (1949)
TBRK		TIME BREAK (BLANK LINE)
PBRK		PAGE BREAK
┌	Line break	LINE BREAK (OR HYPHENATION)