Copy Editing Symbols

The symbols presented below are for copy that has not yet been placed into columns. On the back are a set of proofreader's symbols that used for text has been placed in columns.

◊ Is a paragraph mark.
\underline{Start a new paragraph.}\underline{ }
This means run-in—no new paragraph.
Transpose words these
A circle around\underline{ninety} or other spelled out numbers means use numerals.
A circle around a numeral, such as\underline{2} means spell it out.
Circling a full name, such as\underline{Pennsylvania} means abbreviate.
Circling an abbreviation, such as\underline{PA} means spell out as a full name.
Three lines under letters or words, such as\underline{u.s.}, means use uppercase.
A slash through a letter means use lowercase.
A wavy line under\underline{text} means use boldface.
A straight line under\underline{text} means use italics.
These marks mean close up the space.
\underline{This mark mean insert space.}
The word “stet” means retain the text as originally written.
\underline{A carat means insert word.}
This symbol means \underline{delete}.
\underline{These marks mean center.}
A right bracket means flush right.
A left bracket means flush left.
For example, this means insert comma.
It's easy to insert an apostrophe.
I said, Please insert quotation marks.
Insert a period after this sentence or \underline{or}.
These are ready-made correction symbols.
To insert a dash, do this.

8/28/07
**Proofreader’s Marks**

Use *proofreader’s marks* for text that has been placed in columns. In marking proofs, two basic marks are made for each error: 1.) a **pencil line** running from the point of the error and 2.) a **proofreader’s mark** at the end of that line. Corrections should be noted in the margins to the left or right of the error, opposite the line of type in which the error occurs.

**Example:**

SEATTLE (AP) - Forest products giant Weyerhaeuser Co. is combining its fine-paper business with canadian paper maker Domtar Inc., in a deal the companies valued at about $3.3 billion.

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**Insertions** (Note: Put caret mark [^] in text to show where insertion should go.)

- **insert period**
- **insert comma**
- **insert semicolon**
- **insert colon**
- **insert quotation mark**
- **insert apostrophe or single quotation mark**
- **insert question mark**
- **insert exclamation mark**
- **insert hyphen**
- **insert en dash**
- **insert em dash**
- **insert slash**
- **insert parenthesis**
- **insert square bracket**
- **insert spaces between words**
- **insert additional text** (more than 10 words or so) found on separate sheet. Put a caret in original text to show where insert goes; label insert by page no. (e.g., first insert on p. 15 is “15A”).

**Type Size and Style**

- **lowercase letter**
- **uppercase letter**
- **lowercase with initial capital**
- **set in roman (plain) type**
- **set in italic type**
- **set in boldface type**
- **set in boldface italic type**

**Position of Copy**

- **move right**
- **move left**
- **move up**
- **move down**
- **center**
- **even up lines vertically**
- **even up lines horizontally**
- **begin a new paragraph here**
- **end a paragraph here**
- **run-in or start next line here**
- **transpose; reverse marked letters/words**
- **add a blank line (“line space”)**

**Deletions and Replacements**

- **delete small-letter or word**
- **close up (delete an inserted space)**
- **delete and close up**
- **delete and leave space**
- **spell out circled text (or, if it’s already spelled out, don’t spell it out)**

- ***stet***

  *Let this be in text, all mistakes above do not.*