



PROOFREADERS' MARKS

Symbol	Meaning	Example
☹ or ☺ or ☻	delete	take it out
⊂	close up	print as <u>o</u> ne word
⊃	delete and close up	clo se up
^ or > or ˆ	caret	insert here <i>(something)</i>
#	insert a space	put one [^] here
eg#	space evenly	space evenly [^] where indicated [^]
stet	let stand	let marked text 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	[too far to the right
]	set farther to the right	too] far to the left
ˆ	set as ligature (such as æ)	encyclo ^ˆ pædia
=	align horizontally	<u>alignment</u>



Symbol	Meaning	Example
//	align vertically	// align with surrounding text
x	broken character	imperfect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓢ	spell out	set 5 lbs. as five pounds
cap	set in CAPITALS	set nato as NATO
sm cap or s.c.	set in SMALL CAPITALS	set signal as SIGNAL
lc	set in lowercase	set South as south
ital	set in <i>italic</i>	set oeuvre as <i>oeuvre</i>
rom	set in roman	set mensch as mensch
bf	set in boldface	set important as important
= or -/ or ⌘ or /M/	hyphen	multi-colored
¹ / _N or en or /N/	en dash	1965 – 72
¹ / _M or em or /M/	em (or long) dash	Now—at last—we know.
∨	superscript or superior	2 ² as in π ²
∧	subscript or inferior	2 ₂ as in H ₂ O
⋈ or ∨	centered	⋈ for a centered dot in <i>p · q</i>
↵	comma	
↵	apostrophe	
⊙	period	
; or ;/	semicolon	
: or Ⓜ	colon	
⌞⌟ or ⌞⌞	quotation marks	



Symbol	Meaning	Example
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ⊥ ¹	push down a work-up	an unintended mark
⊗ ¹	turn over an inverted letter	inve _{it} ed
wf ¹	wrong font	wrong si _z e or styl _e

