

Proofreaders' Marks

OPERATIONAL SIGNS

- ∅ Delete
- ⊂ Close up; delete space
- ⊆ Delete and close up (use only when deleting letters *within* a word)
- stet Let it stand
- # Insert space
- eg # Make space between words equal; make space between lines equal
- hr # Insert hair space
- ls Letterspace
- ¶ Begin new paragraph
- Indent type one em from left or right
- ⌋ Move right
- ⌈ Move left
-]⌈ Center
- ⌈ Move up
- ⌋ Move down
- fl Flush left
- fr Flush right
- == Straighten type; align horizontally
- || Align vertically
- tr Transpose
- Ⓢ Spell out

TYPOGRAPHICAL SIGNS

- ital* Set in italic type
- rom Set in roman type
- bf Set in boldface type
- lc Set in lowercase
- caps Set in capital letters
- sc Set in small capitals
- wf Wrong font; set in correct type
- X Check type image; remove blemish
- √ Insert here *or* make superscript
- ∧ Insert here *or* make subscript

PUNCTUATION MARKS

- ∩ Insert comma
- ∪ ∪ Insert apostrophe *or* single quotation mark
- “ ” Insert quotation marks
- ⊙ Insert period
- Ⓢ ? Insert question mark
- ∴ Insert semicolon
- ∴ or ∴ Insert colon
- = Insert hyphen
- Insert em dash
- Insert en dash
- € | for (|) Insert parentheses