

The following are commonly used editing marks when proofreading writing. Use these marks during part of the "Revision" stage in the writing process, and for the "Editing" stage as well. Editing marks should also be used during peer-editing. Take a look at the following marks to see how they are used.

EDITING MARKS	
^	Insert a word, letter, or phrase
↵	Delete
≡	Capitalize
/	Change to lower case
⊙	Insert period
↵,	Insert comma
∨	Insert an apostrophe
∨∨	Insert quotation marks
#	Insert space
⊂	Close up space
5	Transpose letters or words
¶	Start a new paragraph
SP	Check spelling
⌞	Move right
⌟	Move left

### Proofreader's Marks

↵	delete or take out <del>out</del>	ℓc / ℓc	set in lowercase letters
↵/↵	delete and close up	cap	set in capital letters
⊂	close up; no space	sc	set in <u>small caps</u>
#	insert space	ital	set in <u>italics</u>
t/3/cr	insert letter, punctuation, word	rom	set in <u>roman type</u>
⌞	[move left	bf	set in <u>boldface type</u>
⌟	move right]	lf	set in <u>lightface type</u>
↕	move up or down	⊙	insert period
	align	↵,	insert comma
align	align horizontally	;	insert semicolon
x	broken type	:	insert colon
¶	make new paragraph	∨	insert apostrophe or single quotes
no ¶	no new paragraph	∨∨	insert quotation marks
tr	transpose	↵	insert reference
tr	words (transpose)	=	insert hyphen
tr	lines	—	insert dash
tr	transpose	stet	do not make correction indicated
run on	run on	①	spell out numeral
run over	break/run over line	sp	set as numeral
↻	turn over	fig	query, verify
		?	