

## PROOFREADERS' MARKS

Symbol	Meaning	Example
☹ or ☺ or ☻	delete	take <del>X</del> out
⊞	close up	print as <u>one</u> word
⊟	delete and close up	<del>close</del> up
^ or > or ˆ	caret	insert here <i>(something)</i>
#	insert a space	put one <sup>^</sup> here
eg#	space evenly	space evenly <sup>^</sup> where <sup>^</sup> indicated
stet	let stand	let marked <del>text</del> stand as set
tr	transpose	change <u>order</u> <u>the</u>
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	<b>L</b> too far to the right
]	set farther to the right	too <b> </b> far to the left
ˆ	set as ligature (such as æ)	encyclo <b>p</b> ædia
≡	align horizontally	<u>alignment</u>
	align vertically	<b>  </b> align with surrounding text
x	broken character	im <b>per</b> fect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓟ	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL

<i>lc</i>	set in lowercase	set <del>s</del> outh as south
<i>ital</i>	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
<b>rom</b>	set in roman	set <u>mensch</u> as mensch
<b>bf</b>	set in <b>boldface</b>	set <u>important</u> as <b>important</b> <del>important</del>
= or -/ or  or /M/	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or /N/	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	<sup>2</sup> as in $\pi r^2$
∧	subscript or inferior	<sub>2</sub> as in H <sub>2</sub> O
 or 	centered	 for a centered dot in $p \cdot q$
	comma	
	apostrophe	
	period	
; or ;/	semicolon	
: or 	colon	
 or 	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
 or $\perp$ <sup>1</sup>	push down a work-up	an unintended <del>mark</del>
 <sup>1</sup>	turn over an inverted letter	inve <u>u</u> ted
wf <sup>1</sup>	wrong font	wrong si <u>z</u> e or styl <u>e</u>

<sup>1</sup> The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.