PROOFREADER'S MARKS

SYMBOL	DESCRIPTION	EXAMPLE
ℰ or ᵧ or ᵧ	Delete	Take it out
⌒	Close up	Print as o ne word
ℰ	Delete and close up	Cloose up
∧ or > or ⅃	Caret	Insert here word
#	Insert a space	Put onehere
eq#	Space evenly	Space evenly where indicated
stet	Let stand	Let marked text stand as set
tr	Transpose	Change order 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
⌒	Set as ligature (such as ae)	Encyclopaedia
=	Align horizontally	nment align
‖	Align vertically	Align with surrounding text
X	Broken character	Imperfect
☐	Indent or insert em quad space	
¶	Begin a new paragraph	
SP	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 *italic*	Set oeuvre as *oeuvre*
rom	Set in roman	Set *mensch* as mensch

Proofreader's Marks

SYMBOL	DESCRIPTION	EXAMPLE
bf	Set in **boldface**	Set important as **important**
＝ or ⁻/ or ⌒ or /ᴴ/	Hyphen	Multi-colored
$\frac{1}{N}$ or *en* or /ɴ/	En dash	1965-72
$\frac{1}{M}$ or *em* or /ᴹ/	Em (or long) dash	Now at last! we know.
∨	Superscript or superior	as in πr^2
∧	Subscript or inferior	as in H_2O
◇ or ⤬	Centered	For a centered dot in p · q
⌃	Comma	
⌄	Apostrophe	
⊙	Period	
; or ;/	Semicolon	
: or ⊙	Colon	
⌄⌄ ⌄⌄ or ⌃⌃	Quotation marks	
(/)	Parentheses	
[/]	Brackets	
OK/?	Query to author: has this been set as intended?	
⌣ or ⌣ 1	Push down a work-up	An unintended ▨ mark
ᓚ1	Turn over an inverted letter	Inverted
wf 1	Wrong font	Wrong siZe or style