

Proof Reader's Marks

OPERATIONAL SIGNS	TYPOGRAPHICAL SIGNS
<i>g</i> Delete	<i>ital</i> Set in italic type
<i>C</i> Close up; delete space	<i>rom</i> Set in roman type
<i>Ⓞ</i> Delete and close up	<i>bf</i> Set in boldface type
<i>stet</i> Let it stand	<i>lc</i> Set in lowercase
<i>#</i> Insert space	<i>caps</i> Set in capital letters ≡
<i>eq #</i> Make space between words equal; make space between lines equal	<i>sc</i> Set in small capitals =
<i>hr #</i> Insert hair space	<i>wf</i> Wrong font; set in correct type
<i>ls</i> Letterspace	X Check type image; remove blemish
<i>¶</i> Begin new paragraph	✓ Insert here or make superscript
<i>□</i> Indent type one em from left or right	∧ Insert here or make subscript
<i>⌋</i> Move right	
<i>⌈</i> Move left	
<i>]⌈</i> Center	
<i>⌈</i> Move up	
<i>⌋</i> Move down	
<i>fl</i> Flush left	
<i>fr</i> Flush right	
<i>=</i> Straighten type; align horizontally	
<i> </i> Align vertically	
<i>tr</i> Transpose ~	
<i>Ⓢ</i> Spell out	
	PUNCTUATION MARKS
	∧ Insert comma
	∨ ∨ Insert apostrophe or single quotation mark
	“ ” Insert quotation marks
	⊙ Insert period
	<i>(set) ?</i> Insert question mark
	;} Insert semicolon
	↕ or : Insert colon
	= Insert hyphen
	<i>m</i> Insert em dash
	<i>en</i> Insert en dash
	€ or () Insert parentheses