

Proofreading Marks

| The mark | What it means | How to use it |
|----------|--|--|
| | Delete: take out something here. | car y mufflers should should |
| | Insert: add something here. | You ^{are} afraid o ^f mice. |
| | Add space here. | Jugglers buy a lot of eggs. |
| | No space: close the gap. | some <u>body</u> |
| | Delete and close the gap. | the gir r affe |
| | New paragraph here. | "Yes," said Jack. [¶] "All right," said Jill. |
| | No paragraph: keep sentences together. | The meeting was brief. ————— It lasted twenty minutes. |
| | Transpose: switch these things. | fr ie nds/bo th were/ |
| | Change or insert this letter. | l o ke ^s ucess |
| | Make this a capital letter. | old <u>dr.</u> smith |
| | Make this a small letter. | My U n cl e lost a S hovel. |
| | Spell it out. | His <u>2</u> friends are Fido <u>&</u> Spot. |
| | Insert a period. | It was raining. I got wet. |
| | Insert a comma. | "London, England," he said. |
| | Insert an apostrophe. | It's a dog's life. |
| | Insert quotation marks. | "You're a pane," said the door. |
| | Is this correct? Check it. | Columbus sailed in <u>1942</u> . |