

| Mark in Margin      | Mark in Text                 | Meaning                             | Corrected Text               |
|---------------------|------------------------------|-------------------------------------|------------------------------|
| ⊙                   | were finished We were        | Insert period                       | were finished. We were       |
| ∩                   | was secondary but            | Insert comma                        | was secondary, but           |
| ∩;                  | hardwood it is               | Insert semicolon                    | hardwood; it is              |
| ⊙                   | to the following             | Insert colon                        | to the following:            |
| ↵                   | proofreaders marks           | Insert apostrophe                   | proofreader's marks          |
| ≡/"/                | the old man was              | Insert quotation marks              | the "old man" was            |
| =                   | the hard cover book          | Insert hyphen                       | the hard-cover book          |
| —                   | John Smith                   | Insert em dash                      | —John Smith                  |
| —                   | in 1981 1988                 | Insert en dash                      | in 1981–1988                 |
| ?                   | "When is it?" I asked.       | Insert question mark                | "When is it?" I asked.       |
| !                   | "My god" he cried.           | Insert exclamation mark             | "My god!" he cried.          |
| ( )                 | military see page 34         | Insert parentheses                  | military (see page 34)       |
| [ ]                 | "Sen. (Bob) Dole is"         | Insert brackets                     | "Sen. [Bob] Dole is"         |
| H <sub>2</sub>      | water, HO                    | Insert subscript figure             | water, H <sub>2</sub> O      |
| E = MC <sup>2</sup> | E = MC                       | Insert superscript figure           | E = MC <sup>2</sup>          |
| first               | the officer                  | Insert addition                     | the first officer            |
| ∩                   | then we read three books     | Delete, take out letter or word     | then we read three books     |
| ∩                   | In the rivyer was            | Delete and close up                 | In the river was             |
| ∩                   | we went any way              | Close up                            | we went anyway               |
| ∩                   | the time was                 | Reduce space                        | the time was                 |
| #                   | log onto                     | Add space                           | log on to                    |
| tr.                 | was the man only that        | Transpose                           | was the only man that        |
| tr.                 | in this way we were notified | Transfer to position shown by arrow | we were notified in this way |

...and the client said thus and Buster Creative said, "It shall be done."

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|----------------|---|--|---|
| ¶              | their chance. We saw this as an           | Make new paragraph                                 | their chance.<br>We saw this as an        |
| no ¶           | when it began.<br>But, this was           | Remove paragraph                                   | when it began. But, this was              |
| ⌊              | Our Times                                 | Move to the left                                   | Our Times                                 |
| ⌋              | After the War                             | Move to the right                                  | After the War                             |
| ⌋⌋             | Peace at Last                             | Center text  | Peace at Last                             |
|                | Chapter 1<br>Chapter 2<br>Chapter 3       | Align type   | Chapter 1<br>Chapter 2<br>Chapter 3       |
| ld.            | the chemical reaction caused an explosion | Insert lead between lines                          | the chemical reaction caused an explosion |
| w.f.           | in the line of fire                       | Wrong font; change to proper face                  | in the line of fire                       |
| b.f.           | Chapter 2                                 | Change to boldface                                 | <b>Chapter 2</b>                          |
| b.f. ital.     | Nearing the End                           | Change to bold italics                             | <b><i>Nearing the End</i></b>             |
| rom.           | the fox ran under                         | Set in roman type                                  | the fox ran under                         |
| ital.          | the term gloaming was                     | Set in italics                                     | the term <i>gloaming</i> was              |
| u.c.           | Amazing grace                             | Set in uppercase                                   | Amazing Grace                             |
| caps           | Help me!                                  | Set in large capitals                              | HELP ME!                                  |
| S.C.           | 10:30 a.m.                                | Change to small capitals                           | 10:30 A.M.                                |
| C.S.C.         | Chapter 1: The Beginning                  | Set initial large capitals; others, small capitals | CHAPTER 1: THE BEGINNING                  |
| l.c.           | our Grandmother                           | Change to lowercase                                | our grandmother                           |
| l.c.           | he said HELLO                             | Change all to lowercase                            | he said hello                             |
| OK?            | temperature of 100 C                      | Query  | temperature of 100 C                      |
| sp. stet       | the 2nd runner-up<br>in due course        | Spell out<br>Let stand                             | the second runner-up<br>in due course     |