



Tips and tools  
FOR THE WRITING WORLD

# Proofreading Marks

## PUNCTUATION

- ⊙ That's the end. insert period
- ↵ Fluffy, our dog insert comma
- ⋮ We have two dogs. Fluffy and Snuffy insert colon
- ⋮ (x) dogs, cats, mice insert semicolon
- ! Look at that hairy dog. insert exclamation point
- ? Is that our dog? insert question mark
- ↵ Tom's dog insert apostrophe
- ⋮ Yes, he said insert quotation marks
- € } The black dog insert parentheses

## THOSE LITTLE LINES

- ≡ A one time thing insert hyphen
- ┌ 1939-1945 insert en dash
- ┌ Voila here it is insert em dash
- ≠ A dog/cat union insert slash

## INSERTIONS AND DELETIONS

- small The dog insert the word "small"
- g The dog delete "g"
- ⊖ The sm all dog delete space and close up
- # The small dog insert space
- g# The small dog delete space
- stet The small dog stet (i.e., let it stand)

## FORMATTING

- +r The dog transpose letters
- sp The 5 dogs spell word out
- ¶ Dogs rule. Now, let's talk about cats. start paragraph
- run up The small dog no paragraph; run text up
- carry down The double-tailed sidewinder move down
- [ The small dog move left
- ] The small dog move right
- └ The small dog move down
- ┐ The small dog move up
- align The cats align vertically  
The mice
- ] [ The cats center horizontally
- ┌ ┐ The cats center vertically

## FIXING FONTS

- wf The small dog wrong font
- ital The Odyssey, by Homer italics
- rom The Odyssey, by Homer roman
- bf Table 1. Dogs and cats boldface
- lc The small dog lowercase
- caps mr. smith capitals
- sc 2:00 pm small capitals