

## Common Editors' and Proofreaders' Marks

These are standard marks to indicate deletions and corrections to a manuscript. There are variants to these marks; just be consistent in what you use and how you use them.

 Insert period	 Insert comma
 Insert semicolon	 Insert colon
 Insert exclamation mark	 Insert question mark
 Insert hyphen, used in text	<i>hyph</i> Insert hyphen, used in margin
 Insert quotation marks	 Insert apostrophe
 Insert en-dash	 Insert em-dash
 Italic, used in text	<i>ital</i> Italic, used in margin
 Boldface, used in text	<b>bold</b> Boldface, used in margin
 Small caps, used in text	<i>small caps</i> Small caps, used in margin
 Caps, used in text	<b>Caps</b> Caps, used in margin
 Caps and small caps, used in text	<i>caps/ small caps</i> Caps and small caps, used in margin
 Insert space	 Insert pound (number) sign
 Superior/superscript	 Inferior/subscript
 Delete	 Delete and close up
 Used in text to show deletion or substitution	<i>lc.</i> Lowercase, used in margin

[ or ] Brackets, used in text  
^ ^

{ or } Parentheses, used in text  
^ ^

~ Transpose, used in text

sp Spell out

H Center vertically

see<sub>ms</sub> Something omitted, see manuscript

^ Caret, general indicator to mark correction

...  
^ Insert ellipsis

p/#  
^ Delete and leave open

~~stet~~  
~~text~~ Let it stand, used in text

] Move right

∩ Move up

2 Join (no paragraph. Used with circled text, can also indicate carryover to next line or carryback to preceding line)

bracket Brackets, used in margin

paren Parentheses, used in margin

tr. Transpose, used in margin

(ten) Shorten (abbreviate or use number)

] [ Center horizontally

⊂ Close up

[br] Mark off or break, start new line

text  
^ Insert added or missing text

line #  
^ Add a blank line (line space)

stet Let it stand, used in margin

[ Move left

∪ Move down

¶ Paragraph