

Proofreaders Marks

This chart is designed as a guide to proper preparation of copy and marking of proofs. We urge you to make use of the notes and marks contained, so that we may faithfully execute your instructions. The result will be faster service, lower cost, greater accuracy and improved quality.

MARK	EXPLANATION and/or EXAMPLE	MARK	EXPLANATION and/or EXAMPLE	MARK	EXPLANATION and/or EXAMPLE
⊙	Insert period \wedge	<i>Lower Case</i>	Lower case with initial capitals	\parallel or \downarrow	Align type (vertically)
\wedge or $/$	Insert comma \wedge	<i>small caps</i>	SET IN <u>small capitals</u>	\leftrightarrow	Transpose space
⊙ or $/$	Insert colon \wedge	<i>Small caps</i>	SMALL CAPITALS WITH INITIAL CAPITALS	\leftrightarrow	Transpose enclosed in ring (matter)
$;/$	Insert semicolon \wedge	<i>roman</i>	Set in (roman) type	\leftrightarrow	Transpose (order letters of) or words
\downarrow or \downarrow	Apostrophe, boys	<i>ital.</i>	Set in italic type	\leftrightarrow	Rearrange words of order numbers in
\downarrow or \downarrow	Insert quotation marks \wedge	<i>ital. caps</i>	ITALIC (Capitals) or \equiv	<i>center</i>	Put in center of line or page (etc)
$?$	Insert question mark \wedge	<i>lf.</i>	Set in (lightface) type	\downarrow or \uparrow	Center line for line
$!!$	Insert exclamation point \wedge	<i>bf.</i>	Set in (boldface) type	$\lceil \parallel \rfloor$	Center chunk, square off on left
$=$	Insert hyphen =	<i>bf. italic</i>	Boldface italic	<i>bring down</i>	Run over to next line. (A two-letter division should be avoided)
$\frac{1}{-}$	En dash \wedge	<i>bf. caps</i>	BOLDFACE (capitals) or \equiv	<i>run back</i>	Run back to preceding line. (Such a division is improper)
$\frac{1}{-}$	One-em dash \wedge	$\overset{b}{\downarrow}$	Superior letter ^b or figure _a	<i>next 12 pieces up up up up</i>	A syllable or short word standing alone on a line is called a "widow"; it should be eliminated.
$\frac{3}{-}$	Three-em dash \wedge	$\underset{2}{\uparrow}$	Inferior letter or figure, HO	\odot	Close up entirely; take out space
(/)	Insert parentheses \wedge \wedge	$\#$	Begin a paragraph	\oplus	Close up partly; leave some space
[/]	Insert brackets \wedge \wedge	<i>no #</i>	No paragraph	\checkmark or \vee	Less space between words
'	Set primary accent	<i>run in</i>	Run in or run on	\wedge or \vee	Equalize space between words
"	Set secondary accent	\square $\#$	Indent the number of em quads shown	$1/2$	LETTER-SPACE (Usually 1 unit extra)
<i>~</i> or <i>lig.</i>	Use ligature (oe, ae, fi, etc.)	<i>flank</i>	No indentation	$\#$	Insert space (or more space)
/	Virgule, slash; and or	<i>hanging indent</i>	Hanging indentation. Mark all lines to desired indentation.	<i>space out</i>	More space between words
⊙⊙⊙⊙	Leaders (6 unit spacing)	$\frac{0c}{or}$ <i>not copy</i>	Insert matter omitted; refer to copy (Mark copy Out, see proof, galley 00)	<i>en quad</i>	1/2-em quad (nut, en) space or indent
.	Leaders (3 dot, light space)	<i>she /</i>	Caret. Insert marginal addition	\square	Em quad (mutton) space or indent
⊙⊙⊙⊙	Ellipsis (6 unit spacing) . . .	9 or 9	Delete. Take out (delete) \leftarrow	$\square \square \square$	Indent number of em quads shown
⊙ or X	Replace broken or riarred type	$e/$	Correct letter or word marked	<i>solid</i>	Means "not leaded"
9	Reverse (turn type or cut)	stet	Let it stand—(all matter above dots)	<i>ld in</i>	Insert lead (specify base to base).
(SP)	Spell out (twenty (gr)) grain	\lceil or \rceil	Move to right (How many points?)	I ld	Take out lead
(Qyld)	Query to editor	\lfloor or \lfloor	Move to left (How many points?)	1866	Base to base between any two lines.
$_$	Mark-off or break; start new line	\lfloor or \lfloor	Lower (letters or words)	1866	Specify vertical spacing base to base
<i>wf</i>	Wrong font	\lfloor or \lfloor	Elevate (letters or words)	1866	Specify horizontal spacing by points.
<i>wf</i>	wrong font (size)	\parallel	Straighten line (horizontally)		
<i>lc</i>	Lower case or LOWER CASE				
$\overset{c}{_}$	capital letter				
<i>caps.</i>	SET IN capitals				