

PROOFREADERS' MARKS

Symbol	Meaning	Example
☞ or ☞ or ☞	delete	take X out
⊂	close up	print as <u>one</u> word
⊃	delete and close up	close up
^ or > or h	caret	insert here <i>(something)</i>
#	insert a space	put one [^] here
eg#	space evenly	space evenly [^] [^] where indicated
stet	let stand	let marked text stand as set
tr	transpose	change <u>order</u> <u>the</u>
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[set farther to the left	<u>L</u> too far to the right
]	set farther to the right	too <u> </u> far to the left
~	set as ligature (such as)	encyclopaedia
=	align horizontally	<u>alignment</u>
	align vertically	<u> </u> align with surrounding text
x	broken character	imperf <u>x</u> ct
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓟ	spell out	set <u>(5 lbs.)</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set <u>South</u> as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as oeuvre
rom	set in roman	set <u>mensch</u> as mensch
bf	set in boldface	set <u>important</u> as important

= or -/ or  or /M/	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or /N/	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	² as in πr^2
∧	subscript or inferior	₂ as in H ₂ O
⋈ or ∨	centered	⋈ for a centered dot in $p \cdot q$
⋈	comma	
⋈	apostrophe	
⊙	period	
; or ;/	semicolon	
: or Ⓢ	colon	
⋈ or ⋈	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ⊥ ¹	push down a work-up	an unintended mark
⊙ ¹	turn over an inverted letter	inve ₂ ted
wf ¹	wrong font	wrong si ₂ ze or styl ₂ e

¹The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.