

# PROOFREADERS' MARKS

Symbol	Meaning	Example
✓ or ♂ or ♂	delete	take <del>X</del> out
⊂	close up	print as <u>one</u> word
⊃	delete and close up	<del>close</del> up
^ or > or ˆ	caret	insert here <i>(something)</i>
#	insert a space	put on <del>here</del>
eg#	space evenly	space evenly ^ where indicated
stet	let stand	let marked <del>text</del> stand as set
tr	transpose	change <u>order</u> <i>(the)</i>
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[	set farther to the left	<b>L</b> too far to the right
]	set farther to the right	too <b>l</b> far to the left
~	set as ligature (such as æ)	encyclo <b>pæ</b> dia
=	align horizontally	<u>alignment</u>
	align vertically	<b>  </b> align with surrounding text
x	broken character	imperf <u>ct</u>
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓟ	spell out	set <b>(5 lbs.)</b> 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

<b>rom</b>	set in roman	set <del>mensch</del> as mensch
<b>bf</b>	set in <b>boldface</b>	set <del>important</del> as important
<b>= or -/ or <math>\frac{=}{-}</math> or <math>\frac{=}{-}</math></b>	hyphen	multi-colored
<b><math>\frac{1}{N}</math> or <math>\frac{1}{N}</math> or <math>\frac{1}{N}</math></b>	en dash	1965–72
<b><math>\frac{1}{M}</math> or <math>\frac{1}{M}</math> or <math>\frac{1}{M}</math></b>	em (or long) dash	Now—at last!—we know.
<b>∨</b>	superscript or superior	<b>3</b> as in $x^2$
<b>∧</b>	subscript or inferior	<b>2</b> as in $H_2O$
<b>⊠ or ⊞</b>	centered	<b>⊠</b> for a centered dot in <i>p - q</i>
<b>⋈</b>	comma	
<b>⋇</b>	apostrophe	
<b>⊙</b>	period	
<b>  or ∕</b>	semicolon	
<b>: or ⊙</b>	colon	
<b>⋈ or ⋇</b>	quotation marks	
<b>(/)</b>	parentheses	
<b>[/]</b>	brackets	
<b>OK/?</b>	query to author: has this been set as intended?	
<b>↓ or ⊥<sup>1</sup></b>	push down a work-up	an unintended <del>mark</del>
<b>⊙<sup>1</sup></b>	turn over an inverted letter	<del>inverted</del>
<b>wf<sup>1</sup></b>	wrong font	wrong <del>size</del> or style

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