

## Proof Reader Markups

The proofreading symbols shown here represent the accepted system of marking changes on both copy and proofs.

	Insert period or full point		Replace letters that are broken, battered, or otherwise defective		Spell out indicated matter
	Insert comma		Set indicated material in boldface type		Spell out (margin indication)
	Hyphen		Boldface type (margin indication)		Let indicated material remain as is
	Insert colon		Capitalize indicated material		Let it stand or remain as it is (margin indication)
	Insert semicolon		Capitalization (margin indication)		Transpose indicated material to the position as shown
	Insert apostrophe		Set indicated in small capitals		Transpose (margin indication)
	Insert exclamation mark or exclamation point				Start new paragraph
	Insert question mark or interrogation point		En dash		Paragraph (margin indication)
	En dash		One-em dash		No paragraph - run indicated material together
	One-em dash		Two-em dash		No paragraph (margin indication)
	Two-em dash		Capitals and small capitals (margin indication)		Query to author
	Parentheses		Italics (margin indication)		Delete indicated material (vertical or horizontal line through material)
	Brackets		Change to roman		Delete or take out (margin indication)
	Insert quotation marks (double)		Caret		Take out characters and close up
	Insert quotation marks (single)		Insert space		Close up
	Brace or pair of braces		Equalize space or space evenly		Transfer encircled matter to the position shown by the arrow
	Raise		Insert hair space		Wrong font or wrong fonts
	Lower		Letterspace		Ellipsis
	Align horizontally		Indent one em or insert one-em quad		Superior character (superscript)
	Straighten or justify (align vertically)		Indent two ems		Inferior characters (subscript)
	Move to the left		Set indicated matter in lowercase (slant through uppercase letter)		
	Move to the right		Lowercase (margin indication)		
	Bring indented matter to the left		Indicated matter has been omitted and must be set		
	Bring indented matter to the right				
	Move matter up				
	Move matter down				