Proofreader Marks

Style of Type

- wf — Wrong font (size or style of type)
- lc — lower case letter
- lc — Set in LOWER CASE
- C — Capital letter
- Caps — SET IN capitals
- C+lc — Set in lower case with INITIAL CAPITALS
- sc — SET IN small CAPITALS
- C+sc — SET IN SMALL CAPITALS with initial capitals
- rom. — Set in roman type
- ital. — *Set in italic type*
- ital caps — *SET IN ITALIC* capitals
- lf — Set in lightface type
- bf — **Set in boldface type**
- bf caps — Set in boldface **CAPITALS**
- Superior letter
- Inferior figure

Position

- Move to right
- Move to left
- ctr — Center
- Lower letters or words
- Raise letters or words
- Straighten type (horizontally)
- Align type (vertically)
- tr — Transpose
- tr — Transpose (order letters of or words)

Spacing

- ld in — Insert lead (space) between lines
- ld out — Take out lead
- Close up: take out space
- Close up partly: leave some space
- Eq # — Equalize space between words

Insertion and Deletion

- the/ — Caret (insert marginal addition)
- Delete (take it out)
- e — Correct letter or word marked
- stet — Let it stand (all ~~matter~~ above dots)

Paragraphing

- Begin a paragraph
- no ¶ — No paragraph
- run in — Run in or run on
- flush — No indention

Punctuation (use caret in text to show point of insertion)

- Insert period
- Insert comma
- Insert colon
- Insert semicolon
- Insert quotation marks
- Insert single quotes
- Insert apostrophe
- ? — Insert question mark
- Insert exclamation point
- =/ — Insert hyphen
- Insert one-em dash
- Insert parentheses
- Insert brackets

Miscellaneous

- Replace broken or imperfect type
- Reverse (upside down type)
- sp — Spell out (twenty lb.)
- Qu/? — Query to author
- Ed/? — Query to editor
- Mark off or break, start new line