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## Proofreading

The following list is taken from figure 2.6 of the 16th edition of the *Manual*.

### Proofreaders' Marks

#### OPERATIONAL SIGNS

- Delete
- Close up; delete space
- Delete and close up (use only when deleting letters *within* a word)
- Let it stand
- Insert space
- Make space between words equal; make space between lines equal
- Insert hair space
- Letterspace
- Begin new paragraph
- Indent type one em from left or right
- Move right
- Move left
- Center
- Move up
- Move down
- Flush left
- Flush right
- Straighten type; align horizontally
- Align vertically
- Transpose
- Spell out

#### TYPOGRAPHICAL SIGNS

- Set in italic type
- Set in roman type
- Set in boldface type
- Set in lowercase
- Set in capital letters
- Set in small capitals
- Wrong font; set in correct type
- Check type image; remove blemish
- Insert here or make superscript
- Insert here or make subscript

OR / (Pride And Prejudice)  
OR = (The Last Unicorn)

#### PUNCTUATION MARKS

- Insert comma
- Insert apostrophe or single quotation mark
- Insert quotation marks
- Insert period
- Insert question mark
- Insert semicolon
- Insert colon
- Insert hyphen
- Insert em dash
- Insert en dash
- Insert parentheses

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