

PROOFREADERS' MARKS

Symbol	Meaning	Example
~~ or ~ or ~	delete	take out out
○	close up	print as one word
○○	delete and close up	close up
^ or > or <	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 order the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[set farther to the left	too far to the right
]	set farther to the right	too far to the left
~	set as ligature (such as æ)	encyclopaedia
—	align horizontally	alignment
	align vertically	align with surrounding text
*	broken character	imperfect
□	indent or insert em quad space	
¶	begin a new paragraph	
(sp)	spell out	set 5 lbs. 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 <i>south</i> as south
ital	set in <i>italic</i>	set <i>oeuvre</i> as <i>oeuvre</i>
rom	set in roman	set <i>mensch</i> as <i>mensch</i>
bf	set in boldface	set <i>important</i> as important
= or -/ or — or /—/	hyphen	multi-colored
‑ or en or /‑/	en dash	1965–72
‑ or em or /‑/	em (or long) dash	Now—at last!—we know.
ˇ	superscript or superior	ˇ as in πr^2
˘	subscript or inferior	˘ as in H_2O
◊ or X	centered	◊ for a centered dot in $p \cdot q$
՝	comma	
՚	apostrophe	
՞	period	
፤ or ፤/	semicolon	
։ or ։;	colon	
“” or „„	quotation marks	
(/)	parentheses	
[]	brackets	
՞/?	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	inverted
wf¹	wrong font	wrong size or style

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