

Copy Editing and Proofreading Symbols

Please use a contrasting color for proofreading, and make sure proofreading symbols can be clearly seen.

Symbol	Meaning	Example
	Delete	Remove the end fitting.
	Close up	The tolerances are with <u>in</u> the range.
	Delete and Close up	Delete and close up the gap.
	Insert	The box is ^{not} inserted correctly.
	Space	The procedure is incorrect.
	Transpose	Remove the fitting <u>end</u> .
	Lower case	The E ngineer and manager agreed.
	Capitalize	A representative of <u>nasa</u> was present.
	Capitalize first letter and lower case remainder	G ARRETT P RODUCTS are great.
	Let stand	Remove the battery ^{stet} cables.
	New paragraph	The box is full. ¶ The meeting will be on Thursday.
	Remove paragraph break	The meeting will be on Thursday. ¶ no All members must attend.
	Move to a new position	All members <u>attended</u> who were new.
	Move left	[Remove the faulty part.
	Flush left	[Move left.
	Flush right] Move right.
	Move right] Remove the faulty part.
	Center] Table 4-1 [
	Raise	16 ₂
	Lower	16 ²
	Superscript	16 ²
	Subscript	16 ₂
	Period	Rewrite the procedure. Then complete the tasks.
	Apostrophe or single quote	The companys policies were rewritten.
	Semicolon	He left, however, he returned later.

Symbol	Meaning	Example
∴	Colon	There were three items ∴ nuts, bolts, and screws.
∴	Comma	Apply pressure to the first ∴ second ∴ and third bolts.
-	Hyphen	A valuable b product was created.
○ sp	Spell out	The (info) was incorrect. sp
○	Abbreviate	The part was (twelve feet) long.
or =	Align	Personnel Facilities Equipment
_____	Underscore	The part was listed under <u>Electrical</u> .
~~~~~	Run in with previous line	He rewrote the pages) (and went home.
 M	Em dash	It was the beginning   so I thought. M
 N	En dash	The value is 120 - 408. N
(ital)	Set in italics	The book was titled <u>Technical Writing Styles</u> . (ital)
(bf)	Set in bold	This is the <u>only</u> time we can offer this price. (bf)
(wf)	Wrong font	This is <b>the first step in the procedure</b> . (wf)
(sm cap) =	Set in small caps	Set the <u>MFG REGISTER</u> to zero. (sm cap)

Meaning	Symbol	Example
Abbreviate	○	The part was (twelve feet) long.
Align	or =	Personnel Facilities    Equipment
Apostrophe or single quote	∴	The companys policies were rewritten.
Capitalize	≡	A representative of <u>nasa</u> was present.
Capitalize first letter and lowercase remainder	∴	GARRETT PRODUCTS are great.
Center	□ □	]Table 4-1[
Close up	○	The tolerances are with in the range.
Colon	∴	There were three items ∴ nuts, bolts, and screws.

Meaning	Symbol	Example
Comma		Apply pressure to the first second and third bolts.
Delete		Remove the <del>end</del> fitting.
Delete and close up		<del>Delete</del> and close up the gap.
Em dash		It was the beginning so I thought.
En dash		The value is 120 408.
Flush left		Move left.
Flush right		Move right.
Hyphen	-	A valuable <del>by</del> product was created.
Insert		The box is <del>is</del> inserted correctly.
Let Stand	stet	Remove the <del>battery</del> cables.
Lower		16 ²
Lower case	/ or lc	The <del>E</del> ngineer and manager agreed.
Move left		Remove the faulty part.
Move right		Remove the faulty part.
Move to a new position		All members <del>attended</del> who were new.
New paragraph	¶	The box is full. ¶ The meeting will be on Thursday.
Period	⊙	Rewrite the procedure. ⊙ Then complete the tasks.
Raise		16 ₂
Remove paragraph break	no ¶	The meeting will be on Thursday. ¶ no All members must attend.
Run in with previous line		He rewrote the pages and went home.
Semicolon		He left; however, he returned later.
Set in bold		This is the only time we can offer this price <b>bf</b>
Set in italics		The book was titled <i>Technical Writing Styles</i> .
Set in small caps		Set the <u>MFG REGISTER</u> to zero. <i>sm cap</i>
Space	#	The <del>pro</del> cedure is incorrect.
Spell out		The <u>info</u> was incorrect. <i>sp</i>
Subscript	∇	16 ₂

Meaning	Symbol	Example
Superscript	^	16 ²
Transpose	~	Remove the fitting end.
Underscore	_____	The part was listed under <u>Electrical</u> .
Wrong font	(wf)	This is <b>the first step in the procedure</b> , (wf)