








Common Proofreading Symbols

Mark	Meaning	Example
	new paragraph	So that day ended badly. [¶] The next day....
	insert, add this	About two million ^{people} make their home in the Sahara.
	capital letter	Planet <u>earth</u> may be in danger.
	lower case	The people came in, ate our food, messed up the house, and Left .
	delete, take out	Rattlesnakes are very very dangerous.
	add a period	It is the Sahara - the world's largest desert [.]
	add comma	Bring your tent [,] a sleeping bag, and a flashlight.
	add apostrophe	"It's Hank!" he cried.
	move word(s)	We're watching much too TV, and it isn't good for us.
	stet, let it stay	I recommend it to anyone who likes good westerns.
	close space	Chickens can't fly, but duc ^{ks} can.
	insert space	The Battleground [#] is a great show.
	transpose (switch)	It's on every Thurs ^{day} night at 9 P.M.