



PROOFREADERS' MARKS

<i>⌘</i>	delete, take out	<i>sp</i>	spell out – 6 ft. <six feet>
<i>⌘</i>	delete and close up	<i>U/LC</i>	UPPER <Upper and lowercase>
<i>⌘</i>	close up	<i>caps</i>	set in <u>capitals</u> <CAPITALS>
<i>STET</i>	let it <u>stand</u> (leave as is)	<i>s.c.</i>	set in <u>small caps</u> <SMALL CAPS>
<i>^</i>	insert something <caret mark>	<i>lc</i>	set in lower <u>CASE</u> <lowercase>
<i>#</i>	space needed	<i>ital</i>	set in <u>italic</u> <italic>
<i>“”</i>	quotation marks	<i>roman</i>	set in <u>roman</u> <roman>
<i>‘’</i>	single quotes, or apostrophe	<i>bold</i>	set in <u>bold</u> <bold>
<i>,</i>	comma	<i>²</i>	superscript ₂ , or superior ₂ <superscript ² superior ² >
<i>.</i>	full point, or period	<i>₂</i>	subscript ₂ , or inferior ₂ <subscript ₂ inferior ₂ >
<i>;</i>	semicolon	<i>< ></i>	justify type to measure
<i>:</i>	colon	<i><</i>	flush left
<i>()</i>	parentheses	<i>></i>	flush right
<i>[]</i>	brackets	<i>><</i>	centre horizontally
<i>=</i>	hyphen	<i>⌘</i>	centre vertically
<i>–</i>	en dash	<i>wf</i>	wrong font (wrong typeface)
<i>—</i>	em dash	<i>DSC</i>	out, see copy (insert missing copy)
<i>tr</i>	transpose	<i>TK</i>	(copy) to come
<i>align</i>	straighten or align horizontally	<i>↑</i>	run on text
<i>align</i>	straighten or align vertically	<i>x</i>	broken character
<i>☐</i>	☐ indent left		
<i>¶</i>	new paragraph. ¶ New paragraph		