Proofreading Marks Handout
print or view on-line

This paper gives commonly used proofreading marks and provides and example of their use. It is provided to help you learn the marks and how to use them. You can use it when proofreading assignments but will not be able to use it during the proofreading test.

Mark	Meaning	Example
ℯ	Delete	The the keyboard
◡	Close up, no space	The Key board
ℯ	Delete and close up	The micro processor
#	Insert space	call forwarding
∧	Insert word or letter	call forwaring
∿	Transpose	frequencies travel
∧	Insert comma	The keyboard when
⊙	Insert period	Set up the keyboard
∨	Insert apostrophe	The keyboards location
⊙	Insert colon	Collect the following
∧	Insert semicolon	the keyboard however
=	Insert hyphen	forty four
∜	Insert quotation marks	a feature phone
stet...	Restore to original	converting the system
¶ No ¶	Start new paragraph or no paragraph intended if preceded by "no"	Reserve the order. ¶The No ¶Reserve the order. The
≡	Capitalize	The microphone
/	Lower case	The Micropohone
∉ ∌	Parentheses	the two parts microphone and speakers are
[ ]	Brackets	"to the [chosen] site"
⬭	Spell out	has approx four uses
‖	Align	‖Microphone keyboard speaker
[	Move left	[microphone
]	Move right	microphone]
∨	Superscript	x2
∧	Subscript	y2

Proofreading_Marks_Handout.doc