







































































PROOFREADING MARKS

General		
Instruction	Textual mark	Marginal mark
End of change	None	/ or solidus followed by a circled number 
Leave unchanged	----- under characters to remain same	
Deletion, insertion and substitution		
Insert new copy indicated in the margin		New matter followed by  or 
Insert new copy identified by a letter in a diamond		 preceded by, for example 
Delete	 or  through all characters to be deleted	 or 
Replace character or replace part of one or more word(s)	 or  through all characters	new character / or new characters /
Wrong font.	Circle character(s) to be changed	
Change damaged character(s) or remove extraneous marks	Circle character(s) to be changed or mark(s) to be removed	X
Typeset in or change to italic	 under character(s) to be set or changed	
Change italic to roman	Circle character(s) to be changed	
Typeset in or change to bold type	 under character(s) to be set or changed	
Change bold to non-bold type	Circle character(s) to be set or changed	
Typeset in or change to bold italic type	 under character(s) to be set or changed	
Change to non-bold and non-italic	Circle character(s) to be changed	
Typeset in or change to capital letters	 under character(s) to be set or changed	
Typeset in or change to small capital letters	 under character(s) to be set or changed	
Replace capital letters with lower case letters	Circle character(s) to be changed	
Replace small capital letters with lower case	Circle character(s) to be changed	
Replace or insert full stop or decimal point	 or 	

Spacing		
Instruction	Textual mark	Marginal mark
Close up between characters or words	Close  up	
Insert or replace space between characters or words	 or 	
Reduce space between characters or words	 between characters or words affected	
Equal space between characters or words in entire line	 between characters or words affected	
Insert space between lines or paragraphs		 or 
Less space between lines or paragraphs		 or 
Positioning		
New paragraph		
Run on		
Transpose characters or words	 between characters or words	
Indent or move to the right		
Cancel indent or move to the left		
Move specified text to the right	 enclosing matter to be moved to the right 	
Move specified text to the left	 enclosing matter to be moved to the left 	
Take over character(s), word(s) or line to next line, column or following page		
Take back character(s), word(s) or line to next line, column or previous page		
Lift matter	 over matter to be raised  under matter to be raised	
Lower matter	 over matter to be lowered  under matter to be lowered	
Correct vertical alignment	