PROOFREADERS' MARKS

c or c or c delete; take out

c or c close up; print as one word
dele and close up

& or & or caret; insert here

# insert aspace

e g # space evenly where indicated

set let marked stand as set

t or transp ( if change order then )

/ used to separate two or more marks and often as a concluding stroke at the end of an insertion

L set farther to the left

L set farther to the right

& set ae or fl as ligatures ae or fl

d straighten alignment

9 straighten or align

x imperfect or broken character

* indent or insert em quad space

@ begin a new paragraph

 oppressed spell out (set 3 lbs as five pounds)

cap set in capitals (CAPITALS)

sm cap or sc set in small capitals (SMALL CAPITALS)

lc set in lowercase (lowercase)

ital set in italic (italic)

rom set in roman (roman)

bf set in boldface (boldface)

or or or / hyphen

( or or / ) in dash (1653-72)

em or em / / em or — or — long — dash

% superscript or superior (as in sr)

< subscript or inferior (as in H2O)

< a centered (as for a centered dot in p , q )

a comma

apostrophe

period

; or . / semicolon

; or colon

or quotation marks

( ) parentheses

[ ] brackets

ok query to author: has this been set as intended?

push down / work-up

turn over an inverted letter

ok wrong font; a character of the wrong

pronominal