

## PROOFREADERS' MARKS

OPERATIONAL SIGNS	TYPOGRAPHICAL SIGNS
∂ Delete	lc Lowercase capital letter
⊂ Close up; delete space	cap Capitalize lowercase letter
⊃ Delete and close up	sc Set in small capitals
# Insert space	ital Set in italic type
ry # Make space between words equal; make leading between lines equal	rom Set in roman type
hr # Insert hair space	bf Set in boldface type
ls Letterspace	wf Wrong font; set in correct type
¶ Begin new paragraph	x Reset broken letter; check repro or film
no ¶ Run paragraphs together	⊖ Reverse (type upside down)
□ Move type one em from left or right	
⌋ Move right	PUNCTUATION MARKS
⌈ Move left	↗ Insert comma
· II Center	↘ Insert apostrophe (or single quotation mark)
⌈ Move up	“ ” Insert quotation marks
⌋ Move down	○ Insert period
= Straigten type; align horizontally	Ⓞ ? Insert question mark
Align vertically	; ) Insert semicolon
tr Transpose	:   Insert colon
Ⓢ Spell out	=   Insert hyphen
stet Let it stand	$\frac{1}{x}$ Insert em dash
↓ Push down type; check type image	$\frac{1}{k}$ Insert en dash

Fig. 3.1