

# COPYEDITING AND PROOFREADING SYMBOLS

The following is provided as a guide to our changes and is based on a chart in Karen Judd's book, *Copyediting, A Practical Guide* (1988). Of course, if our marks are unclear or you have difficulty with any part of your manuscript, please don't hesitate to contact us.

<del>~</del>	delete (take <del>something</del> out)	^	subscript (H <sub>2</sub> O)
∪	close up with ∪ in the line	∩	apostrophe
∩	delete and close up	∨	superscript (a <sup>2</sup> )
^	insert <sup>a</sup> character or word	⊙	colon
#	space mark	∩ / ∪	quotation marks
□	em space	∩ / ∪	parentheses
◻	en space	[ / ]	brackets
¶	Start a new paragraph	— <sup>1</sup> / <sub>M</sub>	em dash <sup>1</sup> for emphasis or lists
<u>break</u>	start a <u>new line</u> (start a new line)	— <sup>1</sup> / <sub>N</sub>	en dash (from <sup>1</sup> to dash)
┌	flush left	=	hyphen
┐	flush right	x	broken letter; dirty letter or space
└	indent	⊖	inverted letter
<u>run in</u>	run in with <u>previous line</u> (run in with previous line)	<u>wf</u>	wrong font
<u>STET</u>	let it stand	==	align horizontally
<u>tr</u>	transpose		align vertically
→	move to another position <u>something</u>	☐	center horizontally ☐
<u>sp</u>	spell out <u>abbrev.</u>	☐	center vertically ☐
<u>cap</u>	set in <u>capital</u> letters (CAPITAL)	eg	equal <sup>✓</sup> space throughout <sup>✓</sup> line
<u>lc</u>	set in <u>LOWERCASE</u> letters (lowercase)	/	used to indicate the end of marginal marks
<u>sm cap</u>	set in <u>SMALL</u> capital letters (SMALL)		
<u>ital</u>	set in <u>italic</u> ( <i>italic</i> )		
<u>rom</u>	set in <u>roman</u> (roman)		
<u>bf</u>	set in <u>boldface</u> (boldface)		
⊙	period		
↑	comma		

If a number of *identical* changes fall together within the same line, the / is used between the notations and the number of times the change is to be made:

tr/2x Understanding editing marks is easy.

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