Editing and Proofreading Marks
Common symbols to use when making corrections to text

OPERATIONAL MARKS

Delete
Close up; delete space
Delete and close up (use only when deleting letters within a word)
Let it stand
Transpose
Insert space
Insert hair space
Letterspace
Begin new paragraph
Move right
Move left
Center
Move up
Flush right
Spell out
No paragraph; run in text

TYPOGRAPHICAL SIGNS

Set in italic type
Set in roman type
Set in boldface type
Set in lowercase
Set in capital letters
Set in small capitals
Insert here or make subscript

PUNCTUATION MARKS

Insert comma
Insert apostrophe or single quotation mark
Insert quotation marks
Insert period
Insert semicolon
Insert colon
Insert hyphen
Insert em dash
Insert en dash
Insert parentheses

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Making corrections to Text

"Why did you insert this text?" the editor asked the designer. "That was meant as a query to a colleague. Sometimes it’s difficult to understand an editor’s corrections from what she marked on the layout. That’s why marking up text correctly can make the editorial process easier for everyone. That’s why marking up text correctly can make the editorial process easier for everyone.

Here are a few suggestions to keep in mind when you are making edits to a MS or layout. Make note of your corrections in the margins of the document. Use standard editing marks and symbols. Write in your corrections as neatly and succinctly as possible; and circle any comments you are making if you don’t intend them as insertions to the text. That way, it’s clear exactly what copy to add or delete.

Get to know the difference between a hyphen, an en dash, and an em dash. A hyphen is used between the syllables of a divided word or in a two word phrase. An en dash is used in a numeric range for example, 10-20. An em dash separates a parenthetical word or phrase from the rest of the sentence.

If text is underlined then it should be set in italics. A wavy line underneath a word indicate that type should be set in boldface. Two lines underneath a word or words means that the copy should appear in small caps. Three lines indicate capital letters. Circling a word or words indicates that the copy should be in plain text.