



PROOF CORRECTION MARKS

Instruction	Mark in text	Mark in margin
Leave unchanged	<u>text</u>	<u>stet</u>
Extraneous marks or damaged letter	encircle	x
Delete	/ or /—/	7
Insert or replace text	λ	/text to be added
Add (λ) or substitute (/): full stop	λ /	⊙
decimal point	λ /	⊙
comma	λ /	⊙/
semi-colon	λ /	⊙/
colon	λ /	⊙
apostrophe or quotation mark	λ /	‘ ’
superscript	λ /	²
subscript	λ /	₂
hyphen	λ /	/—
short or long rule	λ /	/— ^{en} or /— ^{em}
oblique	λ /	/
Wrong typeface or size	encircle	wf
Change to: roman (upright)	encircle	rom
italic	<u>underline</u>	ital
capital letters	<u>underline three times</u>	caps
small capitals	<u>underline twice</u>	s.c.
bold type	<u>wavy underline</u>	bold
lower case letters	encircle	/c.
Greek letters	encircle	(gk) adding Greek letter
Delete and close up	copy	7
Reduce space	in / copy	less #
Close up space	in coPy	∩
Insert space	in copy	#
Make space in line equal	λ	eq #
Insert space between lines)	(
Reduce space between lines	()
New paragraph	[para.
Run on, no new paragraph	2	run on
Transpose letters or words	┐	┐
Transpose lines	≡	≡
Take character to next line	⌋	take over
Take character to previous line	⌈	take back
Raise text on page	⌈	raise
Lower text on page	⌋	lower
Check vertical alignment		
Check horizontal alignment	≡	≡