

PROOFREADERS' MARKS

Symbol	Meaning	Example
∅ or ♂ or ∅	delete	take X out
⊂	close up	print as <u>one</u> word
⊃	delete and close up	close up
^ or > or ˆ	caret	insert here <i>(something)</i>
#	insert a space	put one here
eg#	space evenly	space evenly ^ where indicated
stet	let stand	let marked text stand as set
tr	transpose	change <u>order</u> the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[set farther to the left	<u>]</u> too far to the right
]	set farther to the right	too <u>[</u> far to the left
~	set as ligature (such as æ)	encyclopaedia
=	align horizontally	<u>alignment</u>
	align vertically	align with surrounding text
x	broken character	im <u>per</u> fect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓟ	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set S outh as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>

<i>rom</i>	set in roman	set <i>mensc</i> as mensch
bf	set in boldface	set important as important
= or -/ or $\hat{=}$ or /M/	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or /N/	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or /M/	em (or long) dash	Now—at last!—we know.
∨	superscript or superior	² as in πr^2
∧	subscript or inferior	₂ as in H ₂ O
⋈ or ⋉	centered	⋈ for a centered dot in $p \cdot q$
↵	comma	
↴	apostrophe	
⊙	period	
⋮ or ;/	semicolon	
⋮ or ⋯	colon	
«» or «»	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
↓ or ⊥ ¹	push down a work-up	an unintended mark
⊖ ¹	turn over an inverted letter	inve rt ed
wf ¹	wrong font	wrong si <u>z</u> e or styl <u>e</u>

¹The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.