



Common Proofreader's Marks

Mark	Meaning	Example with mark	Result
	delete; take out	She is thinking...	She is thinking...
	add	customers wre <u>e</u>	customers were
	close up	wonder ful dreamer	wonderful dreamer
	insert a space	insert a # space	insert a space
	stet, leave as is	my mistake; ignore	my mistake; ignore
	change the order	Change order the	Change the order
	begin a new paragraph	New topic. # Begin a new paragraph...	New topic. Begin a new...
	Combine paragraphs	alone. Continuing on the same topic...	alone. Continuing on the same topic...
	spell out	Write out in (1) ^{SP} word. It was (2%) of each pie.	Write out in one word. It was two percent of each pie.
	lowercase	...all Human Relations	...all human relations
	capitalize	in president Truman's	In President Truman's
	insert a comma	...he is however sure	...he is, however, sure
	insert a period (and capitalize)	...in the world later, in 1991, it was...	...in the world. Later, in 1991, it was...