

## PROOFREADING MARKS

| Notation in Margin | How Indicated in Copy             | Explanation  |
|--------------------|-----------------------------------|--|
|                    | true. The best rule to follow     | New paragraph  |
|                    | living room                       | Close up   |
| #                  | Mary had a                        | Insert space   |
|                    | Mary had a (lamb) little          | Transpose  |
| sp                 | There were 5 children.            | Spell out  |
| cap                | <u>mary</u> had a little lamb.    | Capitalize   |
| lc                 | Mary had a little / lamb.         | Lower case   |
|                    | The correct proced <del>ure</del> | Delete or take out   |
| stet               | Mary had a <u>little</u> lamb.    | Restore crossed-out word(s)<br>(let stand as before corrected) |
| little             | Mary had a <u>lamb</u> .          | Insert word(s) in margin                                       |
|                    | Birds fly.                        | Insert a period  |
|                    | Next, the main                    | Insert a comma   |
| BF                 | Mary had a little <u>lamb</u> .   | Boldface   |
| ital               | Mary had a <u>little</u> lamb.    | Italicize  |
| u. s. .            | <u>Mary</u> had a little lamb.    | Underline (or underscore)                                      |