

Proof-correction marks

Here is a small selection. Use either the symbols or words as preferred. The basic rule is to make the correction as unambiguous as possible.

This list is not mandatory: please use any logical scheme.

<i>Example</i>	<i>Proof mark</i>	<i>Alternative to mark</i>	<i>Description</i>
Deletrme		delete	Delete and close up space
Deletem		delete	Delete and leave space
Insert m		insert	Insert a character or words
Make bold		bold	Make selection bold-face type
Make italic		itals	Make selection italicized type
Remove bold		no bold	Remove bold formatting
<i>Remove italic</i>		no ital	Remove italicization
m ake capitals		caps	Make selection capital letters
REmove caPitals		l.c.	Make selection lower case
Indent paragraph		para	Make new paragraph
Run on		run on	Remove new paragraph
Change of mind		stet	Leave as typed
Space		#	Insert word space
Too		less#	Reduce spacing
order Correct		trs	Transpose words