

## Common proofreader's marks (journalism style)

Transpose letters or words:

Ross ~~(s)~~ building ~~(h)~~ house ~~(a)~~

Delete word, close up space:

Ross is building a ~~big~~ house.

Delete letter:

Ross is build~~ing~~ a house.

Note: You can also use this to delete a word.

Note: do not cross out letter with an x. X in proofreading means insert period.

Insert letter (or word):

Ross is bui<sup>l</sup>ing a house.

Insert comma:

Ross, an amateur carpenter<sup>,</sup> is building a house.

Note: commas are inserted beneath the word. Inserted from above, it's an apostrophe.

Insert period:

Ross is building a house<sup>.</sup>

Note: you also can use an x, or a period circled, to indicate period. You can't use just a period alone, however; a typesetter may miss it.

Add a space:

Ross is talking too<sup>I</sup>much.

Capitalize word:

ross is talking too much.

Note: Three lines under the whole word means capitalize it all. One line under a word means set in italic type.

Make capitalized letter lower case:

Ross is ~~T~~alking too much.

Begin new paragraph:

Ross finished his monologue. In other business, the commission recommended a 50 percent tax increase.

Note: The publisher's paragraph sign is also accepted: ¶

No new paragraph:

Ross is talking too much.)

—But he'll be finished soon.

Let stand as is:

Ross is tired of talk<sup>stef</sup>ing.

Note: this is used when an editor has edited copy, then changed his mind.

Word has been checked, found correct:

<sup>cg</sup>Smeth will attend a meeting in Bismarck, N.D.

Note: Used when an unusual spelling looks like an error.

Abbreviate (or spell out) word, or numeral:

Nern will bring <sup>2</sup>apples to his teacher, who lives on Maple <sup>St.</sup>

Note: circling a word means "do the opposite," whether it's abbreviated or spelled out. Misspelled words are not circled—they are corrected.