

Proofreader's Marks

Intention

Delete: take out a word

Delete: take out a letter

Insert new letter

Change a letter

Consider omitting

New paragraph

Close up unwanted space

Add space

Switch (transpose) letters

Switch (transpose) words

Capitalize

Lower case

Numerals not letters

Letters not numerals

Insert a comma

Don't make the change

Plus a few abbreviations idiosyncratic to 15.279

Awkward phrasing

Is this the best word?

Check the spelling

Check the transition

Check for sense or meaning

Rewrite for clarity

I don't understand what you're trying to say

Example Using Mark

Foul up and away

Arrest

Lester Thurw

Boston Red Sox

Never [but never] curse

In the beginning of In the beginning

Slo an Scho ol

Can't help myself

Governor

Yourself help TR

yo yo ma

Show Me the Way

One million

9 guidelines

Initially he thought

“Out, out damned spot!”

...

Awk

Word?

Sp?

Trans? or Where are we?

Sense?

Reword/Rephrase/Rethink

Huh?

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