

Proofreader's Marks

Granite School District Printing Services • Phone: 801.268.8556 Fax: 801.263.6128

⊙	Insert period or full point	~~~~~	Set indicated material in boldface type	○	Spell out indicated matter
↑ or /	Insert comma	bf.	Boldface type (margin indication)	Ⓢ	Spell out (margin indicator)
/= / or - /	Hyphen	≡	Capitalize indicated material	...	Let indicated material remain as is
:/	Insert colon	caps	Capitalization (margin indication)	stet	Let it stand or remain as it is (margin indication)
;/	Insert semicolon	==	Set indicated in small caps	↕ or ↗	Transpose indicated material to the position as shown
✓	Insert apostrophe	sm. caps (sc)	Small capitals (margin indication)	tr.	Transpose (margin indication)
!/	Insert exclamation mark or exclamation point	≡ =	Insert exclamation mark or exclamation point	L	Start new paragraph
Ⓢ ? /	Insert question mark or interrogation point	caps and small caps (c & sc)	Capitals and small capitals (margin indication)	¶	Paragraph (margin indication)
() or ()	Parentheses	—	Set indicated material in italics	⤴	Parentheses
[] or []	Brackets	ital.	Italics (margin indication)	No ¶	No paragraph (margin indicator)
↔	Insert quotation marks (double)	rom.	Change to roman	or —	Delete indicated material (vertical or horizontal line through material)
↕ ↗	Insert quotation marks (single)	✓ or ^	Caret	✂	Delete or take out (margin indication)
{ or }	Brace or pair of braces	#	Insert space	Ⓢ	Take out characters and close up
↑	Raise	ls #	Letterspace	○	Close up
↓	Lower	□	Indent one em	↪	Transfer encircled matter to the position shown by arrow
==	Align horizontally	□□	Indent two ems	WF	Wrong font or fonts
	Straighten or justify (align vertically)	↘	Set indicated matter in lowercase (slant through uppercase letter)	...	Elipsis
☐	Move to the left	lc.	Lowercase	↓	Superior character (superscript)
☐	Move to the right	out — see copy	Indicated matter has been omitted and must be set	↑	Inferior character (subscript)
☐	Print indented matter to the right				