

PROOFREADERS MARKS

EXPLANATION	MARK <i>(in the left margin)</i>	USE <i>(in the copy)</i>	RESULT
insert	SO ^	and it is ^	and so it is
delete	e	and so g it is	and so is
let it stand	stet	and so it is	and so it is
period	⊙	and so [^]	and so.
insert space	#	andso it is ^	and so it is
close up	⊂	a [^] nd so	and so
move right	⌋	and so it is it is so	and so it is it is so
move left	⌈	and so it is it is so	and so it is it is so
center	ctr	and so it is so it is so	and so it is so it is so
align		and so it is it is so	and so it is it is so
transpose	tr.	and so it is	and so it is
transpose	tr.	and (it is so)	and so it is
paragraph	¶	so it is. We are ^	so it is. We are
run in	no ¶	so it is. We are	so it is. We are
spell out	sp.	fall cal.	fall calendar
underscore	—	and so <u>it is</u> .	and so <u>it is</u> .
comma	^	and so [^] it is	and so, it is
colon	:/	and so [^]	and so:
semicolon	;/	and so [^]	and so;

EXPLANATION	MARK (in the left margin)	USE (in the copy)	RESULT
apostrophe	✓	and so its [^]	and so it's
quotes	“ ”	and so it [^]	“and so” it
hyphen	=/	mid [^] Hudson	mid-Hudson
parentheses	()	and so it is [^]	and (so it is)
exclamation point	!	and so it is [^]	and so it is!
question mark	?	it is [^]	it is?
lower case	lc	MID-HUDSON	mid-Hudson
capitalize	caps	mid-hudson [≡]	mid-Hudson
bold face	BF	<u>mid-Hudson</u>	mid-Hudson
light face	LF	mid-Hudson	mid-Hudson
italics	ital	mid-Hudson	mid-Hudson
Roman	Rom	<i>mid-Hudson</i>	mid-Hudson
use single spacing	ss	{ and so it is. We are	and so it is. We are
use double spacing	ds	{ and so it is. We are	and so it is. We are