

Proofreading Marks at a Glance

Proofreading marks (also called proofreaders' marks) are symbols and notations for correcting typeset pages. The proofreader places these marks in the margins and in corresponding lines of text. A slash separates marginal marks that appear on the same line.

Marginal Mark	Textual Mark	Instruction
the/a	In first step, model	insert
↵	refer back to	delete
#	Genesplice	insert space
(thin #)	300,000	insert thin space
□	This analysis	insert 1-em space
⌋	EEG recording	close up space
↵	innoculate	delete + close up
(sp)	npo for 8 h	spell out
a	seperate study	substitute
(tr)	mean(rate error)	transpose
¶	the RNA. We found	new paragraph
(run in)	The following five criteria	no paragraph
┌	Use of anti-inflammatory	break line
[[to find the	move left
]	to find the]	move right
┐	The drugs have	move up
└	The drugs have	move down
] [] Chapter Title [center
	$P < .001$ $P < .05$	align vertically
(caps)	Medline	capitalize
(lc)	DNAse	lowercase
(c + lc)	journal article	capitalize + lowercase
(sc)	d-galactose	set small caps

Marginal Mark	Textual Mark	Instruction
(ital)	strains of E coli	set italic
(bf)	Discussion	set boldface
(lf)	given 5 mg daily	set lightface
(rom)	we emphasize that	set roman
√	3.27 × 109	set superscript
2	2H ₂ + O ₂ = 2H ₂ O	insert subscript
(wf)	One participant had	wrong font
(stet)	and a double helix	stet (let it stand)
⊙	The study ended	insert period
↵	Moreover the data	insert comma
⊙	on the following list	insert colon
↵ ;	in all cases however,	insert semicolon
?	What is the dose	insert question mark
=	double blind study	insert hyphen
$\frac{1}{N}$	pp 300 / 305	set en dash
$\frac{1}{M} //$	the lowest 1, 2, and 5 were added	set em dash
↵	15 years experience	insert apostrophe
↵ / ↵	said that the side effects were minimal	insert quotation marks
≠ / ≠	tuberculosis TB	insert parentheses
[/]	(in tuberculosis TB)	insert brackets
(minus)	x^2 / y^2	set minus sign
(equals)	$x^2 - y^2 z^2$	insert equals sign
(prime)	The 5 terminus	set prime sign