

# PROOFREADING MARKS & SYMBOLS

# CHEATSHEET

MARKS/ SYMBOLS	MEANING	EXAMPLE
	Begin new paragraph	She was happy to see him. <sup>¶</sup> However, she had no idea about his secret life at that time.
	Capitalize a letter	Alice was born in <u>france</u> .
	Use a lowercase	Their <del>Managing</del> <del>Director</del> was present at the meeting yesterday.
	Close up space	Does any <u>one</u> know where Mary is?
	Delete and close up	The boss wrote a <u>recomm</u> endation letter for him.
	Delete / Remove	Too much work doesn't <del>rarely</del> leave time for exercising.
	Change the order	Lisa <u>her sister</u> taught how to ride a bike.
	Spell Out	<u>sp</u> We've been waiting for the train for more than <sup>two</sup> 2 hours.
	Don't Change / Stay	<u>stet</u> We <del>had</del> made many similar journeys together, but...
	Make Equal Space	<u>eq#</u> The solution to the <u>✓</u> problem was quite <u>✓</u> obvious but they didn't realize it at <u>✓</u> first.
	Wrong Font	<u>wf</u> Tony <u>explained</u> the rules of the game to his friends.
	Set as Bold	<u>bf</u> Use <u>bold</u> to highlight important phrases in the text.
	Set as Italic	<u>ital</u> <u>The Shack</u> is my favorite movie.
	Center	] <u>Jurassic Park</u> [ ] <u>by Michael Crichton</u> [
	Move Left / Right	[ Her brother has caused the whole family too much trouble. The boys threw the ball over the fence. ]

MARKS/ SYMBOLS	MEANING	EXAMPLE
	Add / Insert	My neighbor John <sup>bought</sup> a yacht last week.
	+ period	Sally used all her savings to start a new business.
	+ comma	Well, I've decided to help you.
	+ space	Our local travel agent offers great hiking tours every spring.
	+ colon	Tina exclaimed: "I'm fed up with it!"
	+ semi-colon	Nothing interests when too long dwelt upon; little interests that is told a second time.
	+ hyphen	There were twenty-five students in my class.
	+ apostrophe	Mike's car is blue.
	+ quotation marks	Emily said, "Good afternoon."
	+ question mark	Is proofreading your regular profession, Miss Parker?
	+ exclamation mark	Wow, what an amazing view!
	+ parentheses	(/) The World Health Organization WHO promotes health worldwide.
	+ brackets	[/] Helen wrote, "I would rather die than sic betray my friend."
	+ en dash	The scheduled time for the workshop is 8:00 — 11:30 a.m.
	+ em dash	No one — not even the CEO — realized the company would go bankrupt so quickly.