

# PROOFREADERS' MARKS

Instruction	Textual mark	Marginal mark	Instruction	Textual mark	Marginal mark
Insert in text the matter indicated in margin	λ	<i>New matter / followed by</i>	Substitute or insert character(s) over which this mark is placed, in 'inferior' position	/ through character or λ where required	^over character (e.g. ⚡)
Delete	Strike through characters to be deleted	∅	Change damaged character(s)	Encircle character(s) to be altered	x
Delete and close up	Strike through characters to be deleted and use linking marks	∅	Close up—delete space between characters	○ linking characters	○
Leave as printed	... under characters to remain	<i>stet</i>	Insert space	λ	#
Change to italic	— under characters to be altered	<i>ital</i>	Transpose	↔ between characters or words,	↔
Change to even small capitals	= under characters to be altered	<i>A. C.</i>	Move matter to right	⌊ at left side of group to be moved	⌊
Change to capital letters	≡ under characters to be altered	<i>caps</i>	Move matter to left	⌋ at right side of group to be moved	⌋
Use capital letters for initial letters and small capitals for rest of words	≡ under initial letters and = under the rest of the words	<i>c. &amp; s.c.</i>	Raise lines	⤴ over lines to be moved ⤵ under lines to be moved	<i>raise</i>
Change to bold type	⋈ under characters to be altered	<i>bold</i>	Lower lines	⤶ over lines to be moved ⤷ under lines to be moved	<i>lower</i>
Change to lower case	Encircle characters to be altered	<i>l.o.</i>	Correct the vertical alignment		
Change to roman type	Encircle characters to be altered	<i>rom</i>	Straighten lines	≡ through lines to be straightened	≡
Underline word or words	— under words affected	<i>underline</i>	Begin a new paragraph	☐ before first word of new paragraph	<i>n.p.</i>
Substitute or insert character(s) under which this mark is placed, in 'superior' position	/ through character or λ where required	∇ under character (e.g. ⚡)	No fresh paragraph here	⌋ between paragraphs	<i>run on</i>
			Insert en (half-em) rule	λ	<i>en</i>
			Insert one-em rule	λ	<i>em</i>