

# Proofreading symbols

CORRECTION	MARGIN SYMBOL	IN-TEXT MARK	EXAMPLE
Delete character	9	/	9 The cat sat <del>o</del> n the mat.
Delete characters/words	9	—	9 The cat <del>cat</del> sat on the mat.
Delete and close up	9	∩	9 The cat sat on the m <del>at</del> ∩.
Close up	∩	∩	∩ The c∩at sat on the mat.
Insert space	Y	Y	Y The cat sat on <del>the</del> Y mat.
Reduce to single space	↑	↑	↑ The cat <del>  </del> ↑sat on the mat.
Insert	.../	∧	o/ The cat sat <del>h</del> ∧ the mat.
Leave as is	...	...	... The <del>cat</del> ∩∩∩ sat on the mat.
Change to uppercase	≡	≡	≡ <del>the</del> ∩∩∩ sat on the mat.
Change to lowercase	≠	/	≠ The cat sat on the <del>M</del> at.
Insert full point	⊙/	∧	⊙/ The cat sat on the mat <del>.</del> ∧
Insert colon	⊙:/	∧	⊙:/ The cat sat on the mat <del>.</del> ∧ it was the cat's mat.
Insert semicolon	⊙;/	∧	⊙;/ The cat sat on the mat <del>.</del> ∧ it was the cat's mat.
Insert apostrophe	∨'/	∧	∨'/ It was the cat <del>s</del> ∧ mat.
Insert comma	∧;/	∧	∧;/ Feeling tired <del>.</del> ∧ the cat sat on the mat.
Insert opening parenthesis	∩/	∧	∩/ The cat sat on the mat <del>.</del> ∧ (it was tired).
Insert closing parenthesis	∩/	∧	∩/ The cat sat on the mat (it was tired <del>.</del> ∧)
Insert opening bracket	∩/	∧	∩/ The cat sat on the mat <del>.</del> ∧ (it was very] tired).
Insert closing bracket	∩/	∧	∩/ The cat sat on the mat (it was [very tired <del>.</del> ∧)
Insert double quote mark	∨"/	∧	∨"/×2 The cat said <del>.</del> ∧ 'm tired <del>.</del> ∧
Insert single quote mark	∨'/	∧	∨'/×2 The cat said <del>.</del> ∧ 'm tired <del>.</del> ∧

CORRECTION	MARGIN SYMBOL	IN-TEXT MARK	EXAMPLE
Change to double quote mark	”/	∧	”/×2 The cat said “I’m tired”
Change to single quote mark	’/	∧	’/×2 The cat said ‘I’m tired’.
Insert hyphen	/-/	∧	/-/ The cat was a full-time nuisance.
Insert/replace with en dash	/N/	∧	/N/×2 The cat ∧ not the dog ∧ sat on the mat.
Change to roman font	rom	○	rom The cat (sat) on the mat.
Change to italic font	ital	~~~~~	ital The cat sat on the mat.
Change to bold font	b	=	b The <u>cat</u> sat on the mat.
Underline	u	—	u The cat sat on the <u>mat</u> .
Remove underline	g	—	g The cat sat on the <u>mat</u> .
Wrong font	wf	○	wf The cat (sat) on the mat.
Transpose	trs	∩	trs The (sat cat) on the mat.
Run on from previous line	ro	↪	ro The cat sat on the mat.
Indent		→	The cat sat. → The dog stood.
Align left		←	The cat sat. ← The dog stood.
Insert line break		↵	↵ <u>The</u> cat sat. The dog stood.
Reduce space between lines		←	The cat sat. ← The dog stood.
Take over to next line/ column/page	to	[	to The cat sat on the [mat.
Take back to previous line/column/page	tb	]	tb [The cat] sat on the mat.