
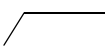


Copy Editing and Proofreading Symbols

| Symbol | Meaning | Example |
|---------|--|---|
| | Delete | Remove the end fitting. |
| | Close up | The tolerances are with <u>in</u> the range. |
| | Delete and Close up | Delete and close up the gap. |
| | Insert | The box is ^{not} inserted correctly. |
| # | Space | The procedure is incorrect. |
| | Transpose | Remove the <u>fitting end</u> . |
| / or lc | Lower case | The E ngineer and manager agreed. |
| ≡ | Capitalize | A representative of <u>nasa</u> was present. |
| | Capitalize first letter and lower case remainder | G ARRETT P RODUCTS are great. |
| stet | Let stand | Remove the battery ^{stet} cables. |
| ¶ | New paragraph | The box is full ¶ The meeting will be on Thursday. |
| no ¶ | Remove paragraph break | The meeting will be on Thursday. ¶ no All members must attend. |
| | Move to a new position | All members attended <u>who were new</u> . |
| | Move left | [Remove the faulty part. |
| | Flush left | [Move left. |
| | Flush right |] Move right. |
| | Move right |] Remove the faulty part. |
| | Center |] Table 4-1 [|
| | Raise | 16 ₂ |
| | Lower | 16 ² |
| | Superscript | 16 ² |
| | Subscript | 16 ₂ |
| | Period | Rewrite the procedure <u>.</u> Then complete the tasks. |
| | Apostrophe or single quote | The company's policies were rewritten. |
| | Semicolon | He left <u>;</u> however, he returned later. |

| Symbol | Meaning | Example |
|---|---------------------------|--|
| ∴ | Colon | There were three items∴nuts, bolts, and screws. |
| ∴ | Comma | Apply pressure to the first∴second∴and third bolts. |
| - | Hyphen | A valuable b product was created. |
| ○ sp | Spell out | The (info) was incorrect. sp |
| ○ | Abbreviate | The part was (twelve feet) long. |
| or = | Align | Personnel Facilities Equipment |
| _____ | Underscore | The part was listed under <u>Electrical</u> . |
|  | Run in with previous line | He rewrote the pages) (and went home. |
| M | Em dash | It was the beginning so I thought. M |
| N | En dash | The value is 12Q 408. N |
| (ital) | Set in italics | The book was titled <u>Technical Writing Styles</u> . (ital) |
| (bf) | Set in bold | This is the <u>only</u> time we can offer this price. (bf) |
| (wf) | Wrong font | This is the first step in the procedure . (wf) |
| (sm cap) = | Set in small caps | Set the <u>MFG REGISTER</u> to zero. (sm cap) |

| Meaning | Symbol | Example |
|---|---|---|
| Abbreviate | ○ | The part was (twelve feet) long. |
| Align | or = | Personnel Facilities Equipment |
| Apostrophe or single quote | ∴ | The companys policies were rewritten. |
| Capitalize | ≡ | A representative of <u>nasa</u> was present. |
| Capitalize first letter and lowercase remainder |  | <u>G</u> ARRETT <u>P</u> RODUCTS are great. |
| Center | □ □ |]Table 4-1[|
| Close up | ⊂ | The tolerances are with in the range. |
| Colon | ∴ | There were three items∴nuts, bolts, and screws. |

| Meaning | Symbol | Example |
|---------------------------|---------|--|
| Comma | | Apply pressure to the first second and third bolts. |
| Delete | | Remove the end fitting. |
| Delete and close up | | Delete and close up the gap. |
| Em dash | | It was the beginning so I thought. |
| En dash | | The value is 120 408. |
| Flush left | | Move left. |
| Flush right | | Move right. |
| Hyphen | - | A valuable byproduct was created. |
| Insert | | The box is ^{not} inserted correctly. |
| Let Stand | stet | Remove the battery cables. |
| Lower | | 16 ² |
| Lower case | / or lc | The Engineer and manager agreed. |
| Move left | | Remove the faulty part. |
| Move right | | Remove the faulty part. |
| Move to a new position | | All members attended who were new. |
| New paragraph | ¶ | The box is full ¶ The meeting will be on Thursday. |
| Period | ⊙ | Rewrite the procedure ⊙ Then complete the tasks. |
| Raise | | 16 ₂ |
| Remove paragraph break | no ¶ | The meeting will be on Thursday. ¶ no All members must attend. |
| Run in with previous line | | He rewrote the pages and went home. |
| Semicolon | | He left; however, he returned later. |
| Set in bold | | This is the only time we can offer this price bf |
| Set in italics | | The book was titled <i>Technical Writing Styles</i> <i>ital</i> |
| Set in small caps | | Set the <u>MFG REGISTER</u> to zero. <i>sm cap</i> |
| Space | # | The [#] procedure is incorrect. |
| Spell out | | The <i>(info)</i> was incorrect. <i>sp</i> |
| Subscript | | 16 ₂ |

| Meaning | Symbol | Example |
|-------------|--------|---|
| Superscript | ^ | 16 ² |
| Transpose | ~ | Remove the fitting end. |
| Underscore | _____ | The part was listed under <u>Electrical</u> . |
| Wrong font | (wf) | This is the first step in the procedure , (wf) |

Ten Rules of Proofreading

1. Never proofread your own copy.
2. Read everything in the copy straight through from the beginning to end.
3. Read copy backward to catch spelling errors.
4. Read pages out of order.
5. Have proofreaders initial the copy they check.
6. Have someone read numbers while you check hardcopy.
7. Take short breaks so you can concentrate more clearly.
8. List errors you spot over a month.
9. Alter your routine.
10. Make your marks legible and understandable.

From "How to Avoid Costly Proofreading Errors" by Carolyn Boccella Bagin and Jo Van Doren