

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 ^{not} is inserted correctly.
	Space	The procedure is incorrect.
	Transpose	Remove the <u>fitting</u> end.
	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.
	Let stand	Remove the battery ^{stet} cables.
	New paragraph	The box is full ¶ The meeting will be on Thursday.
	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 . Then complete the tasks.
	Apostrophe or single quote	The company's policies were rewritten.
	Semicolon	He left 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 byproduct 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 120 408. 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 <b>the first step in the procedure</b> . (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 company's 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 <b>bf</b>
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 <b>the first step in the procedure</b> , (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*