

# Proofreading Marks at a Glance

Proofreading marks (also called proofreaders' marks) are symbols and notations for correcting typeset pages. The proofreader places these marks in the margins and in corresponding lines of text. A slash separates marginal marks that appear on the same line.

Marginal Mark	Textual Mark	Instruction
the/a	In first step, model	insert
↵	refer back to	delete
#	Genesplice	insert space
(thin #)	300,000	insert thin space
□	^ This analysis	insert 1-em space
∪	EEG re cording	close up space
↵	inoculate	delete + close up
(sp)	npo for 8 h	spell out
a	seperate study	substitute
(tr)	mean(rate)error	transpose
¶	the RNA. ^ We found	new paragraph
(run in)	The following five criteria	no paragraph
┌	Use of anti-inflammatory	break line
[	[ to find the	move left
]	to find the]	move right
┐	The drugs have	move up
└	The drugs have	move down
] [	] Chapter Title [	center
	$P < .001$ $P < .05$	align vertically
(caps)	Medline	capitalize
(lc)	DNase	lowercase
(c + lc)	journal article	capitalize + lowercase
(sc)	d-galactose	set small caps

Marginal Mark	Textual Mark	Instruction
(ital)	strains of E coli	set <i>italic</i>
(bf)	Discussion	set <b>boldface</b>
(lf)	given 5 mg daily	set lightface
(rom)	we emphasize that	set roman
∨	3.27 × 10 <sup>9</sup>	set superscript
^	2H <sub>2</sub> + O <sub>2</sub> = 2H <sub>2</sub> O	insert subscript
(wf)	One participant had	wrong font
(stet)	and a double helix	stet (let it stand)
⊙	The study ended ^	insert period
^	Moreover the data	insert comma
⊙	on the following list ^	insert colon
^	in all cases ^ however,	insert semicolon
?	What is the dose ^	insert question mark
=	double blind study	insert hyphen
$\frac{1}{N}$	pp 300 / 305	set en dash
$\frac{1}{M} //$	the lowest 1, 2, and 5 were added	set em dash
^	15 years ^ experience	insert apostrophe
“/”	said that ^ the side effects were minimal ^	insert quotation marks
€ / ₣	tuberculosis TB ^	insert parentheses
[ / ]	(in tuberculosis TB ^)	insert brackets
(minus)	$x^2 / y^2$	set minus sign
(equals)	$x^2 - y^2 ^ z^2$	insert equals sign
(prime)	The 5 ^ terminus	set prime sign