










APPENDIX A







Proofreaders' Marks

Proofreaders' Mark	Draft	Final Copy
¶	ridiculous! If that is so	ridiculous! If that is so
⌋	to gether	together
#	It may be	It may not be
↕	it is not true	it is true
↔	believable	believable
○	is it so	it is so
○	2 years ago	two years ago
○	16 Elm St.	16 Elm Street
^	How much is it?	How much is it?
q OR -	it may not be true	it may be true
^ OR /	temperature	temperature
⌋ OR ⌌	commitment to buy	commitment to buy
q OR -	but and if you won't	but if you can't
Stet	I was very glad	I was very glad
/	Federal Government	federal government
≡	Janet L. greyston	Janet L. Greyston
∨	in her new book*	in her new book*
^	H ₂ SO ₄	H ₂ SO ₄
⊙	Mr. Henry Grenada	Mr. Henry Grenada
↑	a large, old house	a large, old house
↓	my children's car	my children's car
↕	he wants a loan	he wants a "loan"
= OR ≡	a first-rate job	a first-rate job
≡	ask the co-owner	ask the co-owner
—	Here it is—cash!	Here it is—cash!
—	Pages 1–5	Pages 1–5
—	an issue of Time	an issue of <u>Time</u>
ital	The New York Times	<i>The New York Times</i>

Proofreaders' Mark

- bf**  Set in boldface.
- rom**  Set in roman.
-  Insert parentheses.
-  Move to the right.
-  Move to the left.
- ss**  Single-space.
- ds**  Double-space.
- + 1 line**  Insert 1 line space.
- 1 line**  Delete (remove) 1 line space.

Draft

- bf** the Enter key
- rom** the most likely
left today (~~May 3~~)
- \$38,367,000 
-  Anyone can win!
- ss**  I have heard
he is leaving
- ds**  When will you
have a decision?
- Percent of Change
- + 1 line**  16.25
- 1 line**  Northeastern
regional sales

Final Copy

the **Enter** key

the most likely

left today (May 3)

\$38,367,000

Anyone can win!

I have heard
he is leaving

When will you
have a decision?

Percent of Change

16.25

Northeastern
regional sales