APPENDIX A

Proofreaders' Marks

Proofrea	ders' Mark	Draft	Final Copy
#	Start a new paragraph.	ridiculous! $^{\#}$ If that is so	ridiculous!
			If that is so
0	Delete space.	to gether	together
# ^	Insert space.	Itmay be	It may not be
# ^ <u></u>	Move as shown.	it is not true	it is true
\cap	Transpose.	bel <mark>ej</mark> vable	believable
		is it so	it is so
	Spell out.	2 years ago	two years ago
		16 Elm St.	16 Elm Street
^	Insert a word.	How much it?	How much is it?
9 OR —	Delete a word.	it may no t be true	it may be true
^OR ✓	Insert a letter.	temper <mark>t</mark> ure	temperature
<pre> OR € </pre>	Delete a letter and close up.	committment to buny	commitment to buy
%OR−	Change a word.	but can't _∧ and if you won't	but if you can't
Stet	Stet (don't delete).	I was very glad	I was very glad
/	Make letter lowercase.	Federal Government	federal government
=	Capitalize.	Janet L. greyston	Janet L. Greyston
v	Raise above the line.	in her new book∜	in her new book*
^	Drop below the line.	H2SO4	H ₂ SO ₄
•	Insert a period.	Mr.Henry Grenada	Mr. Henry Grenada
^	Insert a comma.	a large _r old house	a large, old house
↓	Insert an apostrophe.	my children's car	my children's car
4	Insert quotation marks.	he wants a ^V loan [♥]	he wants a "loan"
=OR_	Insert a hyphen.	a first ≠ rate job	a first-rate job
		ask the coowner	ask the co-owner
<u> </u> M	Insert an em dash.	Here it is cash!	Here it is—cash!
- N	Insert an en dash.	Pages 1 ¹ √5	Pages 1–5
_	Insert underscore.	an issue of <u>Time</u>	an issue of <u>Time</u>
ital	Set in italic.	The New York Times	The New York Times

Proofreaders' Mark		Draft	Final Copy
bf	Set in boldface.	bf the Enter key	the Enter key
rom	Set in roman.	rom the most likely	the most likely
€ }	Insert parentheses.	left today (May 3)	left today (May 3)
	Move to the right.	\$38,367,000	\$38,367,000
	Move to the left.	Anyone can win!	Anyone can win!
SS	Single-space.	I have heard	I have heard
_		he is leaving	he is leaving
ds	Double-space.	When will you	When will you
_		have a decision?	have a decision?
+ 1 line	Insert 1 line space.	Percent of Change	Percent of Change
		+ 1 line 16.25	16.25
- 1 line	Delete (remove) 1 line space.	Northeastern	Northeastern
		regional sales	regional sales