



**A guide to proofreading  
symbols, from The No-Nonsense  
Proofreading Course.**

**[www.proofreading-course.com](http://www.proofreading-course.com)**

**Proof reader's marks, what they look like and how to use them.**

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**Also known as a 'caret',  
this mark instructs  
the typesetter to insert matter  
into the text.**

**The mark is used in the margin, followed by the matter to be inserted, and in the copy itself, indicating the point of insertion.**



**This is a deletion mark.**

**It is placed in the margin,  
with the characters or words  
to be deleted struck through  
in the text itself.**

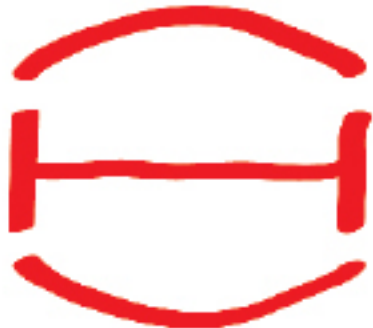


**Delete and close up space.**

**Words or characters in the  
text should be highlighted  
using one of the following  
marks...**



**or**





**or** *stet*

**Ignore proof reader's remarks.**

**Put a broken line under the  
comments to be disregarded.**



**This indicates that something  
requires querying.**

**Circle the matter in the text  
which requires attention.**

**You can write details of the  
query in the margin.**



**This indicates that the wrong font has been used.**

**Circle the incorrect words or characters in the text.**

**(Sometimes 'w.f.' is used in the margin instead of the circled 'x')**

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**This instructs the typesetter  
to change underscored text  
to italic.**

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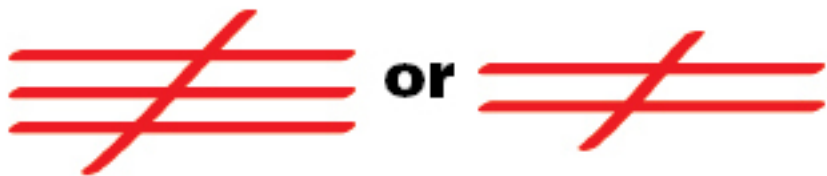
**This instructs the typesetter  
to change underscored text  
from italic to roman (plain,  
'unitalicised' type).**



**This instructs the typesetter  
to change triple-underscored  
text from lower case to  
capital letters.**



**This instructs the typesetter  
to change double-  
underscored text from lower  
case to 'small' capitals.**



**This instructs the typesetter  
to change double- or triple-  
underscored text from  
capitals or small capitals to  
lower case.**



**This instructs the typesetter  
to change wavy-underscored  
text to bold.**

7

**This instructs the typesetter  
to insert superscripted matter  
or superscript circled matter.**

**In the margin, place the  
matter to be superscripted  
above the superscript proof  
reader's mark.**

h

**This instructs the typesetter to insert subscripted matter or to subscript circled matter.**

**In the margin, place the matter to be subscripted below the subscript proof reader's mark.**



**When requesting a full stop (period) or colon to be inserted, always place them in a circle so they aren't mistaken for accidental marks.**

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**Insert an apostrophe.  
Use caret to indicate  
location in copy.**

4 or 4 or 4 or 4

**Insert single or double  
quotation marks.  
Use caret to indicate  
location in copy.**

$\text{---}$  or  $m$  or  $n$

**Insert hyphen, em dash  
or en dash.  
Use caret to indicate  
location in copy.**



**Insert slash.  
Use caret to indicate  
location in copy.**



**Insert paragraph break.  
Place mark between the  
words or characters where  
you want the break to occur.**



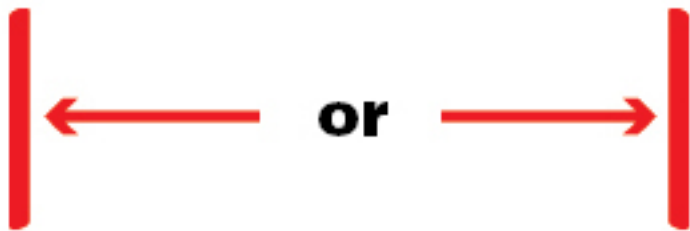
**Remove paragraph break.  
Use mark to effectively join  
the paragraphs together.**



**Indent text. Use mark to  
indicate how far you wish the  
text to be indented**



**Remove indent.**



**Range text left or right.  
Bracket text to be ranged**

[ ]

**Centre text.**  
**Bracket text to be centred**



**Increase space between  
words or characters.**

**Use caret to indicate where  
the space is to be inserted.**



**Decrease space between  
words or characters.**



**Increase space between lines. Mark should 'stretch' from margin and into the space to be increased.**



**Decrease space between lines. Mark should 'stretch' from margin and into the space to be decreased.**



**Remove space between  
words or characters and  
close-up text.**

**To be used like this...**

hel 1o



**To find out more about how you  
can improve your proofreading  
skills or even become a  
*professional* proofreader, visit:  
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