Proofreader’s Marks

Symbols and abbreviations referring to comments about and suggestions for revision appear in the margins and text of your paper.

+ date  Date *everything* you write

subtitle  Consider using a subtitle to clarify the specific subject matter of your paper.

Delete; take out.

Capitalize underlined [ _ ] letter(s).

Insert appropriate information where indicated by the "/\." 

Remove space(s).

Add space(s).

Start a new paragraph.
Work on paragraph emphasis.

Each paragraph should have only one main idea.

*Italicize.*

If you are writing with a pen or pencil, *underline*.

Lower case letter needed, instead of capitals.

A line drawn through a capital letter (e.g., *FrEnch*) indicates that the letter should be lower case.

Period needed.

Comma needed.

Semicolon needed.

Semicolons should join together two independent clauses (IC).

Colon needed.

Hyphen needed.
Apostrophe needed.

Quotation mark(s) needed.

Rewrite awkward expression or construction.

Add parenthetical in-text reference(s).

Place your name or a short title in the upper right-hand corner, followed by the page numbers. Adding a date is optional.

Example:
-------------------------------------------------------------------
|                                  | Nuer Emics 2 |
|                                  | If the first line on a page should start after a little space. |

Make sure the pronoun reference is clear.

Clarify ambiguous or vague statements and words.
| agr | Check subject-verb agreement. |
|     | (sv agr)                      |
| agr | Check pronoun agreement.      |
|     | (pn agr)                      |
| tr  | Transpose order of elements for clarity |
|     | ( )* or emphasis.             |
|    | Use a dash (--) to introduce a word, phrase, or clause that summarizes the words preceding it, or to set off an interruption in a sentence |
|    | Use two hyphens (--) unless your word processor has a proper dash character. |
| frag| Complete sentence fragment.   |
| comb| Combine sentences.            |
| t   | Is this an appropriate tense form? |
|     | Do you shift tenses without a good reason? |
Correct the obvious fault(s) and/or mistake(s) in the sentence.

Do you really want to use this word?
Could another word better say what you want?

For more and detailed information, consult a writing manual such as *The New St. Martin’s Handbook*:

Lunsford, Andrea, and Robert Connors.