

# 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.

cap      Capitalize underlined [    ] letter(s).

∧      Insert appropriate information where indicated by the "∧."



Remove space(s).



#      Add space(s).

¶      Start a new paragraph.

- ¶-em      Work on paragraph emphasis.
- Each paragraph should have only one main idea.
- ital      *Italicize.*
- If you are writing with a pen or pencil, underline.
- lc      Lower case letter needed, instead of capitals.
- A line drawn through a capital letter (e.g., ~~F~~rench) 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.

awk Rewrite awkward expression or construction.

+ ref Add parenthetical in-text reference(s).

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

Example:

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|  
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Nuer Emics 2

Then the first line on a page should  
start after a little space.

pn ref Make sure the pronoun reference is clear.

vag Clarify ambiguous or vague statements and words.

agr  
(sv agr) Check subject-verb agreement.

agr  
(pn agr) Check pronoun agreement.

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?

- x Correct the obvious fault(s) and/or mistake(s) in the sentence.
  
- w 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.

(1999). *The New St. Martin's*

*handbook*. New York: St. Martin's.