

## Proofreaders' Marks

| <u>INSTRUCTION</u> | <u>ORIGINAL TEXT</u>   | <u>CORRECTED TEXT</u>      |
|--------------------|--|----------------------------|
| Delete             | the <span style="border: 1px solid black; padding: 0 2px;">good</span> word <span style="float: right;">stet</span>    | the word                   |
| No Change          | the <span style="border: 1px solid black; padding: 0 2px;">good</span> word <span style="float: right;">W</span>       | the good word              |
| Capitalize         | the <span style="border: 1px solid black; padding: 0 2px;">word</span> <span style="float: right;">lc</span>           | The Word                   |
| Lower Case         | the <span style="border: 1px solid black; padding: 0 2px;">Word</span> <span style="float: right;">sm</span>           | the word                   |
| Small Caps         | See <span style="border: 1px solid black; padding: 0 2px;">Word</span> <span style="float: right;">ital</span>         | See WORD                   |
| Italics            | The word is <span style="border: 1px solid black; padding: 0 2px;">word</span> <span style="float: right;">bold</span> | The word is <i>word</i>    |
| Bold               | The entry <span style="border: 1px solid black; padding: 0 2px;">word</span>   | The entry <b>word</b>      |
| Transpose          | the "word?" <span style="float: right;">tr</span>  | the "word."                |
| Close Space        | the wo <sup>^</sup> rd <span style="float: right;">^</span>  | the word                   |
| New Paragraph      | the word. <del>The next year</del> <span style="float: right;">¶</span>  | the word.<br>The next year |
| Move Left          | <span style="border-left: 1px solid black; padding-left: 5px;">The word</span>   | The word                   |
| Move Right         | <span style="border-right: 1px solid black; padding-right: 5px;">The word</span> <span style="float: right;">wf</span> | The word                   |
| Wrong Font         | the <sup>o</sup> word  | the word                   |
| Insert Word        | the word <span style="float: right;">good</span>   | the good word              |
| Insert Space       | theword <span style="float: right;">#</span>   | the word                   |
| Insert Punctuation | the word <span style="float: right;">^</span>  | the word.                  |
| Insert Punctuation | the <sup>v</sup> word <sup>v</sup> <span style="float: right;">" "</span>  | the "word"                 |