

Additional PROOFREADERS' MARKS

Symbol	Meaning	Example
☐ or ♂ or Ⓞ	delete	take X out
○	close up	print as <u>o</u> ne word
^ or > or ^	caret	insert here <u> something</u>
#	insert a space	put one here
tr	transpose	change <u>order</u> the
¶	begin a new paragraph	
Ⓢ	spelling or spell out	I luv <u>pye</u> as I love pie -or- set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set nato as NATO
l or ll	set in lowercase	set S outh as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
^ _ or Ⓢ	when	multi-colored
Ⓢ	comma	
↘	apostrophe	
⊙	period	
Ⓢ or Ⓢ	semicolon	
: or Ⓢ	colon	
↔ or ↘ ↙	quotation marks	
(/)	parentheses	
[/]	brackets	