Proofreaders’ Marks

Mark in Margin  Instruction  Mark on the Manuscript  Corrected Type

Delete  
student housing is  housing is

Insert  
Most students live  Most freshman students live

Let stand  
student housing is  student housing is

Make upper case (capital)  
Marquette University  Marquette University

Make lower case  
the political science class  the political science class

Make italics  
Most students live  Most students live

Transpose  
housing student is  student housing is

Close space  
the university  the university

Spell out  
Marquette University Student Government  Marquette University Student Government

Insert space  
the history faculty  the history faculty

Start paragraph  
Most students live …  Most students live …

No paragraph  
… in university facilities. However, …  … in university facilities. However, …

Set in small capitals  
the faculty  the FACULTY

Set in roman type  
the faculty  the faculty

Set in bold face  
the faculty  the faculty

Set in light face  
the faculty  the faculty

Insert period  
The course is no longer offered  The course is no longer offered.

Insert comma  
However, we regret to inform you …  However, we regret to inform you …

Insert hyphens  
day-by-day  day-by-day

Insert colon  
by calling the following number  by calling the following number:

Insert semicolon  
The course is not offered in the fall; it is offered in the spring.  The course is not offered in the fall; it is offered in the spring.

Insert apostrophe  
the students book  The student’s book

Insert quotation marks  … will contribute to the academic atmosphere,”  Said Smith.  … will contribute to the academic atmosphere,”  Said Smith.

Insert parentheses  
Mary Brown, Class of 1984  Mary Brown (Class of 1984)

Insert brackets  

Insert en dash  

Insert em dash  
The message—be successful.  The message—be successful

Insert superior type  
\( 2^2=4 \)  \( 2^2=4 \)

Insert inferior type  
H \(_2\)O  H \(_2\)O

Insert asterisk  
the student*  the student*

Flush left  
The course is offered at this location.  The course is offered at this location.

Flush right  
The course is offered at this location.  The course is offered at this location.

Flush paragraph  
The course is offered at this location.  The course is offered at this location.

Ellipsis  …  …