

D. PROOFREADERS' MARKS

Proofreaders' marks are used to indicate changes and corrections in a document (called a rough draft) that is being revised for final copy. Study the proofreaders' marks and examples that follow, and learn what each mark means.

Proofreaders' Marks	Draft	Final Copy
Omit space	data base	database
Insert	if he's ^{not} going	if he's not going,
Capitalize	Maple street	Maple Street
Delete	a final draft	a draft
Insert space	allready to	all ready to
Change word	and if you	and when you
Use lowercase letter	our P resident	our president
Paragraph	¶ Most of the	Most of the
Bold	He did say	He did say
Don't delete	a true story	a true story

Proofreaders' Marks	Draft	Final Copy
Transpose	how you can	how can you
Single-space	ss [first line second line	first line second line
Double-space	ds [first line second line	first line second line
Spell out	keep 1 copy	keep one copy
Don't delete	our two copies	our two copies
Move left	□ She fell	She fell
Move right	□ The final	The final
Move as shown	The two pages <u>extra</u>	The extra two pages
Italic	<i>Vogue</i> magazine	<i>Vogue</i> magazine
underline	<u>Vogue</u> magazine	<u>Vogue</u> magazine