

# Proof-correction marks

Here is a small selection. Use either the symbols or words as preferred. The basic rule is to make the correction as unambiguous as possible.

This list is not mandatory: please use any logical scheme.

<i>Example</i>	<i>Proof mark</i>	<i>Alternative to mark</i>	<i>Description</i>
Deletr <del>e</del>		<b>delete</b>	Delete and close up space
Deletem <del>e</del>		<b>delete</b>	Delete and leave space
Insert m <del>l</del>		<b>insert</b>	Insert a character or words
<b>Make bold</b>		<b>bold</b>	Make selection bold-face type
<i>Make italic</i>		<b>itals</b>	Make selection italicized type
<b>Remove bold</b>		<b>no bold</b>	Remove bold formatting
<i>Remove italic</i>		<b>no ital</b>	Remove italicization
<b>make capitals</b>		<b>caps</b>	Make selection capital letters
<del>RE</del> move ca <del>P</del> itals		<b>l.c.</b>	Make selection lower case
Indent paragraph		<b>para</b>	Make new paragraph
Run on		<b>run on</b>	Remove new paragraph
Change of <del>mind</del>		<b>stet</b>	Leave as typed
Space <del>missing</del>		<b>#</b>	Insert word space
Too   much space		<b>less#</b>	Reduce spacing
<b>order</b> <b>Correct</b>		<b>trs</b>	Transpose words