

PROOFER'S MARKS

The following are the most commonly used proofers marks you may wish to use to indicate changes you require to be made to your proof or copy.

Instruction	Textual Mark	Marginal Mark
Leave as printed	The sun rose as usual	<i>stet</i>
Insert space	The sun rose as usual	#
Insert word	The sun rose as usual	<i>early</i>
Delete and leave space	The sun rose / as usual	77 #
Delete and close up	The sun rose as usual	77
Change to italic	The sun <u>rose</u> as usual	<i>ital</i>
Change to small capitals	The sun <u>rose</u> as usual	<i>sc</i>
Change to capital letters	The <u>sun</u> rose as usual	<i>cap</i>
Change to bold type	The sun rose <u>as</u> usual	<i>bold</i>
Change to lower case	The S un rose as usual	<i>lc</i>
Close up	The sun <u>ro</u> se as usual	∩
Reduce space between lines	The sun rose as usual (out of the sea	<i>Less</i> #
Add space between lines	The sun rose as usual > out of the sea	^ #
Move matter to right	☐ The sun rose as usual	☐
Move matter to left	☐ The sun rose as usual	☐
Indent	☐ The sun rose as usual	☐
Take back letter or word or line to previous line, column or page	The sun rose out of the sea as usual (dazzling)	<i>move</i>
Begin a new paragraph	The sun rose as usual. ☐ Out of the dazzling sea	<i>np</i>