



Common Proofreader's Marks

Mark	Meaning	Example with mark	Result
	delete; take out	She is is think ing ...	She is thinking...
	add	customers w re r ig ht	customers were right
	close up	wonder ful dreamer	wonderful dreamer
	insert a space	insert a space	insert a space
	stet, leave as is	my mistake; ignore	my mistake; ignore
	change the order	Change order the	Change the order
	begin a new paragraph	New topic # Begin a new paragraph...	New topic. Begin a new...
	Combine paragraphs	alone. Continuing on the same topic...	alone. Continuing on the same topic...
	spell out	Write out in 1 ^{sp} word. It was 20 ²⁰ % of each pie.	Write out in one word. It was two percent of each pie.
	lowercase	...all H uman R elations	...all human relations
	capitalize	in president Truman's	In President Truman's
	insert a comma	...he is however sure	...he is, however, sure
	insert a period (and capitalize)	...in the world later, in 1991, it was...	...in the world. Later, in 1991, it was...
	remove space	It was in the forest...	It was in the forest...
	italicize	The word <u>new</u> is my...	The word <i>new</i> is my...
	Insert an apostrophe	The girls braids ...	The girl's braids...