Get it Write!
SERVICES FOR PROFESSIONALS WHO WRITE

Common proofreading marks

Instruction	Text mark	Margin mark
Correction is concluded	None	/
Insert in text the matter indicated in the margin		New matter followed by /
Delete	Strike through characters to be deleted	℈
Delete and close up	Above and beelow letters to be taken out	℈
Leave as printed, ignore marks	Under characters to remain	stet
Change to italics	Under characters to be in italics	ital
Change to capital letters	Under characters to be in capitals	caps
Change to bold type	Under characters to be in bold	bold
Underlined word or words	Under characters to be underlined	underline
Change to lowercase	Strike through CHAracters to be altered	l.c.
Wrong font. Replace by letter of correct font	Encircle characters to be altered	w.f.
Close up (delete space between characters)	dele te space	⌒
Insert space	insert/space	#
Insert space between lines or paragraphs	Between lines to be spaced	#
Reduce space between lines	Connecting lines to be closed up	Less # close up
Reduce space between words	Reduce | space between words	Less #
Transpose	Between charcaters words/or	trs

Instruction	Text mark	Margin mark
Move matter to right	At left or right side of group to be moved	
Move matter to left	At right or left side of group to be moved	
Begin a new paragraph	Before the first word of the new paragraph	n.p.
No fresh paragraph or line here	Run on the text without a line or paragraph break	run on
Substitute or insert comma	/ through character, or ⋏ where required	, /
Substitute or insert semicolon	/ through character, or ⋏ where required	; /
Substitute or insert full stop	/ through character, or ⋏ where required	⊙ /
Substitute or insert colon	/ through character, or ⋏ where required	⊙ /
Substitute or insert question mark	/ through character, or ⋏ where required	? /
Substitute for insert exclamation mark	/ through character, or ⋏ where required	! /
Insert parentheses	⋏ or ⋏⋏ (for two parentheses)	(/) /
Insert hyphen	⋏	/ - /
Insert apostrophe	⋏	˙⟨
Insert single quote marks	⋏	˙⟨ ˙⟨
Insert double quote marks	⋏	˙˙⟨
Insert forward slash	⋏	⟨/⟩