

STANDARD PROOF CORRECTION SIGNS

EXPLANATION	MARGINAL MARK	TEXT MARK
Delete letter(s) or word(s)	o7	I've done ^r my best
Close up; delete space	()	I've done my best!
Delete, and close up word	()	I've done ^o may best
Let it stand as it is	stet	I've ^o done my best
Insert space	#	I've done ^{....} my best
Equalize spacing	eq #	I've [^] done [^] my [^] best
Insert hair space	hL #	1398-1468
Letterspace	LS	I [^] V [^] E D [^] ONE M [^] Y B [^] EST
Begin new paragraph	#	I've done my best! [If
Don't begin new paragraph; run on	no #	I've done my best!] [If this won't suit
Move type one em	□	] I've done my best
Move type two ems	□□	] I've done my best
Move right	]]	] I've done my best]
Move left	[[	[I've done my best
Center	] [	] I've done my best [
Move up	[]	] I've done my best]
Move down	[]	] I've done my best]
Flush left; range left	fl	[I've done my best
Flush right; range right	fr	I've done my best]
Straighten type; align horizontally	==	I've done <u>my</u> best
Align vertically		I've done
Transpose; swap the order	tr	I've done my ^{tr} best
Set in <i>italic</i> type	ital	I've done <u>my</u> best
Set in roman type	rom	<u>I've done my best</u>
Set in bold type	bf	<u>I've done my best</u>
Set in lower case	lc	I've done <u>MY</u> best
Set in UPPER CASE (capitals)	cap	i've done my best
Set in SMALL CAPITALS	sc	<u>I've done my best</u>
Remove blemish	x	I've ^x done my best
Make superscript figure	2	1024 is 2 ¹⁰
Make subscript figure	2	1010 ₂
Insert comma	3	There I've done my best
Insert apostrophe or single quotation mark	3	I've done my best
Insert period	⊙	I've done my best
Insert question mark	?	Have I done my best?
Insert colon	:/	She exclaimed "I've done
Insert hyphen	/=	Black-and-white print
Insert en dash	—	1398-1468
Insert em dash	—	I've done my best
Insert parentheses.	()	I've done my best
Insert brackets	[]	I've done my best