

THE ELDER LAW JOURNAL PROOFREADERS' MARKS

Deleting or Inserting Words

Symbol	Meaning	Example
e or x or 7	Delete	Take it out
(Close up letters	Print as o ⁽ ne word
e	Delete and close up	Clo ^e se up
^ or >	Insert something here	Insert here ^(word)
stet	If you accidentally change something and want to let the text stand as is.	stet Let marked text stand as set.
tr	Switching the order of words	Change ^(order) the

Spacing/Alignment

Symbol	Meaning	Example
[Set farther to the left	L Too far to the right
]	Set farther to the right	Too] far to the left
—	Align horizontally	align ^{ment}
□	Indent this line	
¶	Begin a new paragraph	

#	Insert a space	Put space [#] here
eg #	Space evenly	Space ^{eg #} evenly ^{eg #} here

Incorrect Font Problems

Symbol	Meaning	Example
cap	Set in CAPITALS	Change <u>naela</u> to NAELA – or – Change ^{cap} <u>naela</u> to NAELA
S.C.	Set in SMALL CAPITALS	<u>Elder L.J.</u> to ELDER L.J. – or – Change ^{S.C.} <u>Elder L.J.</u> to ELDER L.J.
lc	Set in lowercase	Change S outh to south – or – Change ^{lc} <u>S</u> outh to south
ital.	Set in <i>italic</i>	Change <u>Elder</u> to <i>Elder</i> – or – Change ^{ital.} <u>Elder</u> to <i>Elder</i>
rom.	Set in roman	Change ^{rom.} <u>Elder</u> to Elder
bf	Set in boldface	Change <u>Elder</u> to Elder – or – Change ^{bf} <u>Elder</u> to Elder
wf	Wrong font, generally	Wrong size – or – Wrong style ^{wf}

Spelling Issues

Symbol	Meaning	Example
^{Sp.} ○	Spell out / Incorrect spelling	Change ^{Sp.} <u>4%</u> to four percent ^{Sp.} <u>Elder</u> Law Journal

Inserting Grammatical Symbols

Symbol	Meaning	Example
—/ or $\overset{\wedge}{\text{—}}$ or —/H/	Insert hyphen	Multi [^] colored
$\frac{1}{N}$ or —^n or —/N/	En dash	1965 ^{en} 1972
$\frac{1}{M}$ or —^m or —/M/	Em (long) dash	Now ^{em} - at least ^{em} - we know.
\vee	Superscript or superior	³ As in πr^2
\wedge	Subscript or inferior	₂ As in H ₂ O
\frown	Comma	
\smile	Apostrophe	
\odot	Period	
$;$ or $;/$	Semicolon	
$:$ or \odot	Colon	
“” or ‘’	Quotation Marks	
$(/)$	Parentheses	
$[/]$	Brackets	

Question to Author

OK/?	Question to author	
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PROOFREADERS' MARKS

Deleting or Inserting Words

Symbol	Meaning	Example
e or x or y	Delete	Take x out
⌋	Close up letters	Print as o ^{ne} word
⌈	Delete and close up	Close up
^ or >	Insert something here	Insert here <i>(word)</i>
stet	If you accidentally change something and want to let the text stand as is.	stet Let marked text stand as set.
tr	Switching the order of words	Change <i>order</i> the

Spacing/Alignment

Symbol	Meaning	Example
[Set farther to the left	L Too far to the right
]	Set farther to the right	Too] far to the left
=	Align horizontally	align ^{ment}
□	Indent this line	
¶	Begin a new paragraph	
#	Insert a space	Put space ^{here}
eq #	Space evenly	Space evenly ^{here}

Incorrect Font Problems

Symbol	Meaning	Example
cap	Set in CAPITALS	Change <u>naela</u> to NAELA – or – Change <u>naela</u> to NAELA
sc.	Set in SMALL CAPITALS	Elder L.J. to ELDER L.J. – or – Change <u>Elder L.J.</u> to ELDER L.J.
lc	Set in lowercase	Change <u>South</u> to south – or – Change <u>South</u> to south
ital.	Set in italic	Change <u>Elder</u> to Elder – or – Change <u>Elder</u> to Elder
rom.	Set in roman	Change <u>Elder</u> to Elder
bf	Set in boldface	Change <u>Elder</u> to Elder – or – Change <u>Elder</u> to Elder
wf	Wrong font, generally	Wrong size – or – Wrong style

Spelling Issues

Symbol	Meaning	Example
sp	Spell out / Incorrect spelling	Change <u>4%</u> to four percent sp. Elder Law Journal

Inserting Grammatical Symbols

Symbol	Meaning	Example
-/ or ^ or /H/	Insert hyphen	Multi ^{colored}
1/N or en or /N/	En dash	1965 ^{en} 1972
1/M or em or /M/	Em (long) dash	Now ^{em} - at least ^{em} - we know.
✓	Superscript or superior	3 [✓] As in π ²
^	Subscript or inferior	2 _^ As in H ₂ O
,	Comma	
✓	Apostrophe	
⊙	Period	
;	Semicolon	
:	Colon	
“ ” or ⌞ ⌟	Quotation Marks	
(/)	Parentheses	
[/]	Brackets	

Question to Author

OK / ?	Question to author
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NOTE: Larger versions of these proofreading marks can also be found in the final 3 pages of this Members' Packet.