

PROOFREADERS' MARKS

Mark to be used in margin	Translation	Mark to be used in margin	Translation
	correct broken type	¶	new paragraph
	delete	no ¶	no paragraph
#	insert thin space		run in
	insert 1-em space	o	period
	2-em space	^	comma
	equalize space	:/	colon
	less space	;/	semicolon
	close up	˙	apostrophe
	raise the enclosed characters <i>(arrow indicates how much to raise)</i>	˘	quotation marks
	lower the enclosed characters	˘	insert hyphen
	move to left	—	1 em dash
	move to right	ˆ	superior letter or figure*
	straighten lines	ˆ	inferior letter or figure*

sep. separate
w.f. wrong font
cap. use capital letter
sm. cap use small capital letter
b.f. use bold face for material underlined
l.c. lower case

* These can be used in any combination,

e.g., \hat{x}_p indicates that the letter p is inferior to an inferior, as in B_{x_p} ;

\hat{x}_p indicates that the letter p is superior to an inferior as in B_{x_p} .

Ital.
Rom.
Greek
Script

change to indicated type style

Mark to be used in text	in margin	Translation
$x \overset{2}{\uparrow} \overset{n}{\uparrow} l$	raise	raise n to position shown (i.e., to be: x^{2n-1})
/	l.c.	lowercase (A slash through a letter in a word indicates that it and all subsequent letters in that word should be lowercase.)
^	(Place material to be inserted in the margin.)	insert (All variables must be clearly identified for font, case, etc.)
		correct vertical alignment (The dotted line indicates what should be on a straight line.)
.....	stet.	let it remain as set
	trs.	transpose

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