

Proofreader's Marks

In general, indicate within the text line where a correction is to be made; indicate in the left margin what the correction is. Where possible, use the proofreader's marks below; otherwise please describe the change to be made. The example at the bottom shows how to mark multiple corrections in a single line.

<u>Mark the text</u>	<u>In the margin</u>	<u>Meaning</u>
Now (is) is the time	\sim	Delete; take out
Now is the ti \widehat{m} e	\frown	Close up
Now is the time	#	Insert space
Now \wedge the time	is	Insert word(s)
It is time \wedge We	⊙	Insert period
It is time \wedge but	↑	Insert comma
It is time \wedge we	;	Insert semicolon
The high \wedge energy pump	$\overline{\wedge}$	Insert hyphen
Smith \wedge 1977 \wedge stated	(/)/	Insert parentheses
Evaluation of $\ln e \wedge$	\times	Insert as superscript
The value of $E \widehat{\max}$	$\widehat{\max}$	Make subscript
<u>The value of</u>	\equiv	Straighten line(s)
all cases \wedge The value	¶	Make new paragraph
of most times	no ¶	No paragraph, run in
Te ^h of value is	tr//	Transpose
$\leftarrow E_{\max}$	\leftarrow	Move left as indicated
$E_{\max} \rightarrow$	\rightarrow	Move right as indicated
<u>Now</u> is the time	(Rom)	Roman type
<u>now</u> is the time	(cap)	Capital
<u>Smith</u> (1977) said	(s.c.)	Small capitals
Now is X the time	(l.c.)	Lower case
<u>Now</u> is the time	(ital)	Italic
<u>now</u> is the time	(cap ital)	Capital italic
<u>Now</u> is the time	(b.f.)	Boldface type
Now (is) the time	(stet)	Let stand as is

Example

<u>Mark the text</u>	<u>In the margin</u>	<u>To read</u>
\wedge Now (the) (is) time for all \wedge	\swarrow (tr) \sim /	"Now is the time for all
Good Men \wedge come to the	(no ¶) (l.c.) // to (tr)	good men to come to the
aid \wedge said Smith \wedge 1977 \wedge of	\swarrow (s.c.) (l.c.) \wedge \swarrow	aid," said SMITH (1977), "of
there country \wedge	their / \odot \swarrow /	their country."



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