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12/14

Worksheets

Sometimes in the heat of writing, we don't take the care or time to note details of spelling, character traits, etc.: only to struggle for hours later on to find that one word or detail when we are editing. Or we write things down on scraps of paper, which then get lost. Worst—the reader wonders how Jennifer could have short red hair and was born in 1988 in the first chapter, but a few days later in the story, Jennifer is 35 and has long black hair.

Copy and print these sheets as needed for your personal use. Keep them handy in a binder or folder. Use them while you are writing, or when you start editing.

At first glance, the proofreader's marks may seem unnecessary inasmuch as you are not trying to communicate systematically on paper to a typesetter who will make the changes as noted. However, being systematic and having a simple way to note basic problems is helpful when you are correcting an entire book.

14/26 Times Justified

10/12 Times Justified

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Character Sheet

Name: _____

Age: _____ Date of Birth: _____ Parents: _____

Address: _____

Description: _____

Quirks: _____

Car: _____

Job: _____

Boss/Coworkers: _____

Education: _____

Family: _____

Pets: _____

Shopping: _____

Favorite: Movie/TV/Books/Music _____

Friends: _____

Plot/Scene Sheet

Basic conflict: _____

Story Line; _____

Antagonist: _____

Protagonist: _____


Opening: _____

Ending: _____

Notes: _____

Plot points: _____

Proof Reader's Marks

Marginal Mark	Explanation	Example	Corrected
	Delete: take out	Once upon ^o a time	Once upon a time
c	Insert: letter or word	One ^c upon a time	Once upon a time
<i>ital</i>	Italicize	<u>Once upon a time</u>	<i>Once upon a time</i>
#	Insert space	Once upon [#] a time	Once upon a time
⌋	Close up space	Once upon [⌋] n a time	Once upon a time
^	Insert a comma	Once upon [^] a time	Once, upon a time
⊙	Insert period	Once upon [⊙] a time	Once upon a time.
cap	Replace with capital	once upon a time ^{cap}	Once upon a time
lc	Replace with lowercase	ONce upon a time ^{lc}	Once upon a time
rom	Replace with roman	<u>Once</u> upon a time	Once upon a time
Bold	Replace with bold	Once upon a time	Once upon a time
<i>Bold/It</i>	Replace with bold italic	<i>Once</i> upon a time	<i>Once</i> upon a time
[Move to the left	[Once upon a time	Once upon a time
]	Move to the right	Once upon a time]	Once upon a time
tr	Transpose	Once a ^{tr} upon time	Once upon a time
stet	Let Stand	Once upon a time	Once upon a time
sc	Replace with small caps	ONce upon a time ^{sc}	ONCE upon a time
2	Run in	Once upon ² a time	Once upon a time
1Σ	Center	1ONce1	Once
⌋	Move Down	Once [⌋] upon a time	Once upon a time
⌈	Move Up	Once [⌈] upon a time	Once upon a time
“ ”	Insert quotation marks	Once upon a time ^{“ ”}	“Once upon a time”
:	Insert a colon	Once upon a time [:]	Once upon a time:
;	Insert a semicolon	Once upon a time [;]	Once upon a time;
’	Insert an apostrophe	Once [’] upon a time	Once ’pon a time
-	Insert a hyphen	Once upon a time ⁻	Once upon a time-
—	Insert an em dash	Once upon a time [—]	Once upon a time—