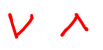
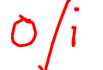


Typography—Proofreader's Marks

Marginal Note	Explanation	Example	Corrected
	Delete	Once upon a time	Once upon a time
	Close up	Once upo ⁿ a time	Once upon a time
	Let it stand	Once upon a time	Once upon a time
	Insert space	Once [^] upon a time	Once upon a time
	equal spaces	Once [^] [^] upon [^] a [^] time	Once upon a time
	new paragraph	night. Once upon a time	night. Once upon a time
	Move right	Once upon a time []]	Once upon a time
	Move left	[]] Once upon a time	Once upon a time
	Center	[]] Once upon a time [[]	Once upon a time
	Move up	Once []] upon a time	Once upon a time
	Move down	Once _] upon a time	Once upon a time
	Set flush left	Once upon a time in a and called Oz, lived	Once upon a time in a and called Oz, lived
	Set flush right	Once upon a time in a and called Oz, lived	Once upon a time in a and called Oz, lived
	Align horizontally	Once <u>upon a time</u>	Once upon a time
	Align vertically	Once upon a time in a land called Oz, lived	Once upon a time in a land called Oz, lived
	Transpose	Once up ⁿ o a time	Once upon a time

Typography—Proofreader's Marks

	Spell out	U.S	United States
	Set in italics	<u>Once upon a time</u>	<i>Once upon a time</i>
	Set in roman	<u>Once upon</u> a time	Once upon a time
	Set in bold face	<u>Once upon a time</u>	Once upon a time
	Set in lower case	<u>ONCE</u> upon a time	Once upon a time
	Set in caps	<u>Once</u> upon a time	ONCE upon a time
	Set in small caps	<u>Once upon a time</u>	ONCE UPON A TIME
	Wrong font	Once <u>upon</u> a time	Once upon a time
	Insert		
	Insert	n <u>ce</u> upon a t <u>me</u>	Once upon a time
or 	Insert comma	Once upon a time [^]	Once upon a time,
	Insert single quote	<u>Once upon a time</u> [^]	'Once upon a time'
	Insert quotation marks	<u>Once upon a time</u> [^]	"Once upon a time"
	Insert period	Once upon a time [^]	Once upon a time.
	Insert question mark	Once upon a time [^]	Once upon a time?
	Insert a semicolon	Once upon a time [^]	Once upon a time;
	Insert a colon	Once upon a time [^]	Once upon 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—
	Insert an en dash	Once upon a time [^]	Once upon a time–
	Insert parentheses	<u>Once upon a time</u> [^]	(Once upon a time)
	Run in	Once upon a time	Once upon a time