

Proofreaders' marks

Better Homes and Gardens® Special Interest Media

Abbreviate

Here's our Number 1 rule.

Align vertically

|| Sometimes type doesn't
line up the way it should.

Begin new paragraph

¶ We're introducing a new topic.

Center

] This puts equal white space on either side. [

Delete

Delete and close up

For single letter within word

Watch for ~~for~~ duplicate words.

Ditto for extr~~an~~eous spaces.

Same goes for ex~~tr~~a letters.

Flush left

FL || Remember not to use hyphens
in rag-right type.

Flush right

Hyphens don't belong
in flush-right type, either. || FR

Indent type one M

From left

From right

] Move it to the right.

[Move it to the left.

Insert punctuation

Apostrophe or single quotation mark

Colon

Comma

Em dash

En dash

Exclamation point

Hyphen

Parentheses

Period

∩ Its a simple mark.

You have a choice: a colon or a dash.

We use the serial comma unlike some other publishers.

You have a choice: a dash or a colon.

You'll find more examples on pages 44-45.

Overuse of exclamation points drives me nuts!

Here is an oh-so-common construction.

Insert parentheses if you must with these marks.

Every complete sentence needs an end punctuation mark.

Don't leave it out.

Any questions?

Yes, she said. I have a question.

I can't answer that, try looking it up.

Question mark

Quotation marks

Semicolon

Insert space

Don't run your words together.

Don't run your words together.

Let it stand

Sometimes we go a little overboard.

This is how we retract our edits.

stet

Move down

This should move down a few grafs.

Move up

This belongs up there.

Replace

The whole thing was ^{her}~~my~~ idea.

Set in

Boldface type

Maybe we should emphasize this. ^{bf}
now that's just sloppy.

Capital letters

Italic type

Titles, such as Iguana Fancy, take italics. ^{ital}

Lowercase

Single letter

There's no reason to capitalize standard ~~N~~ouns.

String of letters

TYPING ALL-CAPS in an e-mail means you're shouting.

Roman type

Too much italic typeface is tough on the eyes. ^{rom}

Small caps

Small caps are a gentler choice.

Subscript

Wash it down with a little H₂O.

Superscript

We've applied for a trademark on *Sheds and Basements*TM.

Spell out

Spell out the numbers 1 through 9.

Transpose

Use this mark when words out are of order.

Wrong font; set in correct type

Sometimes old coding slips through. ^{wf}