



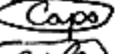
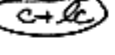

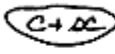


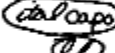


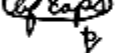













# Proofreader Marks





## Style of Type


-  Wrong font (size or style of type)
-  lower case letter
-  Set in **LOWER CASE**
-  capital letter
-  SET IN **capitals**
-  Set in lower case with **INITIAL CAPITALS**
-  SET IN **small CAPITALS**
-  SET IN **SMALL CAPITALS with initial capitals**
-  Set in **roman** type
-  Set in **italic** type
-  SET IN **ITALIC capitals**
-  Set in **lightface** type
-  Set in **boldface** type
-  Set in **boldface CAPITALS**
-  Superior letter
-  Inferior figure

## Position





-  Move to right
-  Move to left
-  Center
-  Lower letters or words
-  Raise letters or words
-  Straighten type (horizontally)
-  Align type (vertically)
-  Transpose
-  Transpose (order letters or words)

## Spacing





-  Insert lead (space) between lines
-  Take out lead
-  Close up: take out space
-  Close up partly: leave some space

-  Equalize space between words














## Insertion and Deletion

-  Caret (insert marginal addition)
-  Delete (take it out)
-  Correct letter or word marked
-  Let it stand (all matter above dots)







## Paragraphing

-  Begin a paragraph
-  No paragraph
-  Run in or run on
-  No indention

## Punctuation (use caret in text to show point of insertion)

-  Insert period
-  Insert comma
-  Insert colon
-  Insert semicolon
-  Insert quotation marks
-  Insert single quotes
-  Insert apostrophe
-  Insert question mark
-  Insert exclamation point
-  Insert hyphen
-  Insert one-em dash
-  Insert parentheses
-  Insert brackets

## Miscellaneous

-  Replace broken or imperfect type
-  Reverse (upside down type)
-  Spell out (twenty lb)
-  Query to author
-  Query to editor
-  Mark off or break, start new line