Proofreader Marks

**Style of Type**
- Wrong for 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 common 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 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 indentation

**Punctuation** (see caret in text to show)
- Insert period
- Insert comma
- Insert colon
- Insert semicolon
- Insert single quotes
- Insert quotation marks
- 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)
- Query to author
- Query to editor
- Mark off or break (start new line)