

:: proofreaders' marks

	Delete		Boldface
	Close up/delete space		Lowercase
	Close up and delete character		Capitalize
	Let it stand		Small caps
	Insert space		Wrong font; set in correct font
	Equalize space between words or lines		Insert here or make superscript
	Start new paragraph		Insert here or make subscript
	Move right		Insert comma
	Move left		Insert apostrophe or left/right single or double quotation mark
	Center		Insert period
	Move up		Insert colon
	Move down		Insert semicolon
	Flush left		Insert hyphen
	Flush right		Insert en dash
	Transpose		Insert em dash
	Spell out		Insert parentheses
	Italicize		
	Set in roman (not bold or italics)		