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 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 words
- Raise letters 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)
- Deletions (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 (one mark in text to show point of insertion)
- 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)
- Query to author
- Query to editor
- Mark off or break start new line