





# Commonly used proof-readers' marks

## Insert text

Sign in copy	Explanation	Example	Corrected text
^g	Insert the character	sendin <del>h</del> an email ^g	sending an email
^#	Insert a space	Use <del>the</del> appropriate	Use the appropriate
^the	Insert the word	Cancel <del>an</del> appointment ^the	Cancel the appointment
/"	Insert quotation marks	then <del> print</del> the	then "print" the
/,	Insert a comma	Now <del> save</del> the file /,	Now, save the file
	Insert a phrase	Make sure document <del>that your</del>	Make sure that your document
	Type the abbreviation or number in full	Momma's Pizzas has <del>5</del> outlets in the <del>Wgtn</del> region.	Momma's Pizzas has five outlets in the Wellington region.

## Delete text

Sign in copy	Explanation	Example	Corrected text
— del	Delete the letter	<del>s</del> social scientist del	social scientist
— del	Delete the word	Include <del>the</del> these items del	Include these items
... stet	Ignore the deletion	The <del>two three</del> litres stet	The three litres
∩	Delete the space	The over <del> </del> due book	The overdue book



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## Move text

Sign in copy	Explanation	Example	Corrected text
	Transpose characters	It is raining in Rawhiti.	It is raining in Rawhiti.
	Transpose words	Jack won prize first in the competition.	Jack won first prize in the competition.
	Move a word, sentence or paragraph	Prepare it. Cook it. Eat it.	Prepare it. Cook it. Serve it. Eat it.

## Apply font styles and effects

Sign in copy	Explanation	Example	Corrected text
	Make the text bold	<u>Guidelines</u>	<b>Guidelines</b>
	Italicise the text	<u>Font styles and effects</u>	<i>Font styles and effects</i>
	Remove italics or bold	<b>Jim Bell</b> Rom	Jim Bell
	Underline the text	<u>never</u> und	<u>Never</u>
	Change to All Caps	<u>For Sale</u> caps	FOR SALE
	Change to Small Caps	<u>Once upon a time</u> sc	ONCE UPON A TIME
	Change to lower case	<u>Mountain Bike</u> lc	mountain bike
	Change to upper case	south island uc	South Island



# Commonly used proof-readers' marks

## Paragraphs and spacing

Sign in copy	Explanation	Example	Corrected text
[ NP	Start a new paragraph	... starts a new paragraph. [The paragraph mark NP stores ...	... starts a new paragraph. The paragraph mark stores ...
run on	Do not start a new paragraph	proud mother Norma. At about 1.8 metres at birth, the baby giraffe	... proud mother Norma. At about 1.8 metres at birth, the baby giraffe ...
( ) close up	Reduce space between paragraphs	Olivia was excited to be going to the park. Ben loves playing on the flying fox.	Olivia was excited to be going to the park. Ben loves playing on the flying fox.
# →	Insert space between paragraphs	Olivia was excited to be going to the park. Ben loves playing on the flying fox.	Olivia was excited to be going to the park. Ben loves playing on the flying fox.
// DS	Change to double spacing	Right PCs Ltd owns all rights relating to the ...	Right PCs Ltd owns all rights relating to the ...
// SS	Change to single spacing	Right PCs Ltd owns all rights relating to the ...	Right PCs Ltd owns all rights relating to the ...