Proofreaders’ Marks

**OPERATIONAL SIGNS**

- Delete
- Close up; center space
- Delete and close up (use only when deleting letters within a word)
- Let it stand
- Insert space
- Make space between words equal; make space between lines equal
- Insert hair space
- Begin new paragraph
- Indent type one em from left or right
- Move right
- Move left
- Center
- Move up
- Move down
- Flush left
- Flush right:
- Straighten type; align horizontally
- Align vertically
- Transpose
- Spell out

**TYPOGRAPHICAL SIGNS**

- \textit{ital}
- \textbf{bf}
- \textsc{sc}
- \texttt{tt}
- \texttt{tt}
- \texttt{tt}

- Set in italic type
- Set in boldface type
- Set in small capitals
- Wrong font; set in correct type
- Check type image; remove blemish
- Insert here or make superscript
- Insert here or make subscript

**PUNCTUATION SIGNS**

- Insert comma
- Insert apostrophe or single quotation mark
- Insert quotation marks
- Insert period
- Insert question mark
- Insert semicolon
- Insert colon
- Insert hyphen
- Insert em dash
- Insert en dash
- Insert parentheses

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Authors as Proofreaders

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I don’t care what kind of type you use for my book,” a myopic author once said to the publisher.
but please print the proofs in large type. With current
technology, such a request no longer sounds ridicul-
ous to those familiar with typesetting and printing.
Yet even today, type is not reset exactly to correct
errors. Proofreading is an art and a craft. All authors
should know the rudiments thereof, though no proof-
reader expects them to be masters of it. Watch proof-
reader expects them to be masters of it. Watch not only
for misspelled or incorrect words (often a most irri-

tating error) but also for misplaced spaces, “unclosed” quo-
tation marks and parentheses, and improper paragraph
ning; and learn to recognize the difference between an
en dash—used to separate an interjectional part of a
sentence—and an em dash used commonly between
continuing numbers, e.g., pp. 5–10; e.g., 116–170;
and the word dividing hyphen. Whatever is underlined
in a MS should, of course, be italicized in print. Two
lines drawn beneath letters or words indicate that these
are to be reset in small capitals/three lines indicate
all capitals. To find the errors overlooked by the proof-
reader is the author’s first problem in proofreading.
The second problem is to make corrections, using the
marks and symbols, devised by professional proof-
readers, that any trained typesetter will understand.

The third—and most difficult—problem for authors
proofreading their own works is to resist the tempta-
tion to rewrite in proofs.
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Fig. 3.2. Marked proof.

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From the Chicago Manual of Style, 15th ed. p. 100-101