

7 Interpreting Copyeditors' Notations

If a manuscript is accepted for publication, a copyeditor will edit it using the following standard proofreading marks:

Changes to Text

- Delete
- ⌒ Close up; delete space
- ⌒⌒ Delete and close up (for letters within a word)
- Ⓢ Let it stand as is
- * Insert space
- ¶ New paragraph
- [¶ Flush paragraph
-] Move to the right; indent
- [Move to the left; to left margin
-] [Center
- ⌞ Move up
- ⌋ Move down
- || Align vertically
- tr Transpose
- Ⓢ Spell out

Type Specifications

- ital Italic type
- roman Roman (not bold or italic) type
- bf Bold type
- lc Lowercase letters
- uc Uppercase letters
- 2 Superscript
- 2 Subscript
- m Capitalize

Punctuation

- ↵ Insert comma
- ↵ Insert apostrophe or single quotation mark
- “ ” Insert quotation marks
- ⊙ Insert period
- ⋯ Insert ellipses
- ; Insert semicolon
- ↵ ∴ ∴ Insert colon
- / Insert virgule (slash)
- = Insert hyphen
- Insert em dash
- Insert en dash
- () Insert parentheses
- [] Insert brackets