

Common Proofreading Marks

Use these marks to indicate corrections when you proofread. Remember to use a colored pencil to mark your proofreading changes.



Symbol	Meaning	Example
	begin new paragraph	over. [¶] Begin a new
	close up space	close u p space
	insert	students ^{should} think
	delete, omit	that the the book
	make lowercase	M athematics
	reverse letters	reves re letters
	capitalize	<u>w</u> ashington
	add quotation marks	"I am, I said."
	add period	Marta drank tea ^o