

PROOF MARKS

Instruction to setter	Mark in text	Mark in margin
Insert new matter	λ	New matter followed by stroke λ
Delete	Stroke through character to be deleted Line — through characters to be deleted	δ7
Correction to be ignored	--- under the words to be left	stet or (✓)
Change to italic	— under word to be changed	ital. or <u> </u>
Change to roman	Circle round italic word to be changed	rom. or <u> </u>
Change to capital letter	≡≡ under letter to be changed	cap. or ≡≡
Change to lower case	Circle word to be changed	l.c. or ∅
Transpose letters or words	⌈⌋ round matter to be transposed	tr. or ⌈⌋
Insert comma, apostrophe, full stop	λ	∫λ ∫λ/0λ
Insert hyphen	λ	⊃λ
Insert space	λ	#λ
Close up, no space	⊃ round space to be closed	⊃
Run on; not new paragraph	↪ between matter to be run on	run on or ↪
Make a new paragraph	⌈ before first word of new paragraph	n.p.
Move to the right	⌈ before matter to be moved	⌈
Move to the left	⌋ after matter to be moved	⌋