















COPY EDITING MARKS

Meet the marks. Learn what well-known proofreading symbols mean.

	Delete	We loves yearbook!
	Insert something here	Soph ^o more
	Add space here	He creates a [#] lot of crumbs.
	Remove space	Not your every day editor-in-chief.
	Delete and remove space	the gir raffe
	Start new paragraph	"Yes," Jack said! [¶] "All right," Jill said.
	Bring sentences together	The meeting was brief. It lasted 20 minutes.
	Switch	Her friends, both were there.
	Capitalize	dr. smith
	Lower case	 High School students
	Spell out	His 2 friends are Jack & Jill.
	Insert period	It was raining. My umbrella flew away.
	Double-check this	Columbus sailed in 19 [?] 42.
	Check spelling	commaradary ^{SP}
STET	Ignore edit	There's no need to change this. ^{STET}