

Proofreader's Marks II

active voice
www.avwrites.com

Correction

Spell Out



Letter(s) Not Clear



Deletion or Substitution

run over

Carry to Next Line



Delete

run back

Carry to Previous Line



Delete and Close Up

out

Omitted Text

wf

Wrong Font



Deletion Question for Author

stet

Let Stand (margin)



Caret -- Marks Error Position



Let Stand (body)

Quick Reference

Dashes: The en dash is 1/2 the length of the em dash and longer than the hyphen.

In typography, use a hyphen for an em dash and two hyphens for an en dash.

Use en dashes to denote time and continuing numbers, and as hyphens in compound adjectives.

Parentheses and Brackets: Use parentheses to set off digressions and explanations.

Use brackets to enclose editorial comments and corrections.

"Which" and "That:" Use "which" to indicate a non-restrictive condition:

The car, which ran over my foot, was green.

Use "that" to indicate a restrictive condition:

The car that ran over my foot was green.

"Shall" and "Will:" Use "shall" for the first-person future tense.

Use "will" for the second- and third-person future tense.

Gerunds and Participles:

Gerunds take the possessive case.

Participial phrases as verbals take the objective case.