



PROOFREADING MARK SAMPLE SHEET

#	Add space
=	Align horizontally
	Align vertically
∩	Insert an apostrophe
∪	Close up space
⤴	Comma
∅	Delete
eq. # AV	Equalize spacing
^	Insert (copy, item, etc.)
less #	Remove excess space
⌊	Move to the left
⌈	Move up
⌋	Move right
no ¶	Remove paragraph break
¶	Start new paragraph here
⊙	Insert period
;/	insert semicolon
stet ...	Let it stand. Ignore indicated corrections or changes.
tr.	Transpose
w.f.	Wrong font (face)

To the left are twenty representative examples of marks placed on proofs in production to indicate additions, corrections, alterations, or other changes due to human or mechanical error or omission. There are many more than shown here.

Generally the marks are drawn onto a proof in two parts: One is the margin notation and another is placed directly into the proof at the point where the correction or change is to be made.

All of the marks are simply a shorthand method of communicating significant information between the editorial and production departments, or between an author and publishers, etc.

There are two similar but different sets of marks, one for production and one used between editorial staff personnel. They both share, in large measure, identical marks, although each specific type does have unique glyphs of significance only to their particular group.

These are not archaic tools of the past. They are utilized in nearly every sophisticated and successful publication world wide, from small town newspapers to the largest metropolitan newspapers and magazines.