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when your instructor returns a composition are you sometimes puzzled by the abbreviations and symbols that appear in the margins if so this guide should help you decipher those marks during the editing and proofreading stages of the writing process

list of proofreader s marks wikipedia Apr 18 2024

this article is a list of standard proofreader s marks used to indicate and correct problems in a text marks come in two varieties abbreviations and abstract symbols these are usually handwritten on the paper containing the text

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the following proofreading symbols are taken from the chicago manual of style 17th edition while in house style guides may vary from publisher to publisher these symbols are standard across the industry let s start with operational marks which cover everything from spelling to sentence structure to improper spacing

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proofreading marks also called proofreaders marks are symbols and notations for correcting typeset pages the proofreader places these marks in the margins and in corresponding lines of text

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confused about the teacher's squiggly marks on your paper this list of correction marks includes the most common proofreader marks you ll see on your paper drafts be sure to make these corrections before turning in your final draft

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using universal proofreading symbols will streamline the proofreading editing and revision process the symbols themselves are easy to use and do not take up much room on the paper

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proofreading marks and symbols although a significant amount of editing and proofreading is now done using tools such as microsoft s track changes feature and adobe s commenting tool you may find yourself faced with traditional proofreading marks and symbols on a printed document someday

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reading the rough draft from a piece of paper catches more mistakes than simply reading the essay from a computer screen then students can apply the proofreading marks as tools to help them shape a better essay or story

proofreading marks Sep 11 2023

i have included the proofreading marks in the following three tables for you to use as a reference and then used a few of them in an example of a document with the marks added but you should remember that there s a lot of variation in proofreading symbols

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the actual marks made on the document indicate the changes that the reviewer wants you to make knowing what the symbols mean and how to interpret them is a useful skill

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recognize and use conventional mark up symbols identify major composition elements and evaluate them against common criteria use general strategies for critical reading while making revisions

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revision is the process of reviewing a written composition or other materials after you have finished the first draft you re read it and make changes to it during the process of revising you add delete replace and reorder ideas and terms

reference chart for copy editing symbols university of idaho Mar 05 2023

reference chart for copy editing symbols 3 i separate words 32 spell out numbers or words 33 start new paragraph

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copy editing and proofreading symbols ten rules of proofreading never proofread your own copy read everything in the copy straight through from the beginning to end read copy backward to catch spelling errors read pages out of order have proofreaders initial the copy they check have someone read numbers while you check hardcopy

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