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Instruction	Textual mark	Marginal mark
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Insert in text the matter indicated in the margin		New matter followed by 
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Delete and close up	  	
Set in or change to italic		
Set in or change to even small caps		
Set in or change to capital letters		
Change to lower case letters	Encircle characters to be changed	
Change to roman	Encircle characters to be changed	
Change to bold type		
Substitute or insert character in superior position	 	 e.g. 
Substitute or insert character in inferior position	 	 e.g. 
Underline word(s)		
Substitute or insert hyphen	 	

Instruction	Textual mark	Marginal mark
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Substitute or insert full stop	 	
Substitute or insert apostrophe	 	
Substitute or insert colon	 	
Close up. Delete space between characters	linking  characters	
Insert space between characters or words		
Insert space between lines or paragraphs		Mark extends into margin
Transpose characters or words		
Transpose lines		
Move matter to right	  	  
Move matter to left	  	  
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Begin a new paragraph	 	 
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Scott C. Dulebohn

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Table of Contents Standard Editing Marks Chart

1. Understanding the eBook Standard Editing Marks Chart
 - The Rise of Digital Reading Standard Editing Marks Chart
 - Advantages of eBooks Over Traditional Books
2. Identifying Standard Editing Marks Chart
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Standard Editing Marks Chart
 - User-Friendly Interface
4. Exploring eBook Recommendations from Standard Editing Marks Chart

- Personalized Recommendations
- Standard Editing Marks Chart User Reviews and Ratings
- Standard Editing Marks Chart and Bestseller Lists
- 5. Accessing Standard Editing Marks Chart Free and Paid eBooks
 - Standard Editing Marks Chart Public Domain eBooks
 - Standard Editing Marks Chart eBook Subscription Services
 - Standard Editing Marks Chart Budget-Friendly Options
- 6. Navigating Standard Editing Marks Chart eBook Formats
 - ePub, PDF, MOBI, and More
 - Standard Editing Marks Chart Compatibility with Devices
 - Standard Editing Marks Chart Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Standard Editing Marks Chart
 - Highlighting and Note-Taking Standard Editing Marks Chart
 - Interactive Elements Standard Editing Marks Chart
- 8. Staying Engaged with Standard Editing Marks Chart
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Standard Editing Marks Chart
- 9. Balancing eBooks and Physical Books Standard Editing Marks Chart
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Standard Editing Marks Chart
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Standard Editing Marks Chart
 - Setting Reading Goals Standard Editing Marks Chart
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Standard Editing Marks Chart

- Fact-Checking eBook Content of Standard Editing Marks Chart
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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