

# Proofreading Marks

## Cheat Sheet

Mark	Meaning	Example
	Add	We went <sup>to</sup> the mall.
	Capitalize	<u>jim</u> went shopping.
	Close The Gap	sledge <u>  </u> hammer
	Remove It	Leaving <del>at</del> the mall.
	Lowercase	Jim can't <del>S</del> leep.
	New Paragraph	<del>¶</del> Jim enjoys shopping at the mall with his friends on the weekend.
	Transpose	Jim <u>find</u> can't his shoes.
	Insert Apostrophe or Single Quotation	That's Jim's baseball bat.
	Insert Colon or Period	Jim can't fall asleep.
	Check Spelling	Jim has fallen <u>asleep</u> <sup>SP</sup>

# Standard Editing Marks Chart

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M.A.Ed.**



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