



Proofreading Marks

Editing Marks	Meaning	Example
^	Add a word or words	ferocious The dog [^] was barking.
e	Delete a word or words	I went to the the store.
⊙	Add a period	The flower suddenly wilted⊙
^,	Add a comma	Lucy hopped [^] skipped, and jumped.
¶	Start a new paragraph	...upstairs. ¶ Finally it was time for...
sp.	Correct spelling	Blue is my ^{sp.} favrit color.
≡	Make a capital letter	The coldest continent is <u>antarctica</u> .
/	Make it lowercase	May is the fifth M month of the year.
⤵	Close the space	We heard the bull frog croak.