

Common Proofreading Symbols

FL	align flush left	EA #	make space between letters or words equal; make leading between lines equal
FR	align flush right		
≡	align horizontally	L	move down
	align vertically	[move left
] [center]]	move right
∪	close up; delete space	⌈	move up
WF	correct wrong font	x	reset broken letter
∩	delete	∩	reverse (turn over)
∩∪	delete and close up	∩	run in text
^	insert (or make subscript)	BF	set in boldface
∨	insert (or make superscript)	ITAL	set in italics
∩∪	insert apostrophe	LF	set in lightface
∩	insert comma	LC	set in lowercase
∩	insert em dash	ROM	set in roman type
∩	insert en dash	SC	set in small capitals
=	insert hyphen	UC	set in uppercase
○	insert period	Ⓢ	spell out
“ ”	insert quotation marks	¶	start new paragraph
#	insert slash	TR	transpose
Ⓢ	insert space		
STET	let stand (used to negate previous mark)		