

## Proofreader's Marks

In general, indicate within the text line where a correction is to be made; indicate in the right margin what the correction is. Where possible, use the proofreader's marks below; otherwise please describe the change to be made. The example at the bottom shows how to mark multiple corrections in a single line.

<u>Mark the text</u>	<u>In the margin</u>	<u>Meaning</u>
Now <del>(is)</del> is the time	$\sim$	Delete; take out
Now is the ti <del>m</del> e	$\frown$	Close up
Now <del>i</del> s the time	#	Insert space
Now <sup>^</sup> the time	is	Insert word(s)
It is time <sup>^</sup> We	⊙	Insert period
It is time <sup>^</sup> but	∧	Insert comma
It is time <sup>^</sup> we	;	Insert semicolon
The high <sup>^</sup> energy pump	$\bar{\wedge}$	Insert hyphen
Smith <sup>^</sup> 1977 <sup>^</sup> stated	$\langle / \rangle /$	Insert parentheses
Evaluation of $\ln e^{\wedge}$	$\times$	Insert as superscript
The value of $E_{\max}$	$\max$	Make subscript
<u>The value of</u>	$\equiv$	Straighten line(s)
all cases <sup>^</sup> The value	¶	Make new paragraph
of most times	<del>no ¶</del>	No paragraph-run in
Left of value is	$\langle \text{tr} \rangle /$	Transpose
$E_{\max}$	$\leftarrow$	Move left as indicated
$E_{\max}$	$\rightarrow$	Move right as indicated
<u>Now</u> is the time	ROM	Roman type
<u>now</u> is the time	cap	Capital
<u>Smith</u> (1977) said	s.c.	Small capitals
Now is <del>T</del> he time	l.c.	Lower case
<u>Now</u> is the time	ital	Italic
<u>now</u> is the time	cap ital	Capital italic
<u>Now</u> is the time	b.f.	Boldface type
Now <del>(is)</del> the time	stet	Let stand as is

### Example

<u>Mark the text</u>	<u>In the margin</u>	<u>To read</u>
<sup>^</sup> Now <del>(the)</del> <del>(is)</del> time for all.	$\langle \text{tr} \rangle / \sim /$	"Now is the time for all
Good Men <sup>^</sup> co <del>m</del> e to the	<del>no ¶</del> / (l.c.) / $\langle \text{tr} \rangle /$	good men to come to the
aid <sup>^</sup> said Smith <sup>^</sup> (1977) <sup>^</sup> of	$\langle \text{s.c.} \rangle / \langle \rangle / \wedge$	aid," said SMITH (1977), "of
their country <sup>^</sup>	their / $\odot$ /	their country."