Appendix: Proofreading and Editing Marks

Meaning of Symbol	Symbol	Example
Insert here.	^	take them home
Insert a comma, semicolon, or colon.	^, ^; ^:	Troy, Michigan
Insert a period.	⊙	Mrs.
Insert a hyphen or a dash.	^- ^—	one-third cup
Insert a question mark or an exclamation point.	^? ^!	How about you?
Capitalize a letter.	/ (or) ≡	toronto (or) toronto
Make a capital letter lowercase.	/	History
Close up space.	⁀	ball park
Transpose.	∩	America's
Delete or replace.	— (or) ʏ	a ~~hot~~ cold day (or) a ~~not~~ hot day (or) a ~~hot~~ day
Insert an apostrophe or quotation marks.	' “ ”	Bill's “Wow!”
Use italics.	_____	Tracker
Insert parentheses.	( )	letters (from A to Z)