

Proofreader's Marks

Mark	What It Means	Example
≡	use a capital letter	<u>m</u> onday
/	use a lowercase letter	Good M orning!
Ⓢ	check for spelling error	frend [Ⓢ]
⦿!?	add punctuation mark	Mrs. Jones
∩	transpose letters or words	I (puppies like).
^	insert a word or phrase	^{am} I ^ very happy!
^,	insert comma	Dear Susan ^
“”	use quotation marks	I said, “Hello!”
’	insert apostrophe	That’s Bob’s kitten.
⌒	close up space	my note⌒book
e	delete a letter or word	beauti y ful