

## Copy editing via symbols

The professional way to edit is by having a copy editor find errors, mark them and expect the reporter to make the changes indicated. The classic symbols shown here are used in copy editing and proofreading. Both reporters and editors should memorize and use these marks.

¶	- Indent for paragraph
[ The leading scorer	- Begin new paragraph
the Council's plan ]	- No paragraph—run in
↳ Credit goes to Jess. . .	
Byrnehurst School High ]	- Transpose
(fifty)	- Change to numerals
(60)	- Spell out
(December) 25	- Abbreviate
(Don't) weather	- Don't abbreviate
united states of America	- Uppercase
The teacher requires	- Lowercase
the Big yers	- Remove space
serio[del]ci	- Insert space
the copy editor	- Retain (means "let it stand")
The ruling an example	- Insert word
example	- Insert
example	- Delete and close up
Mrs. Lane, who	- Insert comma
the men's team	- Insert apostrophe
"Who said that?"	- Insert quotation marks
⊙ or ⊙	- Period
=	- Hyphen
—	- Dash
⌋ The title ⌋	- Center
by Ellen Godic ⌋	- Flush right
⌊ Example	- Flush left
# or 30	- End sign
MORE - or - Add 1, etc.	- Mark hard copy of more than one page
Heading	- Put in boldface type

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