

Common Proofreader's Marks

What it means	Symbol	Mark in text
Insert text	✓	Missng ⁱ a letter ^{or} word
Insert period	⦿	Missing a period⦿
Insert space	#	Missing [#] a space
Delete text	/	Delete e a letter or and word
Close up	⌋	Clo [⌋] se up a space
Delete and close up within a word	⌋	Delete [⌋] and close up
Transpose	↺	Switch [↺] order [↺] the of letters or words
Make CAPITAL	≡	<u>make</u> letter(s) uppercase
Make lowercase	/	Make l etter(s) lower C ASE
Move right	⌈	⌈ Move text right
Move left	⌋	Move text left⌋