

## Standard Editing Symbols

Here is a list of some common editing symbols universally understood by most writers, editors, and proofreaders. Use this proofreader's key whenever you are asked to be an editor.

≡	Capitalize this letter. Make upper case.	Winston <u>ch</u> urchill. <u>c</u> ome here.
/	Make letter lower case	Come <del>H</del> ere. Solid <del>A</del> gent
^	Caret: Insert letters or words at this point.	Is lunch <sup>o</sup> redy? the house
e	Delete: Eliminate letter or punctuation indicated.	He is, <del>the</del> best. I <del>just</del> know it.
—	Delete: Eliminate the word or words indicated.	Hank had two <del>small</del> tiny teeth.
○	Close up; no space. Join these two words or letters together.	foot <u>b</u> all proof <u>r</u> ead
	Separate these words. Insert space	alot <del>co</del> mbread
~	Transpose. Switch the words or letters to the correct place.	switch <del>te</del> h around <del>w</del> ords
○ →	Move to point indicated. Circle the words; arrow indicates insertion point.	<u>During lunch</u> I had fish.
◉	Add a period.	This is the end◉
^,	Add a comma.	After dinner time, we ate ice-cream.
^;	Add semi-colon	Don't go there; it's late.
^:	Add colon	such as: sun, rain, and care.
¶	Make a new paragraph.	... the end. ¶ Now skip a line and indent five spaces.
" "	Insert quotation marks.	"Come with me," she said.
stet	Stet: Latin for "Let it stand." Restore element deleted or retain elements indicated	As you know <sup>stet</sup> <del>it</del> this is correct
○	Write it out.	We have ② dogs.

sp

Misspelled word