

PROOFREADER'S MARKS

PROOFREADER'S MARK

⊖ Delete space

⧫ Insert a space

/ Delete a word or letter

^ Insert a word or letter

↔ Transpose

/ Lowercase

≡ Capitalize

⊙ Insert period

¶ Start new paragraph

○ Spell out

..... Stet (don't change)

EXAMPLE

art⊖work

⧫
It[#]was a lot of fun.
^

I like ~~like~~ to eat ice cream. Do you~~u~~?

^{was}
That so much fun. Let's do it again tomorrow.
^ ^

This is what I recommended~~a~~.

Welcome to ~~D~~entistry.

Are you going to ASDA's annual session?

All dental students would agree[⊙].

¶ How can childhood habits lead to caries?

⑤ people were considered for the position.

He had ~~already~~ left the room.
.....

NOTE: MORE PROOFREADER'S MARKS EXIST, BUT THESE ARE THE MARKS YOU ARE EXPECTED TO USE WHEN PROOFING COPY FOR THE **AMERICAN STUDENT DENTAL ASSOCIATION.**