





















TABLE 4.1

Markup Symbols: Words, Letters

| Symbol/Meaning | Example | Result | Comment |
|--|--|------------------------------------|---|
|  delete | delete | delete | |
|  delete, close | proofreading | proofreading | Use the closeup mark, too, if the word could be spelled as two words. |
|  delete a word | in the the back | in the back | |
|  insert | in ^s ert | insert | Place the caret beneath the line. Write what is to be inserted above the line. |
|  insert space | insert space | insert space | Usually the line alone will suffice; use the space symbol if there could be a question. |
| or  # | mark [#] up a text | mark up a text | |
|  transpose | trans ^o pose Australia Australia | transpose Australia | If multiple transpositions in a word make the edited version difficult to read, delete the whole word and print the correction above it. |
|  close up | close | close | |
|  capital letters | Ohio; <u>IBM</u> | Ohio; IBM | |
|  small caps | 6 <u>a.m.</u> | 6 A.M. | Since not all fonts include small caps, make sure they are available before you mark them. |
|  lower case | Federal | federal | |
|  lower case, whole word | FEDERAL | federal | |
|  initial cap | FEDERAL | Federal | |
|  italics | <u>Star Wars</u> | <i>Star Wars</i> | Underline to change the type style from roman to italic or vice versa. Roman type is the opposite of italic, with straight rather than slanted vertical lines. You can also add the letters "Rom," circled, while underlining or circling the text to change. |
|  roman type | <u>Star Wars</u> (rom) | Star Wars | |
| or  (rom) | (Star Wars) | Star Wars | |
|  boldface | <u>emphasis</u> | emphasis | |
|  superscript | Masters ^y degree | Master's degree | Use the superscript sign to identify apostrophes, quotation marks, or exponents. |
|  subscript | A ₂ H ₂ O | A ² H ₂ O | |
|  delete an underline | <u>revelry</u> | revelry | |

(continued)

TABLE 4.1

Markup Symbols: Words, Letters (*continued*)

| Symbol/Meaning | Example | Result | Comment |
|---------------------------------------|----------------------------------|-----------------------|---|
| ○ spell out an abbreviation or number | ② Assn. | two Association | Circle an abbreviation or number you want spelled out. Spell the word as well as circling if the spelling may be in question. |
| stet | hp precede ^{eg} stet | horsepower precede | |
| or ignore the editing | precede ^{eg} | | |

TABLE 4.2

Markup Symbols: Punctuation

| Symbol/Meaning | Example | Result | Comment |
|--|---|---|---|
| ⊙ period | ...forever⊙ | ...forever. | Circle the period to call the compositor's attention to this small mark. Do not circle other punctuation. |
| ⤴ comma | copper,iron,and silver ⤴ ⤴ | copper, iron, and silver | Place an inverted caret over the comma. Do not place it over other punctuation. |
| : colon | following:⤴ | following: | |
| ; semicolon | following; following; following; | following; following; following; | To create a semicolon from a comma or colon, draw in the dot or tail. Otherwise, simply insert the semicolon. |
| ⌈ ⌋ parentheses | ⌈2002⌋ | (2002) | The lines in the parentheses won't be typeset, but they do reinforce your intent to include parentheses rather than other lines. |
| [] brackets | [word] | [word] | Be sure to square the lines if the writer has also used parentheses. |
| = hyphen or ✓ | light _✓ emitting diode computer= assisted | light-emitting diode computer-assisted | The underline or checking of the hyphen reinforces your intent to include a hyphen at that point. Mark end-of-line hyphens for clarity. |
| = ⊙ equal sign | a _⊙ = b | a = b | Since the equal sign can look like an underlined hyphen, write <i>eq</i> by the mark and circle it to show that the information is an instruction. |
| $\frac{1}{M}$ em dash or $\frac{1}{M}$ | a pejorative ^M disparaging ^M word | a pejorative— disparaging—word | An em dash is as wide as the base of the capital letter <i>M</i> in the typesize and typeface used. It is used to set off parenthetical material or a break in thought. |
| $\frac{1}{N}$ en dash or $\frac{1}{N}$ | 2000 ¹ —01 _N | 2000—01 | An en dash is as wide as the base of the capital letter <i>N</i> in the typeface and typesize used. Its primary use is in numbers expressed as a range. |

TABLE 4.3

Markup Symbols: Spacing, Position

| Mark | Meaning | Example | Result |
|--------|--|---|---|
| | begin a new paragraph | ...other design features. The editor's... | ...other design features. The editor's... |
| | begin a new line | numbers; abbreviations; | numbers; abbreviations; |
| | run together (do not break the line or create a new paragraph) | ...form your marks. It is not the time to express your... | ...form your marks. It is not the time to express your... |
| | flush left or justify left | The editor's choice... | The editor's choice... |
| or | (Place the edge of the mark on the margin where text should move.) | | |
| | justify right | Book Title | Book Title |
| | center |] Book Title [| Book Title |
| | ragged right (Lines do not align on the right margin.) | | |
| | align | | |
| | indent one em | | |
| | indent two ems | | |
| or | indent the whole block of text 2 ems | | |
| | transpose a group of words | transpose [of words] a group | transpose a group of words |
| | close up vertical space (as when an extra space has been skipped between paragraphs) | ...too many lines skipped. Close up vertical space. | ...too many lines skipped. Close up vertical space. |
| | insert vertical space | #> Heading Insufficient leading follows. | Heading Insufficient leading follows. |
| | set as a paragraph rather than as a list | numbers; abbreviations; and spelling | numbers; abbreviations; and spelling. |