

Standard EDITING MARKS

There are many standard editing marks, but the more you work as an editor, the more you start to see a pattern in the kinds of errors people make. The following is a list of the most common marks you'll need to make as an editor. I'll expect you to have these memorized by the end of the semester.

<u>Error</u>	<u>Sample of correction</u>	<u>Corrected sentence</u>
Delete word(s)	I would like to go to the beach for a few days.	I would like to go to the beach.
Close space	There are three bears. Two are adults.	There are three bears. Two are adults.
Delete punctuation and close space	I went to the beach, and saw Mary wind s surfing.	I went to the beach, and saw Mary windsurfing.
Insert letter or word	There are only seven ways to skin ^a turkey.	There are only seven ways to skin a turkey.
Insert a space	I never knew SherlockHolmes. But I knew Watson.	I never knew Sherlock Holmes. But I knew Watson.
Capitalize letter(s)	<u>my</u> family never had an <u>ibm</u> computer.	My family never had an IBM computer.
Lowercase one letter	Doc Brown N ever really was all that careful.	Doc Brown never really was all that careful.
Roman type (no italics, underline, or bold)	Of all the reasons to build a <u>time machine</u> , the vacation possibilities may be the best.	Of all the reasons to build a time machine, the vacation possibilities may be the best.
Make text bold	I'd like to show you what <u>bold text</u> looks like.	I'd like to show you what bold text looks like.

Insert apostrophe (or other superscript)	Jesse's sister is also named Jesse. She's an architect by day, and Frog Woman by night.	Jesse's sister is also named Jesse. She's an architect by day, and Frog Woman by night.
Insert em dash	Dr. Rioja is from Spain—from Burgos, I think.	Dr. Rioja is from Spain—from Burgos, I think.
Insert en dash	There are 15–20 mice living in my bathtub.	There are 15–20 mice living in my bathtub.
Insert hyphen	We met a self-proclaimed cow-whisperer in Lisbon.	We met a self-proclaimed cow-whisperer in Lisbon.
Insert period	I never knew your father. He was a Jedi, after all.	I never knew your mother. She was a Jedi, after all.
Insert comma	There are only three types of cheese: delicious, edible, and inedible.	There are only three types of cheese: delicious, edible, and inedible.
Insert new line	We never went to Moscow again. The next year my mother moved to Havana.	We never went to Moscow again. The next year my mother moved to Havana.
"Run together" two lines	The next year my mother moved to Havana. Her flat was in the Old City, a few blocks away from the tourist center.	The next year my mother moved to Havana. Her flat was in the Old City, a few blocks away from the tourist center.
Indent one tab for paragraph	We never did go to Trinidad. It was just such a long way from Havana. We did, however, go to Viñales.	We never did go to Trinidad. It was just such a long way from Havana. We did, however, go to Viñales.