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#1 What is proofreading

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Software - Ultimate
Book Editor *What is*

*Proof-Reading | Proof-
reading explained |*

*What happens in Proof
Reading Proofreading
Tips for DIY Authors*

*Editing and
proofreading*

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Proofreading symbols
are used to identify
mistakes and to state the
needed correction, .-sted
below are the most
common proofreading
symbols, along with
explanation and
examples of each. O ;/
Explanation of the
Symbol Begin a new
paragraph Capitalize a

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Faculty of Education
Insert hyphen. Insert en
dash. Insert em dash.
Insert apostrophe. Insert
question mark. Insert
exclamation mark.
Insert parentheses.
Insert brackets. Insert

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And
quotation marks.

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Symbols For
Proofreading marks and
symbols | Wordy

Following are some
common proofreading
and copy editing
symbols, along with
their meanings and
examples of how they
appear. Disclaimer: This
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policy.. I worked in
legal publishing in NYC
as a copy editor for a
decade in the 90s.

Grammar/Writing Tip:
Common Proofreading
& Editing ...

Copy Editing and
Proofreading Symbols
Symbol Meaning
Example Delete

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Remove the end fitting.
Close up The tolerances
are with in the range.
Delete and Close up
Deltete and close up the
gap. Insert The box is
inserted correctly. #
Space Theprocedure is
incorrect. Transpose
Remove the fitting end.
/ or lc Lower case The
Engineer and manager
agreed.

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Copy Editing and
Proofreading Symbols -
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Symbol: Definition:

Sample: delete: close
up: delete and close up :
caret: insert a space:
space evenly: let stand:
transpose: separates
proofreader marks. Is
also used as a final
stroke after and
insertion : move to the

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left: move to the right :
set as ligature (such as
?: align horizontally:
align vertically: broken
character: indent or
insert em quad space :
begin a new paragraph

PROOFREADERS' MARKS AND PROOFREADING SYMBOLS

The following tables list
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proofreading symbols every proofreader and copyeditor should know: About the Book
Author Suzanne Gilad has proofread or copyedited over 1,200 titles for more than 20 prominent publishing imprints.

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Insert or superscript:

Insert or subscript:

Insert comma: Insert
apostrophe or single

quotation mark: Insert

double quotation marks:

Insert en dash: , , or.

Insert em dash: , , or.

Centered: , or.

Parentheses:

Proofreading Marks:

What Do They Mean? |

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Scribendi

In these days of digital editing, Google docs and MS Word's Track Changes, it's easy to think that traditional proofreading marks (or proof correction symbols) – those hieroglyphics that indicate corrections to the final proofs of a text before it goes to print – are a thing of the past.

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Proofreading

The mark of a
proofreader - Full Proof

Proofreading marks are used to highlight spelling, vocabulary, grammatical, and punctuation errors, along with formatting and layout issues. When proofreaders are editing a hard-copy manuscript, they will leave

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And corrections on both sides of the margins: on the left-hand margins for corrections in the first half of the sentence, and on the right-hand side for corrections in the latter half of ...

Proofreading Marks
101: What Do These
Squiggles Mean?
Symbols are interleaved

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in the text, while abbreviations may be placed in a margin with an arrow pointing to the problematic text. Note that different languages use different proofreading marks and sometimes publishers have their own in-house proofreading marks.

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marks - Wikipedia

The Proofreading Symbols As copyeditor or proofreader, you need to become familiar with the proofreading symbols so that you can make your edits understood. The following tables list proofreading symbols every proofreader and copyeditor should know: About the Book

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Author

Proofreading

Copyediting and
Proofreading For
Dummies Cheat Sheet

Proofreading symbols are the marks that a proofreader makes on a paper when they edit it. They are a coded set of instructions that point out where mistakes have been made and how a

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piece of writing can be improved.

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Proofreading Symbols

Every Proofreader
Should Know -

Vappingo

Most PDF reader programs (such as Adobe Reader) have built-in editing tools, and these can be used to provide effective

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proofreading markup.

The program produces a list of comments that can then be checked off by the person making the changes to the document for publication, to ensure none are missed. BSI marks

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Proofreading and editing companies tend to have a set per-word rate with different prices based on the turnaround time. On average, you can expect to pay \$0.01–\$0.05 per word (or around \$2–4 per page), but services that include editing as well as proofreading will cost more. You can usually check in advance

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exactly how much it
will cost you.

Proofreading Symbols For

Quick Guide to
Proofreading | What,
Why and How to
Proofread

Insert whatever is
written above or below
the proofreading
symbol. When content
is to be inserted, use this
symbol along with

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whatever element should be inserted above or below it. Insert en dash. The en dash is wider than a hyphen but narrower than the em dash and should be used between dates. Insert em dash

Commonly Used
Proofreading Symbols
with Examples

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Insert Space • This symbol is used to insert a space between words or letters. • Practice using this symbol: –

Iproofread. 7. Insert Space Correction

•Iproofread. 8. Insert Line Space • This symbol is used to insert an extra line space between typed or written lines. • Practice using this symbol: – I

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Proofreading and
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Current Proofreading
Most editing and
proofreading is now
done in word processing
or editing software
using features such as

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Track Changes in Microsoft Word or the equivalents in other programs. However there are still situations in which you might need to know and understand proofreading symbols and marks.

Proofreading Marks
Editing and
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And consistent proofreading symbols to indicate changes or corrections to text. Use marginal marks to indicate corrections made within lines. Use different colors of ink for different proofreadings (either by the same person or several people).

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Kids