




















Proof correction marks to be used by authors

Marginal mark	Meaning	Corresponding mark in text
/	Delete (take out)	/ or  Cross through
	Delete and close-up	 /  Above and below matter to be taken out
	Leave as printed (when matter has been crossed out by mistake) Under matter to remain
	Change to capital letters	≡ Under letters or words altered
	Change to lower case letters	○ Encircle letters altered
	Change to bold type	~~~~ Under matter altered
	Change to bold italic type	~~~~ Under matter altered
	Change to italics	— Under matter altered
	Change to roman type	○ Encircle matter altered
X	Replace by similar but undamaged character or remove extraneous marks	○ Encircle letter to be altered
γ	Insert (or substitute) superior figure or sign	∕ or /
ℓ	Insert (or substitute) inferior figure or sign	∕ or /
≡	Insert (or substitute) hyphen	∕ or /
EN —	Insert (or substitute) dash	∕ or /
⓪	Insert (or substitute) solidus	∕ or /
...	Insert (or substitute) ellipsis	∕ or /
⊂	Close-up - delete space	⊂ Linking words or letters
#	Insert space	or √ Between items
	Make spacing equal	Between items
↑	Reduce space	or ↑ Between items
➤	Insert space between lines or paragraphs	
←	Reduce space between lines or paragraphs	
	Transpose	 Between letters or words, numbered when necessary
	Transpose lines	
	Place in centre of line	⌋ ⌈ Around matter to be centered
⌈⌋	Move to the left	⌋
⌋⌈	Move to the right	⌈
	Begin a new paragraph	□ Before first word of new paragraph
	No fresh paragraph here	↪ Between paragraphs
^	(Caret mark.) Insert matter indicated in margin	^
“ ”	Insert single / double quotes	“ ”