

## Standard Editing/Proofreading Symbols

The list below is a representation of standard editorial symbols used by editors and others for indicating text changes. They are universally understood by most writers, editors, proofreaders, text processors, and printers. Note: spacing references are always based on single spaced text.

Symbol	Explanation of Meaning	Example of Use
	Caret: Insert letters or words at point indicated	point six elements
	Delete: Eliminate words or punctuation indicated	temperature (C°)
	Close up; no space	mock up
	Delete and close up space	non-destructible
	Stet: Latin for "Let it stand." Restore elements deleted, or retain elements indicated	The power was We have two cars.
	Insert space	We have two cars.
	Transpose	hTe increase of power
	Make lower case	Sodium Reactor
	Make upper case (capitalize)	Janet greystone
	Italicize (underscore indicates italics in draft composition, use italics for final copy)	an off position <i>ITAL</i>
	Move right to the position indicated	The final design
	Move left to the position indicated	There has been
	Raise to the position indicated	th word
	Lower to the position indicated	th word
	New paragraph	completed. Work has
	Insert period	test loop. One run has
	Move to point indicated	to determine
	Write out or abbreviate	3/6-inch pipes
	Center	Heading
	Superscript	10 <sup>6255</sup> U
	Subscript	H <sub>2</sub> O
	Separate words	a lot
	Tab to right where indicated	The big brown dog
	Tab to left where indicated	The big brown dog
	Insert comma	Because he argued
	Insert apostrophe	It's
	Use double quotation marks	Four Score and . . .
SS, DS, TS, QS	Single, double, triple, or quadruple space text indicated	
LM, RM, TM, BM	Left, Right, Top, and Bottom margin, respectively	
TOC, LOT, LOF	Table of Contents, List of Tables, and List of Figures, respectively	