

McKinnon-Mulherin Proofreading Symbols

	Delete		Move right
	Remove space		Move left
	Delete and close up (use when deleting letters within a word)	bf	Boldface, center
stet	Let it stand		Move up
#	Insert space		Move down
eq #	Make space between words equal; make space between lines equal		Straighten type; align horizontally
hr #	Insert hair space		Align vertically
ls	Letterspace		Transpose
	Begin new paragraph		Spell out
	No paragraph		Don't Abbreviate
	Indent type one em from left or right		Abbreviate
	Insert comma		Use figures
	Insert apostrophe or single quotation mark		Check type image; remove blemish
	Insert quotation marks		Insert here or make superscript
	Insert period		Insert here or make subscript
	Insert question mark	ital	Set in italic type
;	Insert semicolon	rom	Set in roman type
	Insert colon	bf	Set in boldface type
=	Insert hyphen	sc	Set in small capitals
<u>m</u>	Insert em dash	<u>a</u>	Uppercase
<u>n</u>	Insert en dash	A	Lowercase
€) or ()	Insert parentheses	wf	Wrong font; set in correct type