
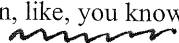








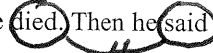


Proofreading Symbols

These are standard proofreading symbols used on the answer sheets to the grammar questions. Learning to use them will be a big help not only in college but also in any job after college that involves editing.

symbol	explanation	example
✓	Good!	Paul is a sharp dresser. ✓
? or 	Confusing. Explain why in the margin.	... I mean, like, you know?  unclear
	Disconnected.	blah blah  On a different topic . . . .
	Delete.	Hegel is a stupid moron. 
✓ or ^	Insert. If there is not enough space in the text, repeat the symbol in the margin to show what should be inserted.	"Hey, he yelled. Socrates said that the unexamined was not worth living. 
#	Insert a space.	The Buddha lived inIndia. 
>	Close a space.	I wear myevery day shoes every day. 
A	Begin a new paragraph here.	
≡	Capitalize.	confucius talks too much. 
/	Lower case.	Socrates ate Fish. 
2	Transpose, either letters or whole words.	Plact, a had fit. 
○	Circle something to draw attention to it. Say why in the margin.	So my friend says . . .  SP.
○ ✓	Circle mistaken punctuation and insert the correction in the margin.	Socrates screamed, "I have not yet begun to fight." Then he picked up his hat and left. 
○ ○ ○	Disagreement, either in grammar or in ideas.	... they both goes . . . 
○ ○ ○	Citation.	He died. Then he said . . . 
cite!		"Ethics, as well as the law, require authors to identify their sources." *

(\* This should be attributed to *The Chicago Manual of Style*, 13<sup>th</sup> edition (Chicago: University of Chicago Press, 1982) section 15.1, page 400.)

Commonly used abbreviations:

b/c	= "because"
w/	= "with"
w/o	= "without"
s.o.	= "someone"
s.t.	= "something"
frag.	= "fragment"
w.c.	= "word choice"
awk.	= "awkward"
exp.	= "expand" or "explain"
→	= indent