







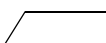


















Copy Editing and Proofreading Symbols

Symbol	Meaning	Example
	Delete	Remove the end fitting.
	Close up	The tolerances are with <u>in</u> the range.
	Delete and Close up	Delete and close up the gap.
	Insert	The box ^{not} is inserted correctly.
	Space	The procedure is incorrect.
	Transpose	Remove the fitting <u>end</u> .
	Lower case	The E ngineer and manager agreed.
	Capitalize	A representative of <u>nasa</u> was present.
	Capitalize first letter and lower case remainder	G ARRETT P RODUCTS are great.
	Let stand	Remove the battery ^{stet} cables.
	New paragraph	The box is full ¶ The meeting will be on Thursday.
	Remove paragraph break	The meeting will be on Thursday. ¶ ^{no} All members must attend.
	Move to a new position	All members attended <u>who were new</u> .
	Move left	Remove the faulty part.
	Flush left	Remove the faulty part.
	Flush right	Remove the faulty part.
	Move right	Remove the faulty part.
	Center	Remove the faulty part.
	Raise	16 ₂
	Lower	16 ²
	Superscript	16 ²
	Subscript	16 ₂
	Period	Rewrite the procedure . Then complete the tasks.
	Apostrophe or single quote	The company's policies were rewritten.
	Semicolon	He left however, he returned later.

Symbol	Meaning	Example
∴	Colon	There were three items∴nuts, bolts, and screws.
,	Comma	Apply pressure to the first,second,and third bolts.
-	Hyphen	A valuable b product was created.
○ sp	Spell out	The(info) was incorrect. sp
○	Abbreviate	The part was(twelve feet) long.
or =	Align	Personnel Facilities Equipment
_____	Underscore	The part was listed under <u>Electrical</u> .
~~~~~	Run in with previous line	He rewrote the pages) and went home.
 M	Em dash	It was the beginning so I thought. M
 N	En dash	The value is 12Q 408. N
(ital)	Set in italics	The book was titled <u>Technical Writing Styles</u> . (ital)
(bf)	Set in bold	This is the <u>only</u> time we can offer this price. (bf)
(wf)	Wrong font	This is <b>the first step in the procedure</b> . (wf)
(sm cap) =	Set in small caps	Set the <u>MFG REGISTER</u> to zero. (sm cap)

Meaning	Symbol	Example
Abbreviate	○	The part was (twelve feet) long.
Align	or =	Personnel Facilities    Equipment
Apostrophe or single quote	∴	The companys policies were rewritten.
Capitalize	≡	A representative of <u>nasa</u> was present.
Capitalize first letter and lowercase remainder	∟	GARRETT PRODUCTS are great.
Center	□ □	]Table 4-1[
Close up	○	The tolerances are with in the range.
Colon	∴	There were three items∴nuts, bolts, and screws.

Meaning	Symbol	Example
Comma		Apply pressure to the first second and third bolts.
Delete		Remove the end fitting.
Delete and close up		Delete and close up the gap.
Em dash		It was the beginning so I thought.
En dash		The value is 120 408.
Flush left		Move left.
Flush right		Move right.
Hyphen	-	A valuable byproduct was created.
Insert		The box is ^{not} inserted correctly.
Let Stand	stet	Remove the battery cables.
Lower		16 ²
Lower case	/ or lc	The Engineer and manager agreed.
Move left		Remove the faulty part.
Move right		Remove the faulty part.
Move to a new position		All members attended who were new.
New paragraph	¶	The box is full ¶ The meeting will be on Thursday.
Period	⊙	Rewrite the procedure. Then complete the tasks.
Raise		16 ₂
Remove paragraph break	no ¶	The meeting will be on Thursday. ¶ no All members must attend.
Run in with previous line		He rewrote the pages and went home.
Semicolon		He left; however, he returned later.
Set in bold		This is the only time we can offer this price <b>bf</b>
Set in italics		The book was titled <i>Technical Writing Styles</i> <i>ital</i>
Set in small caps		Set the <u>MFG REGISTER</u> to zero. <i>sm cap</i>
Space	#	The procedure is incorrect.
Spell out		The <u>info</u> was incorrect. <i>sp</i>
Subscript		16 ₂

Meaning	Symbol	Example
Superscript	^	16 ²
Transpose	~	Remove the fitting end.
Underscore	_____	The part was listed under <u>Electrical</u> .
Wrong font	(wf)	This is <b>the first step in the procedure</b> , (wf)

## Proofreading Symbols

<i>amb</i>	Ambiguous	<i>NL</i>	Not logical
<i>ant</i>	Antecedent is unclear	<i>1,5</i>	Observe 1,5 spacing
<i>AP</i>	Argument ad populum	<i>2,54</i>	Observe 2,54cm margin
<i>awk</i>	Awkward	<i>OT</i>	Off topic
<i>BC</i>	Begging the claim	<i>#</i>	Page number missing
<i>BR</i>	Book report	<i>  GS</i>	Parallel grammar structure
<i>CA</i>	Circular Argument	<i>PH</i>	Post hoc ergo propter hoc
<i>Cond.</i>	Condense into fewer sentences, wordy	<i>PR</i>	Proofread
<i>conf.</i>	Confusing	<i>det +</i>	Provide more details
<i>def.</i>	Define this term	<i>RH</i>	Red Herring
<i>d/i</i>	Definite/indefinite pronoun problem	<i>red.</i>	Redundant
<i>devA</i>	Develop paragraph	<i>ref.</i>	Reference missing
<i>devT</i>	Develop your argument more thoroughly	<i>rep.</i>	Repetitive
<i>equ</i>	Equivocation	<i>RO</i>	Run-on sentence
<i>exp</i>	Explain/elaborate this particular idea	<i>bib.</i>	See bibliography format
<i>FLN</i>	First name, Last Name	<i>SF</i>	See formatting rules
<i>ex</i>	Give examples	<i>cit.</i>	See rules of citation
<i>CS</i>	Go to Continuing Support	<i>SM</i>	Straw Man
<i>gram</i>	Grammar problems	<i>S/V</i>	Subject/Verb agreement
<i>HG</i>	Hasty Generalization	<i>sup?</i>	Support your argument
<i>HP</i>	Historical present	<i>syn</i>	Synonym (find and replace)
<i>IA</i>	Incorrect assertion	<i>s/g</i>	Syntax & Grammar problems
<i>FN</i>	Insert a footnote here	<i>synt.</i>	Syntax problems
<i>IRR</i>	Irrational appeal	<i>uncl.</i>	Unclear
<i>?</i>	Is this correct? (Are you sure?)	<i>" "</i>	Use double quotation marks
<i>NA</i>	No analysis	<i>LN</i>	Use full last name
<i>NC</i>	No contraction	<i>vocab</i>	Vocabulary choice to be amended
<i>NS</i>	No slang	<i>weak</i>	Weak argument or rational
<i>Ø</i>	No space between paragraphs	<i>wc</i>	Weak conclusion
<i>sub.</i>	No subtitles	<i>WI</i>	Weak Introduction
<i>NT</i>	No thesis	<i>WT</i>	Weak transition
<i>TS</i>	No topic sentence	<i>source</i>	What is the source?
<i>NonS</i>	Non Sequitor	<i>blah</i>	Wordy (empty language)