


















Common Proofreading Marks

Use these proofreading marks to mark changes when you proofread. Remember to use a colored pencil to make your changes.

Symbol	Meaning	Example
	begin new paragraph	over.  Begin a new
	close up space	close u  p space
	insert	students  think <i>should</i>
	delete, omit	that the the  book
	make lowercase	M athematics
	reverse letters	reverse  letters
	capitalize	washington 
	add quotation marks	 I am,  I said.
	add period	Marta drank tea 