

Title 120 -- Directives Management Handbook

620.81 Proofreading Marks

Symbol Meaning	Edited Copy	Effect
Insert 1-en dash	sections 3-7	sections 3--7
Insert 1-em dash	fact—for example	fact—for example
Insert hyphen	a built-up area	a built-up area
Insert comma	three, four	three, four
Insert colon	Note:	Note:
Insert semicolon	a, b, and c; 23, 24, and 25	a, b, and c; 23, 24, and 25
Insert period	the end. The	the end. The
Change punctuation to period	Dr, Smith	Dr. Smith
Insert exclamation point	Wow!	Wow!
Insert question mark	Where?	Where?
Insert quotes	she said, "We're here."	she said, "We're here."
Insert apostrophe	it's broken	it's broken
Delete punctuation	here and there	here and there
Insert space	natural resources	natural resources
Close up	eastbound	eastbound
New paragraph	directive. Writers	directive. Writers
Not a new paragraph	directive. Writers	directive. Writers
Capitalize	u.s. government	U.S. Government

Title 120 – Directives Management Handbook

Make lowercase	Local Government	local government
Make all lowercase	AMERICAN	American
Make opposite	Doctor Dr. twenty-one 21	Dr. Doctor 21 twenty-one
Let it stand as before corrected	his name is Wayde ^{5ret}	his name is Wayne
Insert letter	Washington ^t	Washington
Delete letter and leave space	an a rticle	an article
Delete letter and close up	doc u ment	document
Transpose letters	grass l and	grassland
Change letter(s)	pay m ent	payment
Insert word	manuals ^{and} handbooks	manuals and handbooks
Delete word and leave space	the tall man	the man
Delete word and close up	newsp aper worthy	newsworthy
Transpose words	erosion soil	soil erosion
Move word	back she said she'd be	she said she'd be back
Change word	a steady rhythm ^{beat}	a steady beat
Misspelled word	phytohemag g utinin phidohemog g utinin	phytohemagglutinin