

Editing Marks

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Standard copyediting marks

Examples borrowed from <https://nybookeditors.com/2013/06/copyediting-marks/>

	caret	Insert ^{text} here.
	delete	Delete extra letters or unnecessary <u>darling</u> words.
	transpose	Transpose a letter <u>l</u> or a word that's <u>misplaced</u> <u>been</u>
	lower case	Used for let <u>T</u> ers or <u>W</u> ORDS that had an inexplicable growth spurt.
	capitalize	when in <u>n</u> ew <u>y</u> ork, do as the <u>r</u> omans, the <u>a</u> ustralians, or the <u>m</u> artians would do.
	space	Add <u> </u> space.
	para	 Adds a new a paragraph.
	close up	A way to remove pesky ex <u> </u> tra spaces.
	spell out	A circles <u>1</u> or <u>2</u> or an <u>abbrev</u> means the word should be spelled out.
	period	Dr <u> </u> Author omitted something small but significant <u> </u> Circling is also used to convert a comma into a period <u> </u>
	comma	As you can see <u> </u> commas get a roof placed over them.
	apostrophe	It's <u> </u> easy to miss these.
	quotation marks	<u> </u> Did I forget I was speaking? <u> </u> she said.
	paren	These odd looking marks are parenthesis <u> </u> The cross-hatches differentiate them from the letter <u>C</u> <u> </u>
	em dash	Sometimes your word processor <u> </u> that unapologetic application <u> </u> doesn't convert two hyphens – see?
	superscript	$E = mc^2$, even if we don't understand it, should be $E = mc^2$.
	subscript	Do we breathe O ₂ or O ² ?
	italics	I <u>really</u> want a room of my own.
	bold	Please ensure you choose one of the following birthday presents.
	delete italic or bold or underline	Writers should use <u>italics</u> , <u>boldface type</u> , and <u>underlining</u> sparingly.
	flush left	 Text has a way of shifting when you're not looking.
	flush right	Text can also hang around in the middle, instead of being aligned at the right margin: J.K. Rowling 
	center	 This line will be centered. 
	align	A few great authors: Norman Rush David Foster Wallace William Stegner
	stet	Let it <u>stand</u> . (Indicates that a correction or alteration should be ignored.)

Other marks

sp	Spelling error.
g	Issue with grammar.
awk	Awkward. Try to rephrase.
imp	Imprecise. Try to rephrase.
?	Unclear. I don't understand what you mean here. Try to rephrase.
red	Redundant.
