



WRITER'S TOOLKIT

Formatting Handout

STANDARD PROOFREADING MARKS

In correcting your own work, you'll find it helpful to use the following standard copy editing and proofreading symbols—the same marks an editor will use in preparing your writing for publication.



Delete



Space



Let it stand



Period



New paragraph



Lower case



Insert



Upper case



Transpose



Spelling incorrect



Close up



Spell out word

SAMPLE SUBMISSION FORMAT

