










Correction	Symbol
Insert colon	Ⓕ
Insert comma	↵
Insert dagger	†
Insert double dagger	‡
Insert em dash	—
Insert en dash	-
Insert hyphen	—
Insert indicated text or correction	^
Insert parentheses	()
Insert period	Ⓕ
Insert quotation marks	“ ”
Insert semicolon	↵

Correction	Symbol
Transpose	
Use bold typeface	
Use italics	
Use light typeface	
Use lower case letter(s)	
Use small cap(s)	
Use standard typeface (roman)	
Use upper case letter(s)	
Wrong font - set in correct typeface	

Instructions

- Use a caret (^) in the line to show where the correction is needed.
- Use both margins—whichever is closer—to indicate the correction to be made.
- If more than one correction is indicated on a line, separate the symbols with a slash (/).
- For corrections that affect only specified letters, like font changes, indicate the letters to be changed by underlining with a series of dots.

Example

Below is an example of proofreader's marks as they are used on a manuscript page. Use this as a guide when proofreading or interpreting markup

Exploring the Arts Foundation SC

Cap Exploring the arts Foundation welcomes you to this web site.

Our Mission

(Exploring the Arts Foundation (ETAF) consists of a small group of lovers of the arts who are committed to the proposition that art can make life better for everyone. **^** the **i** arts are a source of joy and a wellspring of inspiration. **^**

run in We exist to further this ideal.

ital Of course, we do not restrict our definition of art to the visual arts, such as painting or sculpture; when we say art we include all of the arts, **l** from music, **l** to literature, **l** to film, **l** and beyond. **l**

For more on the scope of art at ETAF, see the topic **What's a Muse?** and help us to Name that Muse.

Our Status

Cap As you browse the pages of this site, please keep in mind that *ExploringTheArts.com* is new. **l** we provide a fledgling service which we hope will blossom into a significant undertaking. **l** Come back often to see where we are and glimpse where we're going. We need your participation, **understanding**, and support to succeed.

