

Proofreading Marks

Mark	What it means	Example
≡	capitalize	<i>She was born in <u>september</u>.</i>
lc /	make it lowercase	<i>The ^{lc}Dog played outside.</i>
○ ^{sp}	spelling mistake	<i>My mother told me to stay <u>neer</u>.</i>
^	add a word	<i>We went ^{to}, the mall.</i>
○ ○ , ? !	add a punctuation	<i>Yes! I like fried chicken, chocolates, and pineapple.</i>
e	delete	<i>She is is happy.</i>
)	close the space	<i>She is my new class <u>)</u> mate.</i>
#	add a space	<i>Mother bought us an ice[#]cream.</i>
¶	start a new paragraph	<i>It was great! ¶ After that, we went back to the hotel.</i>