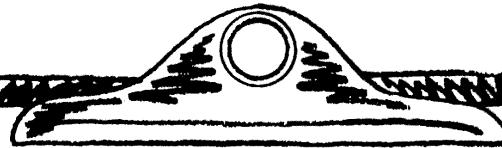# Proofreading and Editing Symbols

Proofreading symbols are used to identify mistakes and to state the needed correction. Listed below are the most common proofreading symbols, along with explanation and examples of each.

Symbol	Explanation of the Symbol	Example
¶	Begin a new paragraph	¶He explained the rules of
≡	Capitalize a lowercase letter	Henderson middle School
/	Use a lowercase letter	great skiing trips in the Winter
∧ or ∨	Insert a missing word, letter, or punctuation mark	My friend Joe has a new green car.
◡	Close up space	Some body will help you soon.
ℯ	Delete and close up	taught my sister etiqquette
ℯ	Delete a word, letter, or punctuation mark	Joy gave two too many reasons.
(SP)	Spell out	(SP) the 30 inches of fabric — thirty
∽	Change the order of letters or words	In the rush of leaving, he forgot
(tr)	Move the circled words to the place marked by the arrow (write *tr* in the margin.)	The young boys threw the cows over the fence some hay (tr) for
⊙	Add a period	The problem was easily solved⊙
⌄	Add a comma	Well, I'll give it a chance.
#	Add a space	Toni used the money to start
:/	Add a colon	The letter read: "Dear Mr. Yen"
;/	Add a semicolon	I'll help you now; it's not hard.
⌃	Add a hyphen	lives on Twenty-third Street
⌄	Add an apostrophe	Jonathan's new computer
⌄⌄	Insert quotation marks	Sally said, "Good morning."
(stet)	The **stet** in the margin means "stay;" let marked text stay as written. Place three dots under original text.	(stet) My father was rather angry at . . .