




Common Proofreading Symbols & Abbreviations

| Symbol | Meaning | Example |
|---|---|---|
|  | Insert a comma | I like chocolate, giraffes and ice cream. |
|  | Insert an apostrophe or a single quotation mark | I don't care which movie we see. |
|  | Insert something that is missing | Which planet ^{are} you from? |
|  | Use double quotation marks | My favorite poem is "Design". |
|  | Use a period here | This is my favorite shirt. |
|  | Delete | There is is a dolphin in my bathtub. |
|  | Transpose elements (switch them around) | She wants to ^{badly} visit her homeland. |
|  | Close up this space | The young athlete lost her favorite basket ball. |
|  | A space is needed here | I have three [#] pets: a cat, a dog and a gorilla. |
|  | Begin new paragraph | "I know it," she said. ¶ "I thought so," she replied. |

| | | |
|--------------------|--|--|
| no P | No new paragraph needed | "I knew it," she said. no P "My answer is right." |
| / | Change to lowercase | Lunch was D elicious. |
| ≡ | Change to capitalized letter | I heard that president Obama is visiting Portland. |
| SP O | Correct misspelled word or spell out word | He misspelled the word again. I know the # of penguins. |
| WW | Wrong word used | The whether is expected to turn cold. |
| ro | Run-on sentence | ro I don't play tennis well I have a poor backhand. |
| ag | Parts of sentence do not agree | The student lost their book. |
| fr | Sentence fragment | fr Depending on the amount of snow and whether the plows are working. |
| awk | Awkward wording | Combining those chemicals could be dangerous, which is a good idea to wear goggles. awk |
| stat ok | Ignore the correction | He's a stat handsome frog. He's a ok handsome frog. He's a ! handsome frog. |