















Symbol	Meaning	Example
Ⓝ or Ⓞ or Ⓟ	delete	take it out
Ⓢ	close up	print as <u>one</u> word
Ⓢ	delete and close up	close up
^ or > or ˆ	caret	insert here <i>(something)</i>
#	insert a space	put one here
eg#	space evenly	space evenly where indicated
stet	let stand	let marked text stand as set
tr	transpose	change <u>order</u> the
/	used to separate two or more marks and often as a concluding stroke at the end of an insertion	
[set farther to the left	too far to the right
]	set farther to the right	too far to the left
ˆ	set as ligature (such as Ê)	encyclopaedia
=	align horizontally	alignment
	align vertically	align with surrounding text
x	broken character	imperfect
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓢp	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL
lc	set in lowercase	set South as south
ital	set in <i>italic</i>	set <u>oeuvre</u> as oeuvre
rom	set in roman	set <u>mensch</u> as mensch
bf	set in boldface	set important as <u>important</u>

= or -/ or  or /H/	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or /N/	en dash	1965ñ72
$\frac{1}{M}$ or <u>em</u> or /M/	em (or long) dash	Nowóat last!ówe know.
✓	superscript or superior	$\overset{2}{\pi}$ as in πr^2
^	subscript or inferior	$\underset{2}{\text{H}}$ as in H_2O
 or 	centered	 for a centered dot in $p \cdot q$
	comma	
	apostrophe	
	period	
; or ;/	semicolon	
: or 	colon	
 or 	quotation marks	
(/)	parentheses	
[/]	brackets	
OK/?	query to author: has this been set as intended?	
 or  ¹	push down a work-up	an unintended  mark
 ¹	turn over an inverted letter	inve ^u ted
wf ¹	wrong font	wrong si ^z e or styl ^g

¹ The last three symbols are unlikely to be needed in marking proofs of photocomposed matter.