

# Ooligan Press Editing Marks

- ✓ Delete; remove it ✓
- ⊂ Close up; delete space
- ⊃ Delete and close up when deleting letters
- # Insert a space
- new material → Insert here
- (stet) Restore to the original; let stand as set
- (tr) Transpose; change sequence the
- ¶ Start a new paragraph
- no ¶ Run paragraphs together
- (run in) Run in or bring together
- (new line) Break line here. Put on next line
- (center) Center
- (FL) Move to the left; flush-left
- (FR) Move to the right; flush-right
- (align) Align horizontally
- (align) Align vertically
- (LC) Set in LOWER case
- (cap) Capitalize; SET IN UPPER case
- (sm cap) Set in small capitals (as in 250 B.C.)
- (ital) Set in italic (italic type)
- (rom) Set in roman (roman or regular type)
- (bf) Set in boldface (boldface type)
- (wf) Wrong font; set in correct type
- Replace <sup>with</sup> which new word

- Insert a hyphen (-) ~ = ~
- Insert an en-dash (-) N
- Insert an em-dash (—) M
- Insert an en-space ☐
- Insert an em-space □
- Insert a thin space, "a little space" #thin
- Reduce to a single letterspace #
- Move up or raise copy
- Move down or lower copy
- Add an apostrophe (') ↓
- Add a comma (,) ↗
- Add a period (.) ○
- Add a semicolon (;) ↕
- Add a colon (:):
- Add a question mark (?) ? (set)
- Add an exclamation point (!) ! (set)
- Add single quotation marks (') ↙/↘
- Add double quotation marks ("") ↖/↗
- Add parentheses ( ) ≠ / ≠
- Add square brackets [ ] [ / ]
- Set as superscript or superior (², as in π²)
- Set as subscript or inferior (₂, as in H₂O)

## Instructions/queries circled and don't set

\* When proofreading, write all corrections in the margin, since corrections within the line of text are easily overlooked. Use a mark within the line to show where the change is to be made. To make several corrections in a single line, write them in the margin in the order in which they appear, separated by vertical lines. If you don't know how to indicate a change, write a marginal note showing how you want the final text to appear. \*

\* Most of this material is from the *Chicago Manual of Style*, 15th edition, and Karen Kirtley.