

Common Symbols for Marking Manuscripts and Proofs

<i>Symbols and Their Use</i>		<i>Meaning</i>
	weeke	Delete
	February	Insert
	underway	Insert space
	per cent	Close up space
	1st	Spell out
	fulltime	Insert hyphen
	b	Lower case
	B	Capitalize
	esential	Transpose
	Ph.D	Insert period
	members who	Insert comma
		Place above the line
	end in the	Start new paragraph
	final grade	Let it stand (copy above dots)
	financial aid information	Align
	In the absence	Move left
	In the absence	Move right
	students. At	Start new line
	Program	Fix broken letter
	1965-72	En dash: 1965-72 (longer than hyphen, shorter than em dash)
	Em or long dash	Em—or long—dash
	set in <i>italic</i>	<i>Italic</i>
	set in <u>roman</u>	Roman
	set in boldface	Boldface