Editors’ symbols

General symbols

- **^** Insert text  Call Ishmael.
- **\** Delete text  Marley was dead, to to begin with.
- **#** Insert space  Once there were four children
- **\*\*\** Close up space  Max wore his wolf suit and made his chief
- **\==** Delete and close up  It was a bright cold day in April, and the clocks were striking thirteen.
- **\(\)\(\) Transpose order of words**  As Gregor Samsa one morning awoke from uneasy dreams
- **\[\]** Transfer up/transfer down  The Nellie, a **\(\)** yawl, swung to her anchor
- **\(\)\(\)** Leave as originally written  The sun did not shine. It was too wet to play.
- **\&\&** Capitalize letter  When Mr. Bilbo Baggins of Bag End announced
- **\(\)+\(\)** Lowercase letter  All this happened, more or less.
- **\=\=** Spell out  I was 37 then, strapped in my seat as the huge 747 plunged through dense cloud cover on approach to the Hamburg airport.

Punctuation symbols

- **\(\)** Remove punctuation mark  The first time Yossarian saw the chaplain
- **\(\)** Insert period  The sun did not shine. It was too wet to play.
- **\(\)** Insert comma  All children, except one, grow up.
- **? or \** Insert question mark or exclamation point  “Where’s Papa going with that ax?” said Fern to her mother as they were setting the table for breakfast.
- **\: or \** Insert semicolon (;)  He felt like a fool. Every tourist in Miami was driving a red LeBaron convertible.
- **\: or \** Insert colon (:)  It was inevitable the scent of bitter almonds always reminded him of the fate of unrequited love.
- **\(\)** Insert apostrophe or single quote  George’s and Harold’s grades in school were much like whales in the ocean: they rarely rose above “C” level.
“Yes, of course, if it’s fine tomorrow,” said Mrs. Ramsay.

Rosemary Villanucci, our next-door friend who lives above her father’s café

It was a bright, defrosted, pussy-willow day at the onset of spring, and the newlyweds were driving crosscountry in a large roast turkey.

on the valley side the water is lined with trees, willows fresh and green

198490

Both of them suddenly got eaten up in full daylight, mind you, and on a crowded street by an enormous angry rhinoceros.

Formatting symbols

Make text boldface

Rosencrantz: Heads.

Put text in italics

It was a special pleasure to see things eaten, to see things blackened and changed.

Make text roman (remove all formatting, including italics, boldface, and underlines)

Time is not a line but a dimension, like the dimensions of space.

Format text in uppercase

the World State’s motto, Community, Identity, Stability

Format text in lowercase

Once there was a tree and she LOVED a little boy.

Insert paragraph break

That is the life of men. Now, women forget all those things they don’t want to remember

Insert line break

Boston University Office of University Development and Alumni Relations

Run in (remove paragraph break)

If you are interested in stories with happy endings, you would be better off reading some other book.

In this book, not only is there no happy ending, there is no happy beginning and very few happy things in the middle.

Move text right

There were 117 psychoanalysts on the Pan Am flight to Vienna and I’d been treated by at least six of them. And married a seventh.

Move text left

On an exceptionally hot evening early in July a young man came out of the garret in which he lodged in S. Place and walked slowly, as though in hesitation, towards K. Bridge.

Align

We tell ourselves stories in order to live. The princess is caged in the consulate. The man with the candy will lead the children into the sea. The naked woman on the ledge outside the window on the sixteenth floor is a victim of accidie, or the naked woman is an exhibitionist, and it would be “interesting” to know which.