

Editors' symbols

General symbols

^	Insert text	Call ^{me} I shmael.
∅	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 mis [⌋] chief
⌋	Delete and close up	It was a bright cold day in [⌋] April, and the clocks were striking thirteen.
tr	Transpose order of words	As Gregor Samsa <u>one morning</u> <u>awoke</u> from uneasy dreams
tr up / tr down	Transfer up/transfer down	
stet	Leave as originally written	The Nellie, a cruising ^{stet} yawl, swung to her anchor
cap	Capitalize letter	When Mr. Bilbo Baggins of Bag <u>end</u> announced
lc	Lowercase letter	All this H ^{lc} appened, more or less.
sp	Spell out	I was ³⁷ ^{sp} then, strapped in my seat as the huge 747 plunged through dense cloud cover on approach to the Hamburg airport.
		10 [%] ^{sp}
//	Signals editing comment or request	the Jatravartid people of Viltvodle VI believe that the entire Universe was in fact sneezed out of the nose of a being called the Great Green Arkleseizure. <i>// Please verify spellings of names. // Has this been fact-checked? //</i>

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.

»	Insert quotation mark	“Yes, of course, if it’s fine tomorrow,” said Mrs. Ramsay.
◌̂	Insert accent mark	Rosemary Villanucci, our next-door friend who lives above her father’s café
⁂	Insert hyphen (-)	It was a bright, defrosted, pussy-willow day at the onset of spring, and the newlyweds were driving crosscountry in a large roast turkey.
—	Insert em dash (—)	on the valley side the water is lined with trees willows fresh and green
–	Insert en dash (–)	1988–90
()	Insert parentheses	Both of them suddenly got eaten up in full daylight, mind you, and on a crowded street by an enormous angry rhinoceros

Formatting symbols

b	Make text boldface	Rosencrantz: Heads.
<i>ital</i>	Put text in italics	It was a special pleasure to see things eaten, to see things blackened and <u>changed</u> .
rom	Make text roman (remove all formatting, including italics, boldface, and underlines)	Time is not a <u>line</u> but a dimension , like the dimensions of <u>space</u> .
caps	Format text in uppercase	the World State’s motto, <u>Community, Identity, Stability</u>
lc	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	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.