

Editing and Proofreading Marks

Use the symbols and letters below to show where and how your writing needs to be changed. Please keep this resource in your Language Arts notebook all year. You will be expected to use these symbols within your writing.

Symbols	Meaning	Example	Corrected Example
≡	Capitalize a letter.	Jack London wrote <i>Call of the <u>wild</u></i> .	Jack London wrote <i>Call of the <u>W</u>ild</i> .
/	Make a capital letter lowercase.	Buck is the hard-working sled dog in the N ovel.	Buck is the hard-working sled dog in the <u>n</u> ovel.
○	Insert (add) a period.	He started out in California. His home . . .	He started out in California. His home . . .
○ or sp.	Correct spelling.	Dave, the wheeler dog, nipped and <u>snarled</u> at Buck.	Dave, the wheeler dog, nipped and <u>snarled</u> at Buck.
⋈	Delete (take out) or replace.	Buck to had a strong will to live.	Buck had a strong will to live.
^	Insert here.	He would not be ^{defeated} by his life of toil.	He would not be <u>defeated</u> by his life of toil.
^ ^ ^	Insert a comma, a colon, or a semicolon.	If Buck hadn't been strong, he would have died.	If Buck hadn't been strong, he would have died.
∨ ∨ ∨	Insert an apostrophe or quotation marks.	Spitz was Bucks' main threat.	Spitz was Buck's main threat.
? ! ^ ^	Insert a question mark or an exclamation point.	Who would win the battle? It took a long time to find out.	Who would win the battle? It took a long time to find out.
¶	Start a new paragraph.	After their fight, Buck truly became the lead sled dog. ¶ Another important character . . .	After their fight, Buck truly became the lead sled dog. Another important character . . .
~	Switch words or letters.	Jack London <u>wrote also</u> <i>Sea Wolf</i> .	Jack London also wrote <i>Sea Wolf</i> .