COPYMARKING SYMBOLS

WORDS, LETTERS

Symbol/Meaning

⤴	delete
⤴	delete, close
—	delete a word
∧	insert
/	insert space
OR	
/#	
∿	transpose
⌒	close up
≡	capital letters
=	small caps
/	lower case
₩ORD	lower case, whole word
WØRD	initial cap
—	italics
——	roman type
or	
⟨Rom⟩	
∿∿∿	boldface
∨	superscript
∧	subscript
////	delete an underline
⬭	spell out an abbreviation or number
⟨stet⟩	"let it stand";
or	Ignore the editing

PUNCTUATION

Symbol/Meaning

⊙	period
⌃	comma
⦂	colon
⦂	semicolon
⟨ ⟩	parentheses
Ɛ Ɉ	brackets
=	hyphen
⟨eq⟩	equal sign
⊥/M or M	em dash
⁄N or N	en dash

SPACING/POSITION

Symbol/Meaning

⌀	begin a new paragraph
⊐	begin a new line
⟩	run together (do not create a new paragraph)
⌐ or ⟨fl⟩	flush left or justify left
⌐	justify right
] [	center
⟨RR⟩	ragged right [Lines do not align on the right margin.]
⊣	fill out the line [Use for right justification or an extremely ragged margin]
‖	align
□	indent one em
⊏⊐ or ②2	indent two ems
②2	indent the whole block of text 2 ems
⌐	transpose a group of words
(	close up vertical space (as when an extra space has been skipped between paragraphs)
⟩	set as a paragraph rather than as a list

Mark in margin	Instructions	Mark on manuscript	Corrected type
ℓ (delete mark)	Delete	the ~~lawyer's~~ bible	the bible
lawyer's	Insert	The ˄bible	The lawyer's bible
(stet)	Let stand	the ~~lawyer's~~ bible	the lawyer's bible
(cap)	Capitalize	the b̲ible	the Bible
(lc)	Make lowercase	the /Law	the law
(ital)	Italicize	the lawyer's bible	the *lawyer's* bible
(tr)	Transpose	the bible lawyer's	the lawyer's bible
⌣	Close space	the Bi b̑le	the Bible
(sp)	Spell out	②bibles	two bibles
#	Insert space	The⎮Bible	The Bible
¶	Start paragraph	¶ The lawyer's...	⠀⠀The lawyer's...
(run in)	No paragraph	...marks.⤸ Below is a...	...marks. Below is a...
(sc)	Set in small capitals	The bible	The BIBLE
(rom)	Set in roman type	The⟨bible⟩	The bible
(bf)	Set in boldface	The bible	The **bible**
(lf)	Set in lightface	The⟨bible⟩	The bible
⊙	Insert period	The lawyers have their own bibleˏ	The lawyers have their own bible.
⌃, ⌃	Insert comma	Howeverˏwe cannot...	However, we cannot...
⌐⌐	Insert hyphens	halfˏandˏhalf	half-and-half
⊙	Insert colon	We need the followingˏ	We need the following:
⌃	Insert semicolon	Use the lawˏdon't...	Use the law; don't...
˅	Insert apostrophe	Johnˢlaw book	John's law book
˅/˅	Insert quotation marks	The˅law˅is law.	The "law" is law.
(/)	Insert parentheses	John'sˏlawˏbook	John's (law) book
[/]	Insert brackets	Johnˏ1920-1962ˏwent...	John [1920-1962] went..
⁞N⁞	Insert en dash	1920ˏ1962	1920–1962
⁞M⁞	Insert em dash	Our goalˏvictory	Our goal—victory
˅	Insert superior type	3˙=9	$3^2=9$
˄	Insert inferior type	HSO₄	H_2SO_4
✱	Insert asterisk	The law˅	The law*
†	Insert dagger	The lawˏ	The law †
‡	Insert double dagger	The bibleˏ	The bible ‡
§	Insert section symbol	ˏResearch	§ Research
(X)	Broken letter; dirty letter or space	lawyer	lawyer
(wf)	Wrong font	⟨lawyer⟩	lawyer
(eq)	Unequal word spacing	equal ˅space ˅in	equal space in