

PROOFREADING MARKS 101

Here's a handy list of some common proofreading marks and how to use them.

Mark	Direction	Example
⊙	Add period	Let's go ⊙
^	Add comma	poetry ^ literature, and history
∴	Add semicolon	The power was out ∴ he worked by candlelight.
∟	Add hyphen	merry ∟ go ∟ round
—	Add en dash	Art Nouveau — style vase
—	Add em dash	Don't worry—it's not your fault.
’	Add apostrophe	childrens’ literature
“ ”	Add quotation marks	“Hi,” they said.
¶	Begin new paragraph	¶ This wasn't always the case.
≡	Capitalize	≡ the library closes early.
/	Lowercase	Did she join your Book club?
Ⓢ	Spell out	I brought 1 book. Ⓢ
Ⓣ	Transpose	I enjoy in the garden reading with you. Ⓣ
∫	Change order of words	Is all that?
ⓧ	Delete word, letter, or other	I don't want to shouldn't spoil the ending.
Ⓢ	Delete and close up space	Look, a butter Ⓢ fly!
Ⓢ	Close up space	Go out Ⓢ side.
#	Insert space	Can you call #back?



Geowritingguide To Writingediting

Pamela Haag



Geowritingguide To Writingediting:

Atti della Società toscana di scienze naturali residente in Pisa, 1995 **The Craft of Editing** Michael Alley, 1999-12-21
Designed for all those who deal with scientific and technical writing by others in universities government labs businesses or engineering firms this book helps readers become more effective and more efficient at editing the proposals theses journal articles and reports that cross their desks and which need approving grading or reviewing Written by the author of the best selling *Craft of Scientific Writing* the guide deals with the subject in a refreshing way and includes a large number of enlightening examples and stories **Revise** Pamela Haag, 2021-03-23 A helpful engaging guide to the revision of scholarly writing by an editor and award winning author Pamela Haag has been called the tenure whisperer for good reason Any scholar who hopes to attract a wider audience of readers will benefit from the brilliant step by step guidance shared here It s pure gold for all aspiring nonfiction writers Nancy MacLean author of *Democracy in Chains The Deep History of the Radical Right s Stealth Plan for America* Writing and revision are two different skills Many scholar writers have learned something about how to write but fewer know how to read and revise their own writing spot editorial issues and transform a draft from passable to great Drawing on before and after examples from more than a decade as a developmental editor of scholarly works Pamela Haag tackles the most common challenges of scholarly writing This book is packed with practical user friendly advice and is written with warmth humor sympathy and flair With an inspiring passion for natural language Haag demonstrates how to reconcile clarity with intellectual complexity Designed to be an in the trenches desktop reference this indispensable resource can help scholars develop a productive self editing habit advise their graduate and other students on style and ultimately get their work published and praised The Concise Guide to Copy Editing Paul LaRocque, 2003
Conveniently organized to serve as a training tool for new or improving copy editors this guide teaches how to best serve clients **Line by Line** Claire Kehrwald Cook, Modern Language Association of America, 1985 Loose baggy sentences Faulty connections III matched partners Mismanaged numbers and references Problems with punctuation The parts of a sentence
The Writer's Handbook for Editing & Revision Rick Wilber, 1997 Deals with the basic elements of presentation style and grammar as well as story structure and the fine tuning that comes from understanding voice tone and subtext Word by Word Linda K. Taylor, 2017-09-03 Linda K Taylor is passionate about words so passionate in fact that she has spent the better part of her life reading writing and editing all in the service of writers to help their writing be the best it can be Linda understands the writing process and how difficult self editing can be This book helps writers who have just completed a manuscript and know they need to edit it but don t know how to begin Walking through questions to ask when content editing common grammar and punctuation errors to watch for when copyediting when to get permissions how to format manuscripts and how to work with Bible text Linda s book is filled with valuable information for writers who want to take their manuscripts to the next level **Editing for Writers** Lois Johnson Rew, 1999 Based on interviews with actual

workplace writers and editors this unique text workbook teaches editing approaches and skills that writers can apply to their own or others documents Outlines a process to identify and solve problems and helps readers develop the ability to explain their editing decisions Features 136 different kinds of exercises Contains special chapters on editing on line documentation graphics document design and on international and intercultural issues as well as 16 different checklists that can be applied to developmental editing copyediting and proofreading For anyone interested in editing or copyediting professional technical science business or nursing writing or nonfiction writing **Editing Fact and Fiction** Leslie T. Sharpe,Irene

Gunther,1994-09-30 Writing in a lively informal style two editors with extensive experience in a wide variety of fields fiction and nonfiction trade and reference academic and commercial publishing explain what editors in different jobs really do in this concise practical guide **BETTER WRITING THROUGH EDITING: STUDENT TEXT** Stacy Hagen,Jan

Peterson,1999-03-05 Better Writing Through Editing teaches intermediate students how to edit their own writing for correct sentence structure grammar punctuation and expression Using a systematic approach for studying writing and editing problems students discover their individual strengths and weaknesses and are encouraged to monitor their own progress Part 1 Getting Started begins with a diagnostic self assessment to determine each students awareness of typical ESL EFL editing problems Students also learn an editing system that they can use to evaluate their own writing Part 2 Writing Focus provides practice with a variety of English sentence types and features writing assignments based on a chapter theme and a rhetorical focus Part 3 Editing Focus provides clear and simple explanations of typical ESL EFL editing problems and contains hundreds of practice exercises The chapters in the Editing Focus section can be done in any order thus allowing a teacher to customize learning while simultaneously completing the Writing Focus chapters *The Copyeditor's Handbook*

Amy Einsohn,Marilyn Schwartz,2019-05-14 Unstuffy hip and often funny The Copyeditor s Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn t make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today s publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you re ready to test your

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