



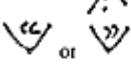

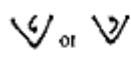



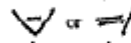

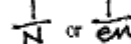

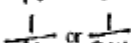

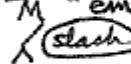
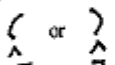

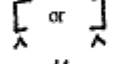


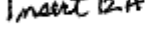








Proofreader Marks

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





Insertions (Note: Put caret mark [^] in text to show where insertion should go.)

-  insert period
-  insert comma
-  insert semicolon
-  insert colon
-  or  insert quotation mark
-  or  insert apostrophe or single quotation mark
-  insert question mark
-  insert exclamation mark
-  or  insert hyphen
-  or  insert en dash
-  or  insert em dash
-  insert slash
-  or  insert parenthesis
-  or  insert square bracket
-  insert space between words
-  insert added text (more than 10 words or so) found on separate sheet. Put a caret in original text to show where insert goes; label insert by page no. (e.g., first insert on p. 12 is "12A").









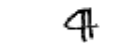

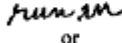
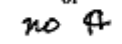
Deletions and Replacements

-  delete the letter or word
-  close up (delete unneeded space)
-  delete and close up
-  delete and leave open
-  spell out circled text (or, if it's already spelled out, don't spell it out)
-  let stand: in text, all matter above dots

Type Size and Style

-  lowercase letter
-  CAPITAL LETTER
-  LOWERCASE with initial capital
-  set in roman (plain) type
-  set in italic type
-  set in boldface type
-  set in boldface italic type

Position of Copy

-  move right
-  move left
-  move up
-  move down
-  center
-  even up lines vertically
-  even up lines horizontally
-  Begin a new paragraph here or: Begin a new paragraph here
-  No paragraph here. Run in.
-  start next line here
-  transpose: reordr/markd on letters/words
-  add a blank line ("line space")