Using proofreading marks

Instruction	Textual mark	Margin mark
Delete	Strike through characters to be deleted ~~del~~	ℛ
Delete and close up	Above and below letter to be deleted	ℛ
Transpose	Line between characters words or	trs
Change to lower case	Strike through characters to be CHanged	l.c.
Change to upper case	Place under characters to be changed	caps
Change to small caps	Place under characters to be changed	s.c.
Change to caps and small caps	Place under characters to be changed	c. & s.c.
Change to bold type	Place under characters to be changed	bold
Change to italic type	Place under characters to be changed	ital
Change to roman type	Encircle characters to (be) changed	rom.
Wrong font	Encircle characters to (b)e changed	w.f.
Make text subscript	Strike through character to be changed 1	1 place over character
Make text superscript	Strike through character to be changed 1	1 place under character
Underline text	Line under word to be changed	underline
Insert space	⅄	#
Insert comma	⅄	,
Insert full stop	⅄	⊙
Insert question mark	⅄	?
Insert semicolon	⅄	;
Insert colon	⅄	⊙
Insert exclamation mark	⅄	!
Insert ellipsis	⅄	...
Insert apostrophe	⅄	˙
Insert forward slash	⅄	⊘
Insert hyphen	⅄	|-|
Insert en dash	⅄	|en|
Insert em dash	⅄	|em|

Instruction	Textual mark	Margin mark
Insert single quotes	⅄	＇＇
Insert double quotes	⅄	＂＂
Insert parentheses	⅄	(|)|
Insert square brackets	⅄	[|]|
Insert curly braces	⅄	{| }|
Spell out abbreviation	Encircle (text) to be changed	spell out
Move to previous line	⌐	take back
Move to next line	⌐	take over
Remove line break and run text on	No line break required. Run on.	run on
Move text right	⌐	move or ⌐
Move text left	⌐	move or ⌐
Make space equal between words	Equal | space | between | words	eq. #
Reduce space between words	Reduce | space	less #
Reduce line spacing	(Close up space between top and bottom line)	less # close up
Start new paragraph	⌐	n.p.
Insert omitted copy	⅄	o.s.c.
Refer to check for accuracy	Encircle copy being (queried)	⑦
Insert copy A	⅄	◇A
Insert copy B	⅄	◇B
Insert copy C	⅄	◇C
Insert copy D	⅄	◇D