



Proofreader Mark	Meaning	Example
☹ or ☺ or ☹	delete	take X out
○	close up	print as ○ ne word
☹	delete and close up	close up
^ or > or h	caret	insert here <i>(something)</i>
#	insert a space	put one [^] here
eg#	space evenly	space evenly [^] [^] where indicated [^]
stet	let stand	let marked text stand as set
tr	transpose	change <u>order</u> the
/	separate two or more marks and as a concluding stroke at the end of an insertion	
[set farther to the left	<u>L</u> too far to the right
]	set farther to the right	too <u>l</u> far to the left
~	set as ligature (such as)	encyclopaedia
=	align horizontally	<u>alignment</u>
	align vertically	align with surrounding text
x	broken character	imperf <u>x</u> t
□	indent or insert em quad space	
¶	begin a new paragraph	
Ⓟ	spell out	set <u>5 lbs.</u> as five pounds
cap	set in CAPITALS	set <u>nato</u> as NATO
sm cap or s.c.	set in SMALL CAPITALS	set <u>signal</u> as SIGNAL



Proofreader Mark	Meaning	Example
<i>lc</i>	set in lowercase	set S outh as south
<i>ital</i>	set in <i>italic</i>	set <u>oeuvre</u> as <i>oeuvre</i>
<i>rom</i>	set in roman	set <u>mensch</u> as mensch
<i>bf</i>	set in boldface	set important as important
= or -/ or  or <i>/H/</i>	hyphen	multi-colored
$\frac{1}{N}$ or <u>en</u> or <i>/N/</i>	en dash	1965–72
$\frac{1}{M}$ or <u>em</u> or <i>/M/</i>	em (or long) dash	Now—at last!—we know.
✓	superscript or superior	² as in πr^2
^	subscript or inferior	₂ as in H ₂ O
 or 	centered	 for a centered dot in $p \cdot q$
 	comma or apostrophe	
⊙	period	
; or ;/	semicolon	
: or 	colon	
  or  	quotation marks	
(/) [/]	parentheses or brackets	
OK/?	query to author: has this been set as intended?	
↓ or ⊥ ¹	push down a work-up	an unintended mark
⊙ ¹	turn over an inverted letter	inve t ted
wf ¹	wrong font	wrong si z e or styl e



Fraction to Decimal Inch Conversion

Fraction	Decimal
1/64	0.015625
1/32	0.03125
3/64	0.046875
1/16	0.0625
5/64	0.078125
3/32	0.09375
7/64	0.109375
1/8	0.125
9/64	0.140625
5/32	0.15625
11/64	0.171875
3/16	0.1875
13/64	0.203125
7/32	0.21875
15/64	0.234375
1/4	0.25

Fraction	Decimal
17/64	0.265625
9/32	0.28125
19/64	0.296875
5/16	0.3125
21/64	0.328125
11/32	0.34375
23/64	0.359375
3/8	0.375
25/64	0.390625
13/32	0.40625
27/64	0.421875
7/16	0.4375
29/64	0.453125
15/32	0.46875
31/64	0.484375
1/2	0.5

Fraction	Decimal
33/64	0.515625
17/32	0.53125
35/64	0.546875
9/16	0.5625
37/64	0.578125
19/32	0.59375
39/64	0.609375
5/8	0.625
41/64	0.640625
21/32	0.65625
43/64	0.671875
11/16	0.6875
45/64	0.703125
23/32	0.71875
47/64	0.734375
3/4	0.75

Fraction	Decimal
49/64	0.765625
25/32	0.78125
51/64	0.796875
13/16	0.8125
53/64	0.828125
27/32	0.84375
55/64	0.859375
7/8	0.875
57/64	0.890625
29/32	0.90625
59/64	0.921875
15/16	0.9375
61/64	0.953125
31/32	0.96875
63/64	0.984375
64/64	1.0