

Editing Marks & Symbols

FISD Approved Proofreading Symbols

	Delete.	<i>Why should you write?</i>
	Close up space.	<i>It all ows for expression.</i>
	Delete and close up space.	<i>Writing exercises the brain.</i>
	Put back deleted material.	<i>Writing is the most important ^{stet} form of communication.</i>
	Add a letter or word.	<i>Writing helps ^{us} feel.</i>
	Add a space.	<i>Writing brings joy.</i>
	Transpose letters or words.	<i>Writing is painting (words with).</i>
	Change a letter or word.	<i>Writing is music through words.</i>
	Add a comma.	<i>Writing begins with thinking [,] planning and dreaming.</i>
	Add a period.	<i>Writing can be fun [.]</i>
	Add an apostrophe.	<i>It's your chance to choose.</i>
	Change to capital letter.	<i>it can be serious.</i>
	Change to lower case letter.	<i>It can be humorous.</i>
	No new paragraph; run together.	<i><u>It can be gloomy.</u> It can be cheerful.</i>
	Add quotation marks.	<i>Teachers say, "Writing is awesome!"</i>
	Start new paragraph.	<i>"Write!" chirps the teacher. "Please, no!" groans the student.</i>
	Awkward phrasing	<i>Students' difference in writing ^{awk} abilities from the superior, to those who struggle, is a huge problem</i>
	Run-on	<i>Writing is a way to reflect on life ^{RO} and writing is a way to record life.</i>
	Fragment	<i>The miracle of writing ^{frag}</i>
	Word Choice	<i>Authors strive to create writing that has an ^{wc} effect on their audience.</i>
	Tense shift	<i>I dreamed, I ^{to} plan, I wrote!</i>