Symbol inserted in text	Marks inserted in margin	Instruction intended by marks (& examples of the marks in use)
/	None	*Correction is concluded* The cat sat on the **mat**
-----	✓ (circled)	*STET is also used as a margin mark. Means leave text unchanged. Often a proofreader will make an alteration and then change their mind. They use this mark to indicate that their original mark should be ignored.* the cat sat on the mat STET
Encircle extraneous marks to be removed	✕	*Removed encircled marks* the cat sat on the mat ✕
⋏	new matter followed by: ⋏	*Insert the matter indicated in the margin* the cat sat on the mat on
⋏	◇A	*Insert matter indicated by the letter in the associated diamond. This is used is there is a large amount of text to be inserted - too much to write in the margin. A letter in a diamond is placed within the text and also in the margin. The text to be added can be found either at the foot of the page or on a separate sheet.* the cat ⋏
/ through character... ⊢ ...or words	♪	*Delete* the cat sat on the mat the cat sat on the mat
through character... ...or words	♪ (looped)	*Delete and close up* the cat sat on the mat the cat sat on on the mat
/ through character... ⊢ ...or words	New character or words	*Substitute character or words with matter in margin* the cat sat in the mat o the cat sat like the mat on

Symbol inserted in text	Marks inserted in margin	Instruction intended by marks (& examples of the marks in use)
——	⊔⊔	*Make italic* the cat sat on the mat
~~	~~	*Make bold* the cat sat on the mat
~~ (double)	⊔⊔ (wavy)	*Make bold italic* the cat sat on the mat
Encircle text to be altered	⊔	*Remove italic style* the cat sat on the *mat*
Encircle text to be altered	⊓⊢	*Remove bold style* the cat sat on the **mat**
☰	☰	*Make upper case* the cat sat on the mat
Encircle text to be altered	≢	*Make lower case* The cat sat on the mat
═	═	*Make small caps* THE cat sat on the mat
/ mark through character or insertion mark ⋏ where required	⊙	*Substitute or insert full stop or decimal point* The cat sat on the mat ⊙
/ mark through character or insertion mark ⋏ where required	⊙	*Substitute or insert colon* The cat sat on the mat ⊙

Symbol inserted in text	Marks inserted in margin	Instruction intended by marks (& examples of the marks in use)
mark through character or insertion mark where required	;	*Substitute or insert semi-colon* — The cat sat on the mat.
mark through character or insertion mark where required	,	*Substitute or insert comma* — The cat sat on the mat.
mark through character or insertion mark where required	(apostrophe)	*Substitute or insert apostrophe* — It was the cats mat.
mark through character or insertion mark where required	(single quote) and /or	*Substitute or insert single quote marks* — It was the cat's mat.
mark through character or insertion mark where required	(double quote) and /or	*Substitute or insert double quote marks* — It was the cat's mat.
mark through character or insertion mark where required	⊢⊣	*Substitute or insert hyphen* — It was a cat mat.
(step mark)	(step mark)	*Take over and start new paragraph* — The cat sat. The dog stood.
(run-on mark)	(run-on mark)	*Run on text (no new paragraph)* — The cat sat. The dog stood.
(transpose mark)	(transpose mark)	*Transpose characters or words* — The sat cat on the mat.
(indent mark)	(indent mark)	*Indent* — The cat sat on the mat. The dog did not.

Symbol inserted in text	Marks inserted in margin	Instruction intended by marks (& examples of the marks in use)
⊬C	⊐	*Remove indent* — The cat sat on the mat. The dog did not.
⊏⊐	The mark extends into the margin and requires no margin symbol	*Take over character or words to next column (or page)* — The cat sat on the mat. The dog did not.
⊔	The mark extends into the margin and requires no margin symbol	*Take back character or words to previous column (or page)* — The cat sat on the mat. The dog did not.
◡	◡	*Close up - delete space between characters* — The cat sat on the mat.
│	Y	*Insert space between characters* — The cat sat on the mat.
│	⋔	*Reduce space between characters* — The cat sat on the mat.
Y	Y	*Insert space between words* — The cat sat on the mat.
⋔	⋔	*Reduce space between words* — The cat sat on the mat.
⊃ or ⊂	The mark extends into the margin and requires no margin symbol	*Increase space between lines or paragraphs* — The cat sat on the mat. The dog did not.
⊃ or ⊂	The mark extends into the margin and requires no margin symbol	*Reduce space between lines or paragraphs* — The cat sat on the mat. The dog did not.