

PROOFREADING MARKS



capitalize

The yearbook staff named the book
the colophon.



lowercase

The Yearbook staff named the book
The Colophon.



spelling
mistake

There are 16 ^{sp} pages in a signature.



delete

There are 16 pages in a ~~pages~~ signature.



transpose

A pica is of 1/6th an inch.



add a word or
punctuation

A pica is 1/6th of ^{an} inch.



add a period

Folios provide page information .



close the space

Folios provide page in formation.



add a space

A spread is two facing [#] pages.



new paragraph

A spread is two facing pages. The [#]
dominant photo should...