

PROOFREADING MARKS



period

sp Spell out abbrev.^{sp}



comma

insert ~~/~~



apostrophe

⌋ close up; in ⌋ side



colon

~ transposed letters



quotation marks

g delete; take it out



cap capital letters

^ insert; ^{to} go [^] the store



~~lc~~ lowercase letters

¶ start a new paragraph



~~lc~~ ~~LOWERCASE~~

no ¶ no new paragraph