Common Editing and Proofreading Marks

insertspace	insert space
january is a month	January is a month Capitalize
Summer is a season	summer is a season Lower case
delete	delete (if crossed through a lower-case letter)
~~Delete the entire line.~~	Delete
Insert here	Insert something here
the car red	the red car Transpose words
Tom Dick and Harry	Tom, Dick and Harry. Insert comma and period
pages 142-57	pages 142-57 Close up space.
thier sp	Spelling incorrect
Not a sentence.	This is not a sentence. Check subject and verb.
This is not a proper sentence it contains two complete ideas.	Divide run-on sentences into two separate shorter sentences.
¶	Start a new paragraph at this point.
passive	Passive construction (Rewrite in the active voice)
ww	Wrong word (Is this the meaning you intend?)
?	Sense unclear, vague, or unconvincing (Rewrite for clarity)
awk	Awkward construction (Correct grammar, style, or word usage)
X	Factual error or something dreadfully wrong (See the instructor if you are unsure why)