






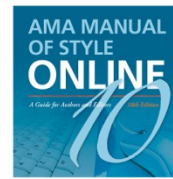


## Editing and Proofreading Marks Quiz by Laura King, MA, ELS


Directions: Although most editing and proofreading are now performed electronically, corrections still sometimes need to be marked on printed manuscripts and typeset copy. Because of this, editors need to be able to identify and use correct editing and proofreading marks. Test your knowledge in this area by identifying the meaning of the following marks. Consult section 23.1 of the *AMA Manual of Style* for guidance.


1. ^  
Insert
2.   
Let stand as set
3. || or =  
Align
4. ] [  
Center
5.   
Query to author
6.   
Wrong font
7.   
Space
8.   
Begin a new paragraph
9.  or   
Lowercase







10.  word  
Italicize

11.   
Delete


12.   
Delete and close up


13.    
Transpose


14.   
Period


15.  $\frac{1}{M}$   
Em dash

16.  $\frac{1}{N}$   
En dash

17.   
Set when known

18.   
Run in text (no paragraph)

19.   
Subscript letter or number

20.   
Superscript letter or number

