

Editing and Proofreading Marks

| SYMBOL | ACTION | IN TEXT | EDITED TEXT |
|-------------------|---|---|---|
| | Delete | The family went to the the store. | The family went to the store. |
| | Close space | Marcus bought apple sauce. | Marcus bought applesauce. |
| | Insert space | Jovita got paper to towels. | Jovita got paper towels. |
| | Insert | Frozen pizza was sale. | Frozen pizza was on sale. |
| | Insert period | I ate a donut it was delicious. | I ate a donut. It was delicious. |
| | Insert question mark or exclamation point | Have you ever had a bear claw ? | Have you ever had a bear claw? |
| | Transpose letters, words, or phrases | The store out was of fish. | The store was out of fish. |
| | New paragraph | After getting our things, we all left the store later that day... | After getting our things, we all left the store. Later that day... |
| | Lowercase | Later that day, we decided to see a S movie. | Later that day, we decided to see a movie. |
| | Uppercase | The cinema was showing d Dracula all week. | The cinema was showing Dracula all week. |
| | Insert hyphen | That's a hair-raising film. | That's a hair-raising film. |
| | Insert en dash | But the family voted 3 to see something else. | But the family voted 3-2 to see something else. |
| | Insert em dash | So we decided eventually to watch the new superhero movie. | So we decided—eventually—to watch the new superhero movie. |
| | Insert parenthesis | Everyone was mostly pleased. | Everyone was (mostly) pleased. |
| | Indent | Everyone was (mostly) pleased. When we arrived, we purchased snacks. | Everyone was (mostly) pleased. When we arrived, we purchased snacks. |
| | Spell out | Marcus ate 2 tubs of popcorn! | Marcus ate two tubs of popcorn! |
| | Wrong word | The girls loved they candies. | The girls loved their candies. |
| | Repetitive | The movie was really good and super fun and we liked it a lot. | We enjoyed the movie — it was super fun! |
| | Awkward | We thought there were good actors being in the film we watched . | We thought the actors in the film were good. |
| | Too wordy | The film, which was not too long to watch, only lasted for as long as about an hour and a half. | At only an hour and a half, the film was short. |
| | Word choice | The kids were happy . | The kids were thrilled. |
| | Run-on sentence | After the movie, it was still light out, we went to the big park. | After the movie, it was still light out. We went to the big park. |
| | Change a letter | Krista played on the swing . | Krista played on the swing. |
| TYPOGRAPHY | | | |
| | Wrong font | I kept thinking about the movie. | I kept thinking about the movie. |
| | Make italic | Maybe next time we'll see Dracula . | Maybe next time we'll see <i>Dracula</i> . |
| | Make bold face | Or I could even go alone . | Or I could even go alone . |
| | Make light face | That sounds fun. | <i>That sounds fun.</i> |
| | Make roman (not italic) | But I enjoy time with the family. | But I enjoy time with the family. |

Manual Document Editing

Scott C. Dulebohn



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