# PROOF-CORRECTING SYMBOLS

When correcting proofs, indicate in the text where the correction must be made (using the notation given in column 2 below), and also write the appropriate proof-correcting symbol (column 3) clearly in the margin.

Please make corrections to printer's errors in red ink, and your own (author's) alterations in blue or black ink. Please do not use a pencil for correcting proofs.

| Correction required | Notation to mark text | Marginal mark |
|---|---|---|
| Insert or substitute new material | Cross out material to be replaced and/or insert caret to indicate position ^ | Write new or material to be substituted with a caret under and followed by a slash |
| Delete | Cross out what is to be deleted | ℓ/ |
| Leave as printed | ...under material to remain as is | stet/ |
| Insert space | ^ where space is required | #/ |
| Take out space (close up) | ⊂ around space to be closed up | ⊂/ |
| Change letter(s) to capital | ≡ under letter(s) to be changed | cap |
| Change letter(s) to small capitals | = under letter(s) to be changed | sm cap |
| Change to lower-case letters | Put a slash through letters to be changed | lc |
| Change to bold type | ~~~ under required letters | bold |

| Correction required | Notation to mark text | Marginal mark |
|---|---|---|
| Change to italic type | — under required letters | ital |
| Begin a new paragraph | ¶ before first word of new paragraph | new ¶ |
| Run paragraphs together | ⊂ between paragraphs | no¶ |
| Inferior (subscript) letter, e.g., x | ^ if to be inserted; cross out incorrect if replacement | x |
| Superior (superscript) letter, e.g., p | ^ if to be inserted; cross out incorrect if replacement | p |
| Transpose letters or words | ⌙⌜ between letters or words | tr |
| Insert comma | ^ | ,^ |
| Insert period | ^ | ⊙^ |
| Insert apostrophe | ^ | '^ |
| Insert quotation marks | ^ ^ | "/" |

## Example of a Proofread Page

new ¶ cap ℓ/ ¶ Again, the power is zero, so there is no transformation of energy from Electrical to non-electrical forms. in the purely capacitive circuit the power oscillates between the source driving the circuit ~~the circuit~~ and the electric field associated with capacitive elements.

s/tr/#^/lc/i^ e ⊙^

new ¶ ⊂/ ^ ¶ The power associated with purely inductive or capacitive circuits is referred to as reactive power. Inductors and capacitors are referred to as reactive elements in steady state *sinusoidal analysis* because their impedance are charaterized as inductive reactance and capacitive reactance respectively.

ℓ/ℓ/tr i^/c/i^/ital