

Key to Proofreader and Comment Marks Used by Justin Maresh (v6.8)

I use the **right margin** for comments. Words/phrases in quotes are suggested changes. Words/phrases without quotes are my comments to you. I use the **left column** for tally notations related to the assignment scoring rubrics.

Page two of this document is a key to the traditional proofreaders' marks I use for correcting to punctuation, spelling, and formatting. **Page three** is a key to comment signs I use related to content and style. **Page four** is a key to comment signs I use related to reasoning.

Depending on the space available, I will make corrections using one of the two conventions in the figures below. When space is available between lines, I will make in-place corrections as in Figure 1. For example, a carat mark (\wedge) in the typeset text indicates where new words are to be inserted. I will write the words above the carat.

cycloaddition re^{actions} and rearrangements. For
example, cyclopentenones ¹ and ² readily rearrange to
cyclopropyl ketenes upon irradiation. Recently, the
related cyclohexadienone-butadienyl ketene
rearrangement has been shown to be a highly useful tool
in the synthesis of natural products and macrocyclic
lactones. ✓

Figure 1. In-place proofreaders' marks

When there is little space between lines, I will make minimal marks in the text and explanatory marks in the right margin to explain the change as in Figure 2. If there is more than one change to a single line, the changes in the margin are separated by slashes. Two slashes in a row indicate that the first correction should be repeated.

The photochemistry of α,β unsaturated ketones has attracted
much attention and is still a field ~~field~~ of current interest. ↓ Numer-
ous examples of such photochemical transformations are well-doc-
umented for cyclic enones and dienones, including both cycloaddi-
tion re^{actions} and rearrangements. For example, cyclopentenones
~~1~~ and ~~2~~ readily rearrange to cyclopropyl ketenes upon irradiation.
Recently, the related cyclohexadienone-butadienyl ketene rear-
rangement has been shown to be a highly useful tool in the synthesis
of natural products and macrocyclic lactones. ✓

α,β / ✓
↓
reactions // B
N
0 / ✓






Figure 2. Proofreaders' marks with minimal marks in text and comments in right margin.

Common Proofreaders' Marks for Writing Mechanics (Rules of Writing)




word <u>(ital)</u>	Circled/boxed signs, e.g. <u>(ital)</u> , apply to the nearby underlined text (defined below).
too ^{many} words	Carat (^) to indicate an insert with inserted text in quotes.
two words [#]	Vertical line to indicate insertion where there is no space (# for space, /=/ for hyphen).
word	Vertical line without other signs to delete a single letter.
word e	Strike through to delete a word or words. The curlicue resolves symbol ambiguity.
word <u>~~~~</u>	Wavy line to indicate bold face.
word <u><u>~~~~</u></u>	Double underline to indicate italics (an alternative to <u>(ital)</u>).
word <u>≡</u>	Triple underline to capitalize the "w".
Word /	Slash to make the "w" lowercase. It gets an overbar when applied to <u>WORDS</u> .
words <u>two</u>	Transpose two words.
word ¹	Inverted carat (v) to indicate superscript.
word ₂	Carat (^) to indicate subscript.
words <u>two</u> →	Arrow to indicate moving circled text to a new position.
□ word	Move left to the edge of vertical bar. Also word] to move right and [word to center.
keep <u>word</u>	Dots or short dashes under copy means to disregard the marked change.
keep <u>word</u> <u>stet</u>	Stet symbol also means to disregard the marked change.

⌒	Close up	€ ⌘	Insert parentheses
#	Insert space	⊙	Insert period
¶	Begin new paragraph	/=/	Insert hyphen
→¶	Run paragraphs together	<u>m</u> / <u>n</u>	Insert em dash / en dash
ⓈⓅ	Spell out / correct the spelling	<u>(ital)</u>	Italicize (–ital = undo italicize)
↵	Insert comma	<u>(bf)</u>	Bold face (–bf = undo bold)
↵:	Insert colon	<u>cent</u>	Center
↵	Insert apostrophe	<u>–SN</u>	Do not start a sentence with a number
↵ ↵	Insert quotation marks		









Comment Signs for Writing Mechanics

-  Finish. This section does not complete your idea/assignment requirement.
-  Move this block of text to the specified location in the document.
-  Revise this grammatical error.
-  Revise this diction error (an incorrect word choice) with an accurate word or concept.
-  Cite a reference to literature or one of your figures/tables here.









Specific to Scientific Writing

-  Correct the significant figures. Last significant digit will be underlined (e.g. 2.456 ± 0.4 µg). 
-  Either provide or correct the units for this measured value.

Comment Signs for Style (Manner of Expression)

-  Use technical language and style appropriate for the type of writing. (e.g. "the sample was massed," "plug into the equation," "the goal of the lab.") 
-  Use passive voice here.
-  Use past tense here.
-   Create/refer to a table or figure in your document rather than list this information.
-  Remove this unnecessary quote and paraphrase the ideas in your own words.
-  Cut this unnecessary/irrelevant/redundant text. It adds little value to your writing.

Comment Signs for Quality of Information

-  *Incorrect information*. Either correct an untrue fact or revise an overstatement.
-  Define this word/concept. You cannot assume your audience knows what this is.
-   Explain or clarify meaning with more detail or precision (letter after slash).
-  Provide additional evidence. There is insufficient evidence or data to support this claim.
-  Comment on the quality of evidence or data, credibility of the source, and interpret how this information limits the usefulness of conclusions drawn.
-  Add an uncertainty/error estimate to this value (e.g. 2.456[^]µg). When I mark this sign by  non-numerical information, you need to comment on the limits of your certainty.

Comment Signs for Reasoning



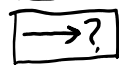
Faulty reasoning or formal fallacy. See fallacies.maresh.info and my writing guidelines.



Questionable or faulty premise fallacy. See fallacies.maresh.info.



You are asking your reader to infer too much. Explain with more steps and information.



Unclear or insufficient answer to the question at issue. Complete your point with more precision and detail.

Specific Fallacies of Reasoning



Circular reasoning or begging the question. Your conclusions are in your premises. Provide more information for the premises of your argument.



Faulty analogy, mixed metaphor, inappropriate example, or inaccurate equivalence of concepts suggested. Think more precisely about the meanings of the concepts and either select more accurate objects of comparison or a more accurate relationship.

- Circled signs instruct what to do
- Boxed signs describe what is

- Negation symbol (\neg) indicates “not” or “false”
- Question mark (?) indicates “questionable” or “unclear”