

Key to Proofreaders' Marks Used by Justin Maresh (v6.2)

Long ago publishers established conventions for marking changes to manuscripts and proofs. These conventions, known as proofreaders' marks, evolved as an economical and precise shorthand for indicating on paper various types of changes. When I grade your papers, I will use a combination of traditional proofreader's marks and my own special comment signs on your papers. I will typically make corrections using one of the two conventions described below, use the right margin for comments, and use the left column for tally notations related to scoring rubrics.

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

Figure 1. Proofreaders' marks in place.

When there is little space between lines, I will make minimal marks in the text and an explanatory mark in the right margin to explain the change as in Figure 2. If there is more than one change to a single typeset line, the changes in the margin are separated by slashes. Two slashes in a row indicate that the first correction should be repeated. If the change is to add a slash, I will write "slash." I will write suggested words in quotes, otherwise my writing should be interpreted as a comment.

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~~^{re}actions and rearrangements. For example, cyclopentenones
~~1~~¹ and ~~2~~² readily rearrange to cyclopropyl ketenes upon irradiation.
 Recently, the related cyclohexadienone-~~butadienyl~~^{butadienyl} ketene rear-
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 of natural products and macrocyclic lactones. ~~2~~²

\wedge / \wedge / \wedge ✓
 \wedge / \wedge ✓
 \wedge / \wedge ✓
 \wedge / \wedge ✓

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

Common in-place copyediting marks

word (ital)	Nearby comments or signs apply to underlined text. In this example, italicize "word."
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).
wo rd	Vertical line without other signs to delete a single letter.
word	Strike through to delete a word or words.
<u>word</u>	Wavy line to indicate bold face.
<u><u>word</u></u>	Double underline to indicate italics.
<u><u><u>word</u></u></u>	Triple underline to capitalize the "w".
Word	Slash to make the "w" lowercase. It gets an overbar when applied to WORDS .
words two	Transpose two words.
word ¹	Inverted carat (v) to indicate superscript.
word ₂	Carat (^) to indicate subscript.
words two	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 word	Dots or short dashes under copy means to disregard the marked change.
keep word (stet)	Stet symbol also means to disregard the marked change.

Common proofreader signs

e	Delete	⌈ ⌋	Insert quotation marks
∩	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
(sp)	Spell out / correct the spelling	(ital)	Italicize (-ital = undo italicize)
∧	Insert comma	(bf)	Bold face (-bf = undo bold)
∧:	Insert colon	(cent)	Center
∨	Insert apostrophe		

Comment signs: Mechanics (Rules of Writing)

- inc** Incomplete. This section does not complete your idea/assignment requirement. *Finish.*
- grm** Revise this grammatical mistake (i.e. violates rules of grammar but not meaning).
- sem** Revise this semantic mistake (i.e. violates rules of meaning but not grammar).
- ref** Cite a reference here.

For Scientific Writing

- comp** Provide either the composition of this solution/reagent or the name of the supplier.
- sf** Correct the significant figures. Last significant digit will be underlined (e.g. 2.456 ± 0.4 μg). **sf**
- u** Either provide or correct the units of this measurement.

Comment signs: Style (Manner of Expression)

- sti** 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.") **sti**///
- mv** Move this block of text to the specified location in the document.
- pv** Use passive voice here.
- pt** Use past tense here.
- tbl** **fig** Create/refer to a table or figure in your document rather than list this information.
- qt** Remove this unnecessary quote and paraphrase the ideas in your own words.
- un** Unnecessary/irrelevant/redundant text that adds little value. *Cut this text.*

Comment signs: Quality of Information

- ¬** Untrue statement. *Either correct an incorrect fact or revise an overstatement.*
- ≡** Define or explain this. You cannot assume your audience knows what this is.
- ex-p** Explain/clarify meaning with more detail, context, or precise word or concept.
- ev** There is insufficient evidence/data to support this claim. *Provide more evidence.*
- ?ev** Quality of evidence/data is unclear. *Comment on the quality of data, credibility of source, and interpret the limits of the usefulness of conclusions drawn from it.*
- ±** Add an uncertainty/error estimate to this value (e.g. 2.456[±] μg). Near non-numerical information, you need to describe the limits of certainty. This is a specific detail of the above sign. **±**

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

- Negation symbol (¬) indicates "not" or "false"
- Question mark (?) indicates "questionable" or "unclear"

Comment signs: Reasoning



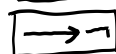
Faulty reasoning or formal fallacy. See fallacies.maresh.info and my writing guidelines.



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



Unclear conclusion. You are asking your reader to infer too much. *Complete your point.*



Insufficient answer to the question at issue. *Explain with more information and steps.*

Common Fallacies of Reasoning



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



Faulty analogy, mixed metaphor, inappropriate example, or inaccurate equivalence of concepts suggested.