

Proofreaders' Marks

MCPS Editorial Help Desk

SYMBOL

EXAMPLE

MEANING OF SYMBOL



Watkins mill High School

Capitalize a lowercase letter



The ~~F~~irst house on the left

Make a capital letter lowercase



Go ^{right} ~~^~~ at the light

Insert a missing word or letter



She was late ~~later~~ for class

Delete word, letter, or punctuation mark.



Bel~~lie~~ve

Change the order of the letters.



...at the end~~.~~

Add a period



...soap~~,~~ water, and ...

Add a comma



See more editorial resources on
the Editorial Help Desk web page.