

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 <u>Dracula</u> .	Maybe next time we'll see <i>Dracula</i> .
	Make bold face	Or I could even go <u>alone</u> .	Or I could even go alone .
	Make light face	<u>That sounds fun.</u>	<i>That sounds fun.</i>
	Make roman (not italic)	But I enjoy <u>time</u> with the family.	But I enjoy time with the family.

Manual Document Editing

Percy Russell



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The Architecture Student's Handbook of Professional Practice American Institute of Architects, 2017-01-09

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