

## Formatting Handout

### STANDARD PROOFREADING MARKS

In correcting your own work, you'll find it helpful to use the following standard copy editing and proofreading symbols—the same marks an editor will use in preparing your writing for publication.

o  
stet

Delete

#

Space

Let it stand

○

Period

¶

New paragraph

~~A~~

Lower case

∧  
∨

Insert

||a

Upper case

~

Transpose

sp

Spelling incorrect

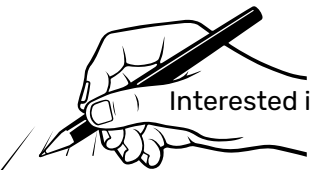
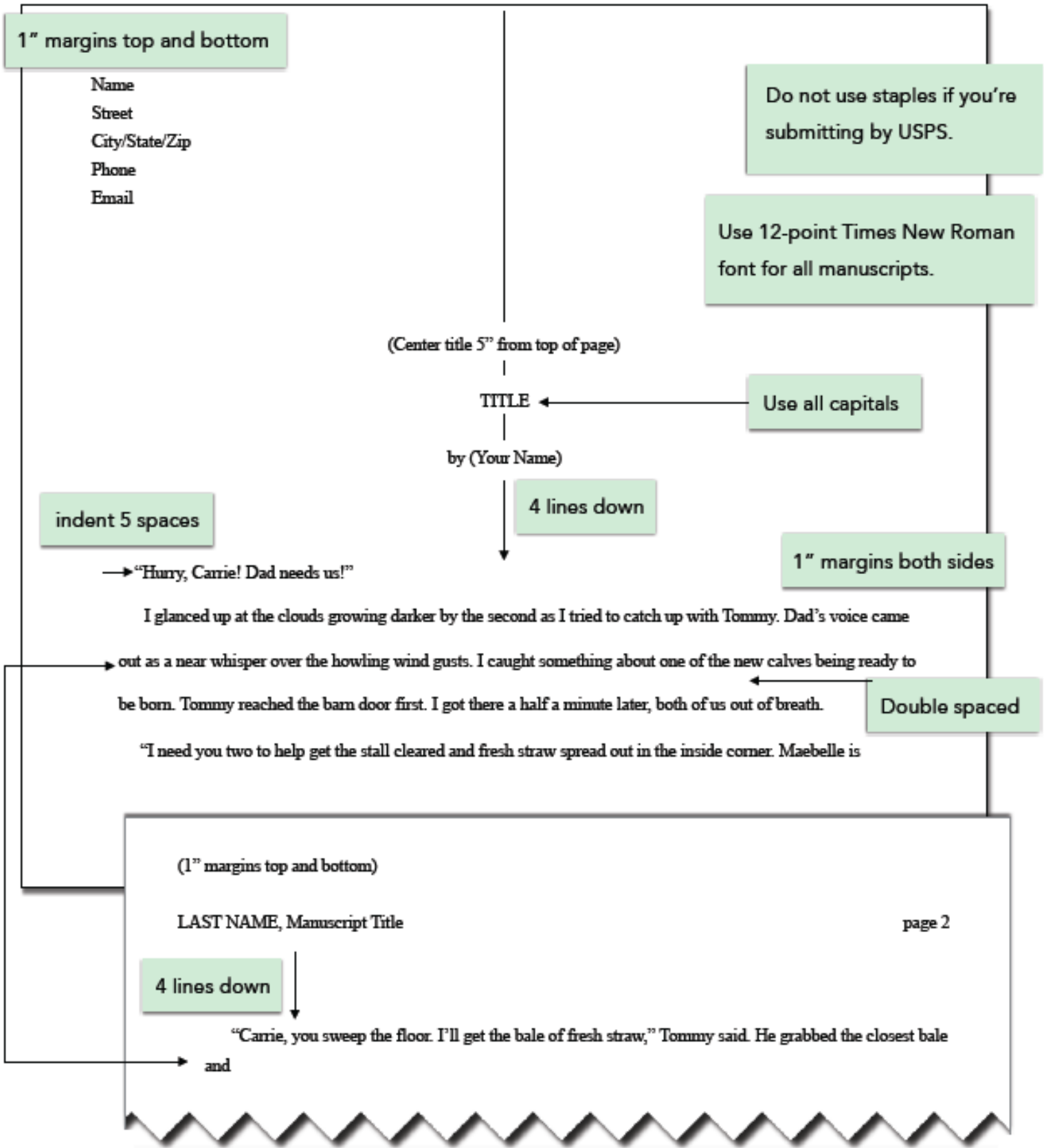
∪

Close up

Ⓢp

Spell out word

# SAMPLE SUBMISSION FORMAT



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