

Proofreading Symbols

Instruction	Editing Mark	Example
Insert full stop		He was running.
Change to capital letters		jet was living in ydney.
Change to lowercase letters	Encircle letter and write 'c' in margin.	A doctor is an important person.
Correct the spelling	Write the correct spelling above	They looked for their ball.
Delete text		Take note the a scooter.
Delete a letter		I love to read.
Close up the space		He looked for his ball.
Insert space		He looked for his ball.
New paragraph		They looked for the ball.
Insert comma		He looked for his ball.
Insert apostrophe		They looked for his ball.
Insert question mark		They looked for his ball.



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Anthony S. Fauci



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