

# Copyediting and Proofing Marks

symbol	meaning	example	outcome	variations
	delete	in a <del>recent</del> survey	in a survey	<u>word</u>
	bold (bf for boldface)	a company's <u>culture</u> is	a company's <b>culture</b> is	
	italic (ital)	percent <u>above</u> the limit	percent <i>above</i> the limit	
	bold, italic	the <u>paradigm</u> is a	the <b><i>paradigm</i></b> is a	
	roman, light, regular (rom, lt, reg)	a company's <u>culture</u> is <i>rom</i>	a company's culture is	<i>lt light lf</i>
	capitalize (cap)	Wal- <u>mart</u> and <u>ibm</u>	Wal-Mart and IBM	
	lowercase	Most <del>E</del> mployees are	Most employees are	<del>EMPLOYEES</del>
	close up	the evol <u>u</u> tion of	the evolution of	
	space, add space	customers and <del> </del> competitors	customers and competitors	
	insert	diversity <del> </del> <sup>and</sup> growth	diversity and growth	divers <sup>ity</sup>
insert A	insert a large block of text	large block of text from another area or page will be inserted at the point marked by "insert"		insert 1
	insert comma	values <sup>,</sup> beliefs and goals	values, beliefs and goals	
	insert apostrophe	organization's <sup>'</sup> strategy	organization's strategy	
	insert period	dramatically new world. <sup>.</sup> The	dramatically new world. The	
	move right	<u>]</u> The first step is	The first step is	
	move left	The first step is <u>[</u>	The first step is	
	move up	The first step <u>]</u> is to build	The first step is to build	
	move down	The first step <u>[</u> is to build	The first step is to build	
	center	<u>]</u> over the column <u>[</u>	over the column	
	align	<u>]</u> move your cursor press the Shift key <u>[</u> scroll down	move your cursor press the Shift key scroll down	
	new paragraph	each student. <del> </del> <sup>¶</sup> From a supply	each student. From a supply	
	run in	each student. <u>From a supply</u>	each student. From a supply	
	em dash	change environment <del> </del> <sup>—</sup> global	change environment—global	
	en dash	pages 100 <del> </del> <sup>—</sup> 115	pages 100–115	

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symbol	meaning	example	outcome	variations
$\overline{\text{—}}$	hyphen	fast <del>—</del> paced society	fast-paced society	fast <del>—</del> paced $\neq$
$\lrcorner$	break line/word here	organ $\lrcorner$ ization	organ-ization	
bb	bad break	o- bb rganization	organ-ization	
○	spell out	The 11 dimensions	The eleven dimensions	Ⓢp
Ⓢp	misspelled word	good proffreading is	good proofreading is	
Stet.....	stet	change the meaning of	change the meaning of	Stet
U tr	transpose	cement and concrete conditions weather	cement and concrete weather conditions	this and that
3b	insert superscript set as superscript	loss of complexity. loss of complexity. <sup>36</sup>	loss of complexity. <sup>36</sup>	
a	insert subscript; set as subscript	4 + 56 + R <sub>a</sub> = N 4 + 56 + R <sub>a</sub> + N	4 + 56 + R <sub>a</sub> + N	
( ) ( ≠ )	insert parenthesis (parens)	context theory (versus) } context theory (versus) }	context (theory) versus	≠
s/b	should be	head s/b all cap	ACCOUNTABILITY	
s/n/b	should not be	head s/n/b all cap	Accountability	
Au:	Author:	address questions to the author with this		Author:
Comp:	Composition:	address questions or instructions to the compositor or typesetter with this		Paq: Type:
Ed:	Editor:	address questions to the editor or publisher with this		PE: DE: Editor:

Write questions to Author, Composition, and Editor on the manuscript. A question specifically to Crystal can be put on a post-it note. All other queries should be written on manuscript.

Copyediting often starts before the design is received and sample pages are finalized.  
 These are some generic codes used to copymark manuscript.

## Copymarking Codes

symbol	meaning	example	outcome	variations
H1 H2 H3 H4	designates level of a head	H1 Strategy Theory	Strategy Theory	ABCD #1 #2 #3 Ⓜ1 Ⓜ2
TX	designates body text or variations of body text, i.e., without a paragraph indent	TX Law concerns the relations between individuals as such relations affect...	Law concerns the relations between individuals as such relations affect...	TXT
TX1	designates body text without indent. No indent after a head and, perhaps, after extract, NL, equation.			
TX2	designates body text with an indent.			
BL NL	designates a bulleted list or numbered list	NL facts of the case issues or questions involved decision of the court	1. facts of the case 2. issues or questions involved 3. decision of the court	
EXT	designates an extract quote distinguished from body text with indents or font	TX EXT He wrote: The significant question is not whether, in carrying out the terms of the contract ...	He wrote: <i>The significant question is not whether, in carrying out the terms of the contract ...</i>	QT QUOTE
Begin Box End Box	beginning of boxed feature end of boxed feature	Begin Box The Law and You Whether in any instance a newspaper ad is an offer rather than an invitation... End Box	The Law and You Whether in any instance...	Begin Case End Case Begin L&Y End L&Y
TBL TABLE	table text no need to specify head from text unless mss. is confusing	TBL Offers Definition Communication Intent End TBL	Indication of willingness to enter Offeree must have knowledge of offer Determined by an objective standard	Tbl
EOC	designates end of chapter material	Key Terms deontology utilitarianism	Key Terms deontology utilitarianism	
MN	marginal note	As a leader: Be proactive. Indentify essential		MT
FIG	callout in-text references to figures, exhibits, equations, etc., for designation of placement for compositor			Fig2.4 TBL EX
URL	callout in-text URLs for verification later			WEB