

Proofreader's Marks used at BHE

<u>Mark</u>	<u>Explanataion</u>	<u>Example</u>
¶	Start a new paragraph or indent a paragraph.	¶ The racecar slowed down and stopped. It ran out of gas.
^	Add information and other punctuation	It was a cold, ^{gray, and} rainy day. ^
○	Add end punctuation.	Mary read a book.○
≡	Change to a capital letter.	We showed the paper to fred. ≡
/	Change to a small letter.	Terry went out to buy a N ewspaper.
—	Change a word or sentence.	The sun went down . set
○	Correct a misspelled word.	The shell was <u>buried</u> in the sand. buried