

Using Copy Editing Marks

Copy editing, or *proofreading marks*, are widely used to note errors and needed changes. Learn and use the standard marks so that anyone reading your edits will understand them. If you are the second editor to mark copy, use a different color to distinguish your marks from the first editor's work.

Copy Editing Marks	Original	Revised
<p>≡ uppercase</p> <p>Ⓜ indent / Ⓜ insert dash</p> <p>Ⓜ paragraph / Ⓜ remove space</p> <p>∩ insert apostrophe / no paragraph</p> <p>use figures</p> <p>spell it out</p> <p>transpose / / lowercase</p>	<p>Lady Lobos attack Freedom patriots tonight in state finals ≡</p> <p>Ⓜ LAKELAND Ⓜ The RP Funding Center will be filled to capacity tonight for the first night of Florida High School Girls Basketball State Championships, according to Center officials. Ⓜ The tip Ⓜ off for the Lobos ∩ semifinal game will be at 5 pm. Ⓜ NFHS Network will broadcast the game.</p> <p>Three buses carried the team and (two) (hundred) fans and supporters to Lakeland for the Lobos first shot at the championship in (9) years. The Lakeland (Regency) (Hyatt) is now Lobos ∩ Country.</p>	<p>Lady Lobos attack Freedom Patriots tonight in state finals</p> <p>LAKELAND—The RP Funding Center will be filled to capacity tonight for the first night of Florida High School Girls Basketball State Championships, according to Center officials.</p> <p>The tipoff for the Lobos' semifinal game will be at 5 pm. NFHS Network will broadcast the game.</p> <p>Three buses carried the team and 200 fans and supporters to Lakeland for the Lobos first shot at the championship in nine years.</p> <p>The Lakeland Hyatt Regency is now Lobos country.</p>

(Continued)

Copy Editing Marks	Original	Revised
<p>don't abbreviate / insert space</p> <p>∇ insert hyphen / retain</p> <p>↗ insert comma / ⊗ delete comma / ⊙ insert period</p> <p>don't abbreviate / delete</p> <p>“ insert quotation mark / / lowercase</p> <p>” insert quotation mark</p> <p>BF bold face /] [center</p>	<p>College recruiters from as far away as Calif have come to watch the] [players including all around ∇ standout player STET Emi Hatchimonji, who leads in league in rebounds, assists ⊗ and scoring ⊙ Veteran NY broadcaster Mark Anthony ↗ Renlund, who will call the games said he is “ Excited and honored to see such a high level of play from young athletes, male or female. ” BF By Thomas Oide [</p>	<p>College recruiters from as far away as California have come to watch the players including all-around standout player Emi Hatchimonji, who leads in league in rebounds, assists and scoring. Veteran New York broadcaster Mark Renlund, who will call the games said he is “excited and honored to see such a high level of play from young athletes, male or female.” <p style="text-align: right;">By Thomas Oide</p> </p>