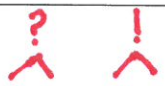
Cathedral of the Risen Christ School
Proofreading and Editing Marks

Symbol	What It Means	Example
	Insert a letter, word, phrase, or sentence.	take them home
	Take out a letter, word, phrase, or sentence.	He needed a warm, hot bath.
	Check the spelling.	The day was clowdy. sp
	Capitalize a letter.	lincoln, nebraska
	Make a capital letter lowercase.	We won our Basketball game.
	Insert a comma, a semicolon, or a colon.	Lincoln Nebraska
	Insert a period.	Mr Ekeler is a great principal
	Insert an apostrophe or quotation marks.	Bills hair "Wow! she said.
	Insert a hyphen or a dash.	one third cup
	Insert parentheses.	letters (from A to Z)
#	Make a space.	He read twobooks.
	Close the space.	My favorite game is soft ball.
	Insert a question mark or an exclamation point.	How about you?
¶	Begin and indent a new paragraph.	We had fun. ¶ Next we went to get ice cream.
frag.	Sentence fragment.	She forgot to bring. frag.
r-o	Run-on sentence.	His hair was long he needed to cut it. r-o
usage	Improper word use.	He supposably usage was smart.
awk.	Awkward phrasing.	The question becomes why has everyone been unable to solve the puzzle. awk.