

## Copy Editing Marks

Meaning	Mark
Insert	program <sup>me</sup>
Delete	<del>chained.</del>
Close up space	On to
Insert space	on to
Replace with a space	Top <sup>#</sup> left
Swap around	cold icy wind
Make lower case	British Naval Ensign
Make upper case	<u>the</u> wind
Make italic	<u>New York Times</u>
Make roman (i.e. normal text)	<i>Rudyard Kipling</i> rom
Insert full stop	No ●
Insert comma	You <sup>,</sup> me and her.
Insert ellipses	You don't mean ...
Insert hyphen	reel-to-reel
Insert dash	sticks <sup>—</sup>
Insert speech marks	↙ Hello ↘
Remove paragraph	<u>I walked into the room.</u> He was waiting for me.
Add Paragraph	'Hello,' he said. <sup>NP</sup> She stopped.

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