







EDITING AND PROOFING MARKS

Buckner F. Melton, Jr.

Below are typical editor's proofreader's marks, together with some of my own invention, that I use in marking up your papers, with explanations. Please see me if you have particular questions.

SW	Refer to Strunk and White, <i>The Elements of Style</i>
tip 3	Refer to the corresponding tip number on "Tips for Proper English"
onw	omit needless words
PV	passive voice
dm	dangling modifier
si	split infinitive ("to boldly go where no man has gone before")
	delete
	insert comma
John  Adams	close up extra space
	insert period
# Abigail Adams	insert space
	transpose
And	lower case
	generic insert
<u>and</u>	capitalize
1 ≠ 2	singular/plural disagreement between noun and pronoun
X	convoluted sentence—took extra effort to read and understand