

### Common Proofreading Symbols

Insert a comma	^,
Insert an apostrophe	∨'
Spelling error	sp
Delete	/
Use italics	<i>ital</i>
Use a period	○
Transpose	~
Close up a space	()
Begin a new paragraph	L or ¶
Awkward sentence	<i>awk</i>
Upper case letter needed	≡
Lower case letter needed	=
Incomplete sentence	<i>inc</i>
Subject-verb agreement	S-V