

PROOFREADING SYMBOLS

7. Add paragraph

- This symbol is used at the end or beginning of a sentence to denote that a new paragraph should be started there.



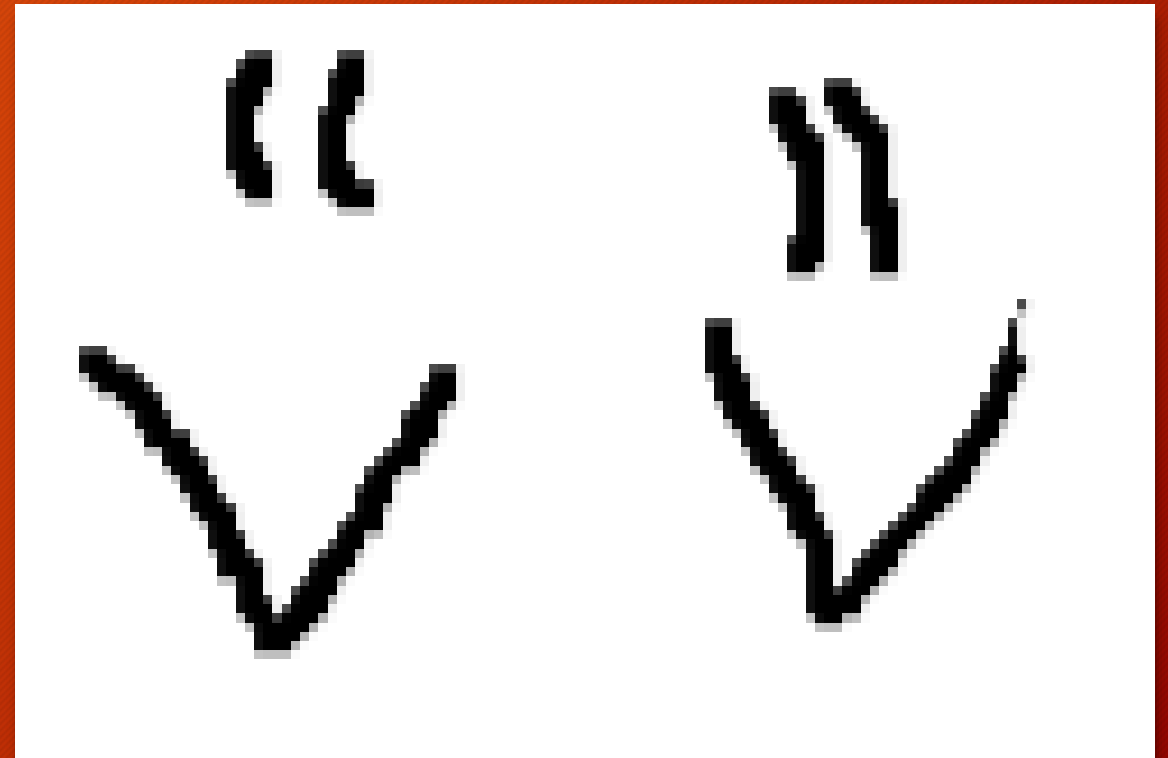
8. Add period

- The Add period symbol is used to denote the addition of a period at the end of a sentence.
- This symbol is added in between two incomplete sentences in order to make it two independent sentence.



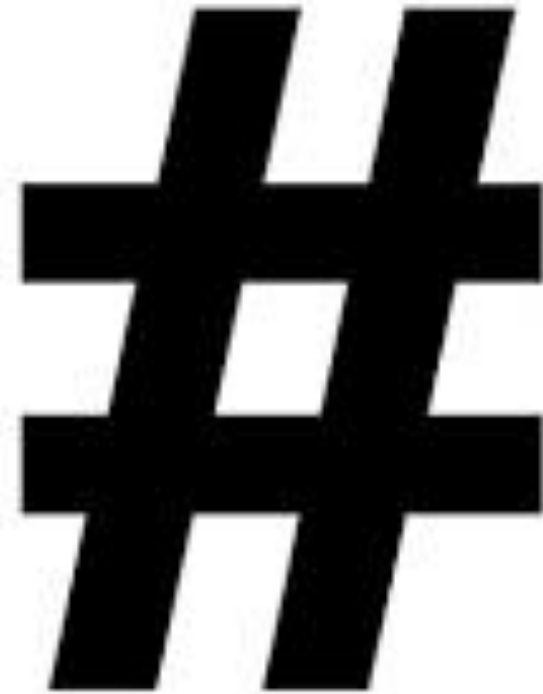
9. Add quotation mark

- This symbol is used to correct any error regarding quotation marks.
- This symbol is added at the end(s) of a word or a sentence to denote that the particular word/sentence should be closed in a quotation mark



10. Add space

- This symbol between two adjacent words without a space means that a space should be provided between these two for the words to explain st independent and make sense.



11. Transpose

- This symbol is to show that the order of letters or words should be switched or transposed.
- This symbol is used between two words or two letters.



12. Spelling error

- Misspelled words will often be circled and/or marked with the letters SP to indicate the spelling error.
- It is the editor's responsibility to indicate words that may be misspelled, but it is the writer's responsibility to confirm correct spelling of a word by consulting a dictionary.



THANK YOU