



# INDEX01

## *proofreading marks*

### PROOFREADING MARK

### MEANING

*ro*

run-on sentence

*FS*

fused sentence

*CS*

comma splice

*P*

a punctuation error (used by some proofreaders/Professors to indicate a run-on sentence [instead of *ro*], or a fused sentence [instead of *FS*], or a comma splice [instead of *CS*]; it indicates a punctuation error that needs further looking into)

*va*

verb agreement error (the verb form does not agree with the subject of the sentence)

*t*

verb tense error (the verb is in the wrong tense)

*sp*

spelling error

*FRAG*

sentence fragment (not a complete sentence: missing a subject or a verb or it is not a complete thought)

*ww*

wrong word (you have used the wrong word for the meaning you intended)

*pref.*

pronoun reference error (we don't know to which noun your pronoun refers)



~

take out the letter(s) or word(s)

( )

suggest that you take out the letter or the word or the phrase or the punctuation mark

○

close-up (an extra space between letters or words)

#

insert a space (between letters or words or lines)

¶

begin a new paragraph

||

phrases or clauses are not parallel

^

tells you where to insert something as indicated

*stet*

leave it alone (the proofreader made an error in his/her proofreading mark, so disregard it)

*mix*

mixed construction

*poss*

possesive

*pv*

passive verb