

## Proofreader's and Editor's Symbols

<b>ab</b>	Faulty abbreviation	<b>no ¶</b>	No new paragraph needed
<b>ad</b>	Misused adjective or adverb	<b>num</b>	Error in use of numbers
<b>agr</b>	Error in agreement	<b>p</b>	Error in punctuation
<b>ap</b>	Apostrophe needed or misused	<b>.?!</b>	Period, question mark, exclamation point
<b>appr</b>	Inappropriate word	<b>^</b>	Comma
<b>arg</b>	Faulty argument	<b>;</b>	Semicolon
<b>awk</b>	Awkward construction	<b>√</b>	Apostrophe
<b>ca</b>	Error in case form	<b>“ ”</b>	Quotation marks
<b>cap</b>	Use capital letter	<b>: — ( )</b>	Colon, dash, parentheses,
<b>cit</b>	Missing source citation or error in form of citation	<b>[ ] ... /</b>	Brackets, ellipsis mark, slash
<b>coh</b>	Coherence lacking	<b>par, ¶</b>	Start new paragraph
<b>con</b>	Be more concise	<b>¶ coh</b>	Paragraph not coherent
<b>coord</b>	Coordination needed or faulty	<b>¶ dev</b>	Paragraph not developed
<b>crit</b>	Think or read more critically	<b>¶ un</b>	Paragraph not unified
<b>cs</b>	Comma splice	<b>pass</b>	Ineffective passive voice
<b>d</b>	Ineffective diction (word choice)	<b>ref</b>	Error in pronoun reference
<b>des</b>	Ineffective or incorrect document design	<b>rep</b>	Unnecessary repetition
<b>det</b>	Error in use of determiner	<b>rev</b>	Revise or proofread
<b>dev</b>	Inadequate development	<b>shift</b>	Inconsistency
<b>div</b>	Incorrect word division	<b>sp</b>	Misspelled word
<b>dm</b>	Dangling modifier	<b>spec</b>	Be more specific
<b>eff</b>	Ineffective sentence(s)	<b>sub</b>	Subordination needed or faulty
<b>emph</b>	Emphasis lacking or fault	<b>t</b>	Error in verb tense
<b>exact</b>	Inexact word	<b>t seq</b>	Error in tense sequence
<b>fp</b>	Faulty predication	<b>trans</b>	Transition needed
<b>frag</b>	Sentence fragment	<b>und</b>	Underline or italicize
<b>fs</b>	Fused sentence	<b>usage</b>	See Glossary of Usage
<b>gr</b>	Error in grammar	<b>var</b>	Vary sentence structure
<b>hyph</b>	Error in use of hyphen	<b>vb</b>	Error in verb form
<b>inc</b>	Incomplete constn.	<b>w</b>	Wordy
<b>ital</b>	Italicize or underline	<b>ww</b>	Wrong word
<b>k</b>	Awkward construction	<b>//</b>	Faulty parallelism
<b>lc</b>	Use lowercase letter	<b>#</b>	Separate with a space
<b>log</b>	Faulty logic	<b>⌋</b>	Close up the space
<b>mech</b>	Error in mechanics	<b>✂</b>	Delete
<b>mixed</b>	Mixed construction	<b>Ⓙ</b>	Capitalize
<b>mm</b>	Misplaced modifier	<b>ℓ</b>	Use a small letter
<b>mng</b>	Meaning unclear	<b>t@h</b>	Transpose letters or words
<b>no cap</b>	Unnecessary capital letter	<b>X</b>	Obvious error
<b>no ^</b>	Comma not needed	<b>^</b>	Something missing
		<b>??</b>	Document illegible or meaning unclear