



CHRISTIAN
REFORMED
CHURCH

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Standard Proof Corrections Marks

	Delete (take out)		Insert (or substitute) comma
	Close up;		Insert (or substitute) period
	Delete and close up		Insert (or substitute) leader dots
	Leave as printed (when matter has been crossed out by mistake)		Insert (or substitute) space
	Change to <u>capital</u> letters		Insert parentheses
	Change to <u>small</u> capitals		Insert brackets
	Change capitals to <u>l</u> owercase		Reduce space between lines or paragraphs
	Change to <u>italic</u> type		Transpose <u>items</u> <u>these</u>
	Change to <u>bold</u> type		Center
	Change to <u>bold italic</u> type		Move to the left
	Change to <u>roman</u> type		Move to the right
	(Wrong font) Replace <u>with</u> correct font		Move up
	Invert <u>type</u>		Move down
	Correct <u>alignment</u> ; straighten		Begin new paragraph
	Replace by similar but undamaged character or remove "dirt" or extraneous marks		(Caret mark) Insert matter indicated in margin
	Insert (or substitute) superior figure or sign		Insert double quotes
	Insert (or substitute) inferior figure or sign		Insert apostrophe or single quote
	Insert (or substitute) hyphen		
	Insert (or substitute) em-dash		
	Insert (or substitute) en-dash		