

REFERENCE CHART FOR COPY-EDITING SYMBOLS

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| 1. Abbreviate or use numerals | <u>thirteen</u> |
| 2. Boldface | This line should be set in boldface type. |
| 3. Capitalize | An american won the nobel prize. |
| 4. Center | Continued on Page 10 |
| 5. Change letter | Their ho ^M se is expen ^S sive. |
| 6. Change word | She received ^{four} three gifts. |
| 7. Close up space between words | Their car was totally destroyed |
| 8. Close up space within a word | Their children r ^{an} an ^{de} outside |
| 9. Continues on next page | <u>More</u> |
| 10. Delete letter | They received ^d the mon ^e y. |
| 11. Delete phrase | They did not use <u>any unneeded or</u> unnecessary words. |
| 12. Delete punctuation | They asked, if he was safe, OR: They asked, if he was safe, |
| 13. End of story | ### OR: -30- OR: -0- |
| 14. Flush left | [The typesetter will begin this line at the left margin. |
| 15. Flush right | The typesetter will begin this line at the right margin.] |
| 16. Ignore correction (Correct as written) | <u>Stet</u> |
| 17. Insert apostrophe | It's good you're going home. |
| 18. Insert colon | He set three goals: success, health and wealth. |
| 19. Insert comma | The girl, 7, lives with her grandmother. |
| 20. Insert dash | The score was 87 to 53 a disaster. |
| 21. Insert exclamation point | "What I don't believe it!" she exclaimed. |
| 22. Insert hyphen | The 7-year-old girl live with her mother. |
| 23. Insert letter | Their car ^{is} is ^{to} to start. |
| 24. Insert period | John C. Kefalis received the scholarship. |
| 25. Insert quotation marks | "This is easy," he said. |
| 26. Insert semicolon | Don't go; he needs your help. |
| 27. Insert word | He ^{often} writes ^{clever} poetry. |
| 28. Italic | Some publications set words in italics for <u>emphasis</u> . |
| 29. Lowercase (Do not capitalize) | The M ayor failed to arrive. |
| 30. No new paragraph | To generate more publicity, the candidate announced that he would work at different jobs.
He spent the remainder of his campaign picking tomatoes, plucking chickens and driving trucks. |
| 31. Separate words | Journalists are critical of political gimmickry. |
| 32. Spell out numbers or words | She said 3 people will go to Ala. |
| 33. Start new paragraph | Another man campaigned on roller skates.
His wife explained: "We met at a roller skating rink, and we thought it would be a fun idea. He's going house to house, subdivision to subdivision on his skates, and people remember him." |
| 34. Transpose letter | Typ ^{ists} often transpo ^s letters. |
| 35. Transpose words | <u>Happily</u> , he accepted the award. |