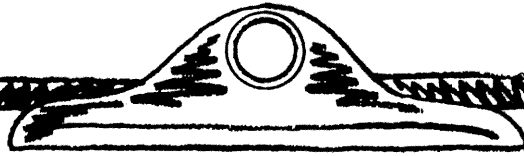


Proofreading and Editing Symbols

Proofreading symbols are used to identify mistakes and to state the needed correction. Listed below are the most common proofreading symbols, along with explanation and examples of each.



| Symbol | Explanation of the Symbol | Example |
|--------|--|---|
| ¶ | Begin a new paragraph | ¶ He explained the rules of |
| ≡ | Capitalize a lowercase letter | Henderson ≡ middle School |
| / | Use a lowercase letter | great skiing trips in the W inter |
| ^ or v | Insert a missing word, letter, or punctuation mark | My friend Joe ^{has} a new green car. |
| ⊂ | Close up space | Some ⊂ body will help you soon. |
| ⊃ | Delete and close up | taught my sister etiq⊃uette |
| ⌋ | Delete a word, letter, or punctuation mark | Joy gave two too many reasons. |
| Ⓢ | Spell out | Ⓢ the ^{thirty} 30 inches of fabric |
| ↻ | Change the order of letters or words | In the ^{ur} sh of leaving, he forgot |
| Ⓣ | Move the circled words to the place marked by the arrow (write <i>tr</i> in the margin.) | The young boys threw ^{for} the cows over the fence some hay Ⓣ |
| ⊙ | Add a period | The problem was easily solved. ⊙ |
| ↵ | Add a comma | Well, ↵ I'll give it a chance. |
| # | Add a space | Toni used [#] the money to start |
| : | Add a colon | The letter read: "Dear Mr. Yen" |
| ;/ | Add a semicolon | I'll help you now; it's not hard. |
| ⌋ | Add a hyphen | lives on Twenty-⌋ third Street |
| ∩ | Add an apostrophe | Jonathan ∩ s new computer |
| “ ” | Insert quotation marks | Sally said, “ Good morning. ” |
| stet | The stet in the margin means “stay;” let marked text stay as written. Place three dots under original text. | Ⓢ My father was ^{rather} rather angry at . . . |

From Colorado State University

Questions to Ask Yourself as you Revise Your Essay

If you answer no to any of these questions, revise accordingly.

1. Have I studied my subject with sufficient care so that I understand what qualities in it caused my initial response, and have I studied it with sufficient care so that I have deepened or otherwise changed that response?
2. Is the title of my essay at least moderately informative?
3. Is the opening paragraph interesting and, by its end, have I focused on the topic?
4. Do I state my main point (thesis) soon enough--perhaps even in the title--and do I keep it in view throughout my essay?
5. Is the organization reasonable? Does each point lead to the next without irrelevancies?
6. Does each paragraph revolve around a topic idea, a criterion that directly supports my thesis?
7. Are generalizations or assertions about personal responses supported by illustrative examples, concrete evidence, research, etc.?
8. Are the sentences concise, clear, and emphatic? Are needless words and inflated language eliminated?
9. Is the concluding paragraph conclusive without being repetitive?
10. Are the quotations and paraphrases accurate? Is credit given to sources? Are photocopies of relevant sources included and crucial passages highlighted?
11. Are long quotations really necessary? Can some be shortened (either by ellipsis or by summarizing them) without loss?
12. Has the essay been proofread? Are spelling and punctuation correct?

If you have several areas that need revision, which is the first thing you intend to revise? Why? Take five minutes to plan a revision strategy right here: