**Common Proofreading Symbols**

|  |  |  |
| --- | --- | --- |
| **Symbol** | **Meaning** | **Example** |
|  | insert a comma |  |
|  | apostrophe or single quotation mark |  |
|  | insert something |  |
|  | use double quotation marks |  |
|  | use a period here |  |
| ~~strikethrough~~ | Word not needed | The elephants trunk is ~~is~~ really his nose. |
|  | transpose elements |  |
|  | close up this space |  |
|  | a space needed here |  |
|  | begin new paragraph |  |
|  | no paragraph |  |

**[ ]** = a phrase or a sentence that does not make sense

**Underline** = spelling error

**Sp** = spell out  
  
**Square** = capital letter

**Triangle** = unnecessary punctuation.

**Circle** = a sentence, one word or part of the sentence doesn't make sense or is grammatically wrong.

**BW** = better word needed