

Proofreading Marks



Video Presentation of this Handout

The mark	What it means	How to use it
	Delete: take out something here.	car y mufflers should shoud
	Insert: add something here.	You ^{are} afraid o ^f mice.
	Add space here.	Jugglers buy a lot of eggs.
	No space: close the gap.	some ⁽ body
	Delete and close the gap.	the gir r ^{affe}
	New paragraph here.	"Yes." said Jack. [¶] "All right." said Jill.
	No paragraph: keep sentences together.	The meeting was brief. It lasted twenty minutes.
	Transpose: switch these things.	fr e nds ⁽ both ⁾ were ⁾
	Change or insert this letter.	l ⁱ ke ^c uccess
	Make this a capital letter.	old [≡] dr. [≡] smith
	Make this a small letter.	My U ncle lost a S hovel.
	Spell it out.	His ² friends are Fido ^{&} Spot.
	Insert a period.	It was raining. I got wet.
	Insert a comma.	"London, England," he said.
	Insert an apostrophe.	It's a dog's life.
	Insert quotation marks.	"You're a pane," said the door.
	Is this correct? Check it.	Columbus sailed in <u>1942</u> . [?]

Proofreading Abbreviations for Grammar & Style

Abbrev.	Meaning	Explanation
agr	agreement	Error in pronoun agreement or subject-verb agreement (see grammar tips and YouTube video on pronoun agreement).
avoid	avoid	You've used "words to avoid" (see style tips): clichés, unnecessary intensifiers, passive voice, "there are / it is," etc.
awk	awkward	The underlined phrase is grammatically correct, but there is a clearer, more concise way to phrase it (see style tips).
bl	bland	A more vivid word is needed (see style tips).
cl	cliché	Avoid clichés and use more unique comparisons instead (see style tips).
cs	comma splice	Two independent sentences have been joined by a comma instead of a period or method to correctly join them. See grammar tips and YouTube tutorial on fragments, comma splices, run-ons).
ro	run-on	Two independent sentences have been joined with no period between them or means to correctly join them. See grammar tips and YouTube tutorial on fragments, comma splices, run-ons).
()	consider deleting	Words are unnecessary. Consider deleting them.
dm	dangling modifier	A modifying phrase or clause needs to be positioned next to the word(s) it's modifying (see grammar tips and YouTube video on modifiers).
mm	misplaced modifier	Modifying words should appear next to the words their modifying (see grammar tips).
exp	explain or expand	More info (e.g., supporting evidence) is needed about the topic you just raised or more explanation is needed
frag	Sentence fragment	The sentence is missing part of the main independent clause (either subject or predicate). See grammar tips and YouTube tutorial on fragments, comma splices, run-ons).
hyp	hyperbole	The word indicates exaggeration rather than fact (always, never, everyone, all people, etc.). See style tips .
mixed	mixed construction	Grammatical structure of the sentence has changed mid-sentence.
//	faulty parallelism	Items that are coupled or appear in a series should have parallel grammatical structure (see grammar tips and YouTube video on parallelism).
overnom	over-nominalization	Overnominalization is excessive use of the nominative case (beginning a sentence with subject-verb redundantly). Instead, vary your sentence structure (see style tips .)
pv	passive voice	The subject of the sentence should usually commit the action (see style tips .) "The dog chewed the bone," not "The bone was chewed by the dog."
red	redundant	The word or sentence repeats an idea that doesn't need to be repeated (see style tips).
ref	pronoun reference	Pronoun has unclear reference or does not agree with antecedent in number, case, and/or gender (see grammar tips and YouTube video on pronoun reference).
sp	spelling	Misspelled word
tense	tense shift	Keep the tense of your essay consistent (rather than switching back and forth between present and past tense, for instance, unless you're referencing an ongoing story). See grammar tips .
trans	transition	Transition needed between two ideas or paragraphs (see grammar tips).
uncl	unclear	The meaning of the underlined phrase is unclear.
unnec	unnecessary word(s)	Often used to mark unnecessary intensifiers, redundant words, etc. (see style tips).
v	vague	The meaning of the passage is not precise or specific enough (see style tips).
word	wording	Different word or words needed
wordy	wordy	Many words were used where fewer were needed (see style tips).

Credit: Many items in this chart were borrowed from <http://www2.muw.edu/~kdunk/proof.html>.

Additional YouTube tutorials:

[Comma Use](#)

[Semicolon Use](#)