



## EDITING SYMBOLS

- upper case ≡
- lower case ≡
- close up horizontal space ↖
- delete ↖
- transpose Z
- insert period ^
- double space ds
- no underline went out w/the typewriter
- italicize i
- paragraph ¶
- no new paragraph ¶
- shift copy the
- insert copy ^
- insert apostrophe ↗
- insert comma ^
- insert quotation marks ↖
- insert colon ^
- insert semi-colon ^
- spell out splo
- spelling sp
- confusing ~~~~
- out of order ooo
- comma splice cs
- subordination conjunction sc
- wrong verb tense w/vt
- inconsistent very tense i/vt
- inconsistent verb & pronoun i/vp
- inconsistent pronouns i/p
- wrong pronoun w/p
- wrong word w/w
- better word b/w
- introductory phrase i/ph
- appositive phrase a/ph
- parenthetical phrase p/ph
- unnecessary unc
- run on ro
- sentence fragment sf
- restrictive phrase r/ph
- nonrestrictive phrase nr/ph
- wrong proposition w/prep
- your y'r
- would w'd
- could c'd
- time and place comma t/po
- serial comma so
- Oxford comma oo
- date comma do
- city and state comma cs/o
- direct address comma da/o
- missing word m/w
- misplaced antecedent ma