

Copyediting Marks

Text change	Copyediting example	Corrected text
apostrophe	my friends poem	my friend's poem
boldface type	Warning: Do not disturb!	Warning: Do not disturb!
capital letters	Yeah, i'd eat cheeseburgers.	Yeah, I'd eat cheeseburgers.
close up	bē cause he's so cute	because he's so cute
comma	I come from glossy red sparkle lipstick	I come from glossy, red, sparkle lipstick
deletion	attended the the concert	attended the concert
insertion	three pieces ^{of} blueberry ^r pie	three pieces of blueberry pie
italic type	reading <u>The Odyssey</u> out-loud	reading <i>The Odyssey</i> out-loud
line break	I remember your face. You were bathing me when I asked.	I remember your face. You were bathing me when I asked.
lowercase	I called you at 3 A.M.	I called you at 3 a.m.
period	He went out. He bought a sandwich.	He went out. He bought a sandwich.
space	What are you talking about?	What are you talking about?
substitution	the Van Dyke exhibit	the Van Gogh exhibit
transpose	beginning, end, middle	beginning, middle, end
	comes after and before	comes before and after