Copy Editing Symbols

- Indent for new paragraph
- No paragraph (in margin)
- Run in or bring copy together
- Join words: week, end
- Insert a word or phrase
- Insert a missing letter
- Take out any extra letter
- Transpose two letters
- Transpose words two
- Make letter lower case
- Capitalize columbia
- Indicate boldface type
- Abbreviate January 30
- Spell out abbrev.
- Spell out number 9
- Make figures of thirteen
- Separate runtogether words
- Join letters in a word
- Insert period .
- Insert comma ,
- Insert quotation marks " 
- Take out some word
- Don’t make this correction
- Mark ]centering[ like this
- ) Indent copy from both sides by using these marks [ 
- Spell name Smyth as written
- or
- Spell name Smyth as written
- There’s more story : more
- This ends story: ### or 30
- Do not obliterate copy: mark it out with a thin line so it can be compared with editing
- Mark in hyphen: =
- Mark in dash: |—|
- a and u 
- o and n