



# Editing and Proofreading Marks

Use the following symbols to correct each MUG Shot sentence and paragraph.

Insert here.	^	<i>them</i> take ^ home
Insert a comma, semicolon, or colon.	, ; :	Troy ^ Michigan
Insert a period.	.	Mrs. ^
Insert a hyphen or a dash.	- —	one ^ third cup
Insert a question mark or an exclamation point.	? !	How about you ^?
Capitalize a letter.	/ (or) ≡	<u>T</u> oronto (or) toronto
Make a capital letter lowercase.	/	<u>h</u> istory
Close up space.	⌋	ball ^ park
Transpose.	∩	America <u>st</u>
Delete or replace.	— (or) ∩	<i>cold</i> a <del>hot</del> day (or) a <i>hot</i> day (or) a <del>hot</del> day
Insert an apostrophe or quotation marks.	' ' " "	Bills' "Wow!"
Use italics.	<u>          </u>	<u>Tracker</u>
Insert parentheses.	( )	letters (from A to Z)