

## Some Editing and Proof Marks for Critique

Copy editing and proof mark guides are widely available in a lot of writer's source books; but what I'd like to do here is provide some common ones useful to you in marking up manuscripts during readings, or in detailed critique, or for your own work in revision. Also, in the course of editing six books (seven, counting disasters), I've adapted some for suggesting alternate word choices. Kindly note the absence of "smiley faces." Instead, positive reinforcement usually looks like this: ✓ (good!)

MARK	MEANS	AS IN ...
	Take out character indicated.	"Oh <del>sw</del> well," she said.
	Close up.	Manu script.
	Change places; transpose.	(Which in) we serve ...
	Move as shown.	We hardly recognized (a Ford) it
	Put in apostrophe	as. ← Jack's old dog ...
	Put in period	that ends it. But, of course ...
	Put in comma	Rarely, he got it right.
	Put in semicolon	amid hardships, but it's real.
	Put in—various.	u v — l ? z
	Use capital letters.	The u.s. capitol building.
	Start paragraph	... of course. But then, not all ...
	No paragraph: run together	Sally knew. So Harry knew.

These seem to be most frequently needed as we tear through a first draft reading. But when there's time for detailed critique, I use this adaptation of another standard mark to suggest alternate text:

[LEFT]                      [SLAMMING]  
 "She turned without another word, and slammed the door on her way out."