



































## Proofreading Symbols

Symbol	Meaning	Example
	Delete	The <del>the</del> procedures <del>is</del> was incorrect.
	Insert	The result <sup>s</sup> of this work <sup>are</sup> presented in Figure 5.
	Remove Space	The numbers are with <del>in</del> range.
	Delete and Remove Space	We created a back <del>up</del> of the data.
	Space	The end <sup>#</sup> products are shown in Fig.2.
	Transpose	Long-term <u>storage</u> <u>underground</u> was successful.
	Move to a New Position	All members attended <u>who were new</u> .
	Capitalize	The study uses <u>poisson's</u> ratio and <u>ohm's</u> law.
	Lowercase	He received his degree in <del>C</del> omputer <del>S</del> cience.
	Capitalize First Letter Only	We attended school at <u>MISSOURI</u> S&T.
	Subscript	CO <sub>2</sub>
	Let Stand (Ignore Edit)	Mixing continued for 30 <del>s</del> <sup>Stet</sup> at high speed.
	Insert New Paragraph Break	Our objective was to find an efficient solution. <sup>¶</sup> This dissertation is split into five parts, listed as follows.
	Remove Paragraph Break	I have two BS degrees: <sup>no ¶</sup> chemistry and nuclear engineering.

	Period	The probable cause was investigated. Solutions to these issues are presented.
	Comma	By defining two separate phases, mass and momentum can be properly represented.
 OR 	Semicolon	The solution was not efficient; therefore, a new equation was calculated
 OR 	Colon	We tested three speeds, 10, 15, and 25 rpm.
 OR 	Hyphen	The three-dimensional graphs feature real-world examples.
	En Dash	The St. Louis-Chicago train is available July 2-4.
	Em Dash	No one—not even the researchers—anticipated these results.
	Apostrophe or Single Quote	Poisson's ratio
 	Double Quotes	Dr. Jo summarizes, "The results are inconclusive."
	Move to Previous Line	We graduated from Missouri S&T last spring.
	Remove Indent	— where $v$ is velocity and $t$ is time.
	Spell Out Full Word	72 samples were taken in the study.
	Abbreviate	We used 12 milliliters of fluid.
	Set in Italics	In the equation, $v$ is velocity and $t$ is time.
	Set in Bold	3.1 DATA AND METHODOLOGY
	Wrong Font	The temperature was set at 54°C.

## Other Notes

- Comments are made in a different color than edits
- **Confusing:** Something in your sentence confused me. I recommend revising.
- **Unclear:** Your sentence could be interpreted in two different ways. I recommend revising for clarity.
- **Fragment/Incomplete Sentence:** Your sentence is missing either a clear subject or a clear predicate. Revise by combining with previous sentence or adding on to the existing sentence.
- **Comma Splice:** You are using a comma by itself between two independent clauses. Either replace the comma with a period or semicolon, or add in a coordinating conjunction after the comma
-  : I'm uncertain about the accuracy of my edits.