



**Vanier Catholic Secondary**  
**Standard Editing Symbols**

Sp.	Misspelled word.	Sp. <u>Misspelled</u> word.
≡	Capitalize this letter. Make upper case.	Jean <u>v</u> anier. <u>a</u> men.
/	Make letter lower case.	Come <u>h</u> ere.
^	Caret: Insert letters or words at this point.	Is lunch <sup>a</sup> <u>^</u> redy?
e	Delete: Eliminate letter or punctuation indicated.	He <del>is</del> the best. I <del>just</del> know it.
—	Delete: Eliminate the word or words indicated.	Hank had two <del>small</del> tiny teeth.
o	Close up; no space. Join these two words or letters together.	proof <u>r</u> ead
	Separate these words. Insert space	corn <u> </u> bread
~	Transpose. Switch the words or letters to the correct place.	Switch <u>re</u> <u>ar</u> ound words
o →	Move to point indicated. Circle the words; arrow indicates the insertion point.	<u>During lunch</u> , I had fish. →
o	Add a period.	This is the end <u>o</u>
^	Add a comma.	After dinner time <sup>^</sup> , we ate ice cream.
^;	Add a semi-colon.	Don't go there <sup>^</sup> ; it's late.
^.	Add colon.	...such as <sup>^</sup> sun, rain and wind.
¶	Make a new paragraph.	...the end <sup>¶</sup> Now skip a line and indent five spaces.
↙ ↘	Insert quotation marks.	↙ Come with me, Jesus said. ↘
stet	Stet: Latin for "let it stand". Ignore the proofreading mark used.	As you know, <sup>stet</sup> <u>e</u> this is correct.
o	Write it out.	We have <u>2</u> dogs.