

Copy editing via symbols






















The professional way to edit is by having a copy editor find errors, mark them and expect the reporter to make the changes indicated. The classic symbols shown here are used in copy editing and proofreading. Both reporters and editors should memorize and use these marks.

<p>¶</p> <p>[The leading scorer the Council's plan Credit goes to Jess... Byrnehurst School High fifty 50 December 25 Dec. weather united states of America The Teacher requires the Blazers senior girl the copy editor The ruling an example example Mrs. Lane, who the men's team Who said that? or = —] The title [by Ellen Godie Example # or 30- MORE - or - Add 1, etc. Heading</p>	<p>- Indent for paragraph</p> <p>- Begin new paragraph</p> <p>- No paragraph—run in</p> <p>- Transpose</p> <p>- Change to numerals</p> <p>- Spell out</p> <p>- Abbreviate</p> <p>- Don't abbreviate</p> <p>- Uppercase</p> <p>- Lowercase</p> <p>- Remove space</p> <p>- Insert space</p> <p>- Retain (means "let it stand")</p> <p>- Insert word</p> <p>- Insert</p> <p>- Delete and close up</p> <p>- Insert comma</p> <p>- Insert apostrophe</p> <p>- Insert quotation marks</p> <p>- Period</p> <p>- Hyphen</p> <p>- Dash</p> <p>- Center</p> <p>- Flush right</p> <p>- Flush left</p> <p>- End sign</p> <p>- Mark hard copy of more than one page</p> <p>- Put in boldface type</p>
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[The body of the document contains extremely faint and illegible text, likely due to low contrast or scanning quality. The text is scattered across the page and does not form any recognizable words or sentences.]

COPYEDITING SYMBOLS

You need to be consistent when editing copy so the typesetter will always know exactly what is to be done with the copy. You will be expected to use these symbols throughout this course.

SYMBOL	EXAMPLE
	Delete a letter or punctuation at the beginning or end of a word.
	Delete a letter in the middle of a word and close.
	Delete letters or words that are not needed.
	Insert a letter or word.
	Separate runtogether words.
	Insert a comma in this sentence.
	Insert hyphenation: 4 year ^V old ^V girl.
	Insert quotation marks or apostrophes like this, ^V he said.
	Begin a paragraph.
	Emphasize a penciled-in period.
	Transpose letters or words: <u>symbols copyediting</u> .
	Do the opposite: <u>Mich</u> means Michigan;
	<u>9</u> means nine.
	Lowercase this word.
	Uppercase: <u>central</u> Michigan University.
	Straight under line says <u>italicize these words</u> .
	Wavy line indicates <u>boldface</u> .
Bfc] [	Bfc] Linda Smith [is boldface and centered.
	Don't <u>make</u> this correction.
	Story continued on next page.
	Either of these marks indicates the end of the story.

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STYLE/USAGE REQUIREMENTS

- For opening page, in upper left corner, type slug word, then date, then draft #
- All stories end with the following symbol: -30-
- stories that continue onto a second page must have -more- typed at the bottom
- at top of second page, type slug word and "page 2" (same for following pages)
- Typed stories are to be triple spaced
- Side margins should be 1" as well as top margins.
- Use an easily readable font, 12 point or 11 point, like Times New Roman
- All adults are referred to as Ms., Mr. or Mrs.
- Your "voice" is always first person
- Voice is past tense, "said" versus "says," "was" versus "is"
- Rarely do you abbreviate words, but acronyms can be used once the formal title has been introduced, ex. National Honor Society, then NHS
- Numbers -- 1-10 are generally spelled out, larger numbers aren't
- Watch capitalization. Formal titles are capitalized if used before a name
President Bill Clinton, but I saw the president on tv yesterday, isn't capitalized.
- Dates are always written in letter form: December 2. Using the year is only necessary if you're not using the present year.