

COPYREADER'S SYMBOLS

Everyone connected with a newspaper or magazine office—from editor to printer—needs to be thoroughly familiar with the copyreader's symbols. They are the shorthand of journalism. They indicate corrections tersely and convey to the printer just how the copy should be handled.

Standard symbols used in editing and copyreading are shown on the following page.

EDITING AND COPYREADING SYMBOLS

MARK	MEANING	HOW USED	RESULT IN PRINT
≡	Capitals.	<u>this minute</u>	THIS minute
==	Small caps.	<u>this minute</u>	THIS minute
—	Italics.	<u>this minute</u>	this minute
mm	Boldface.	<u>this minute</u>	this minute
[]	Initial letter and caps.	<u>this minute</u>	THIS minute
# or L	New paragraph	Saturday. / This minute	Saturday. This minute. . .
^	Insert.	this minute ⁴	this minute
/	Lower case.	this minute	this minute
0 or x	Period.	this minute _x	this minute.
3	Comma.	this minute ₃	this minute,
↓	Apostrophe.	this minute's	this minute's
∨ ∨	Quotation marks.	this very minute [∨]	"this very minute"
~	Transpose words.	minute this	this minute
U	Transpose letters.	this minute	this minute
	Leave space.	this minute	this minute
()	Close up space.	this minute	this minute
o o	Spell out word.	this min.	this minute
o o o	Spell out number.	7 minutes	seven minutes
o o o	Abbreviate.	6 pounds	6 lbs.
o o o	Set in figures.	six lbs.	6 lbs.
I	Delete letter.	this minute	this minute
—	Bridge over material.	this very minute	this minute
stet	Set in type though previously canceled.	this stet very minute	this very minute
2	No paragraph. Run in with preceding matter.	ends today. This is . . .	ends today. This is . . .
[]	Center indented matter.	The Right Minute	The Right Minute
# or 30	This is the end of copy.	- 30 -	