Instruction to printer	Mark	Examples	
		In the text	*In the margin*
Character or word to be deleted	(delete mark)	Counci**l**l and ~~and~~ Parliament	(delete marks)
Characters to be corrected	⏐ ⏐ ⌊ ⌉ ⌈ ⅂	Th**e**re are s**e**veral errors to ca**r**re**c**t here.	e ‖ or e‖ (×2) / o⌊ c⌈
Group of characters to be corrected	⊢ ⊣ ⊢	Letters to be correct**ing**.	ed ⊢
Character or word to be added	⋏	A word ⋏missing.	is ⋏
Text to be added	⋏	1. January / 12. December	⋏ (out see copy)
Transpose characters or words	∿ or ⊓	These letters are transpos**ed**.	∿
Move words or groups of words	(oval with arrow)	To move one or lines or paragraphs, this mark is used. (more words)	∿
Transpose lines	⊐	Transposed. / These lines are	⊐
Add space between words	⌐ or ⊥	A⏐space is missing⏐here.	⌐# ⊥
Reduce space between words	↕	These spaces ⏐are too ⏐big.	(equal spacing)
Close up	⌢	A sp⌣ace is wrong here.	⌢
Delete and close up	↕	Coun**c**il	↕ or ↕
Delete and keep space	⊥	An action⏐plan	⊥
Add space between lines	⎯⎯<#	These lines are too <# close together	⎯⎯<#
Reduce space between lines	⎯⎯→	These lines are too far apart.	⎯⎯→
Text to be raised or lowered	⊓ ⊔	This is ᵛᵉʳʸ uneven. line	⊓ ⊔
Text to be aligned (move to the right)	⊏	⏐The first line of text is too far to the ⏐left.	⊏
Text to be aligned (move to the left)	⊐	The second line of text starts too far ⏐to the right	⊐
Text to be centred	[ ]	⏐This text should be centred⏐	[ ]
Create new paragraph	⌐⎯	… line.⏐A new paragraph should begin here.	⌐⎯
Text to run on (no new paragraph)	∿	… line.⏐ No new paragraph here.	∿
Take back to previous line	⌉	This hy- phen⏐should be avoided	⌉
Take forward to next line	⌊	This hyphen is bad⏐l- y placed.	⌊
Change to italic	⎯⎯	Ad infinitum	(ital.)
Change italic to roman	(circle)	*Status quo*	(rom.)
Change capitals to lower case	(circle)	UNESCO	(l.c.)
Change to capitals or small caps	☰ ☰	Robert burns, AD 1759-96	(caps) (s.c.)
Change to bold face	(oval)	This word is important	(bold)
Superior character required	∧	The Court's judgment (⏐).	∧¹⏐
Inferior character required	∨	CO₂	∨₂⏐
Stet (let original text stand)	‥‥	This correction ~~was~~ in error	✓

NB: — A correction made in the text must always have a corresponding mark in the margin; otherwise it may be overlooked when the corrections are made.

— Where instructions or comments are written in the margin, they must always be encircled to show that they are not to be printed.

— Where there are several mistakes in one word, it is better to rewrite the whole word, especially if the word has no more than three or four letters.