**MANUSCRIPT CORRECTION SYMBOLS**

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| --- | --- | --- | --- |
| **Symbol found in the margin** | **Example of edit required** | **What is means** | **Corrected text** |
| **lc** | Check your document Carefully for errors. | **Lower case –** change the capital letter to a small letter | Check your document carefully for errors. |
| **uc**  | The name of the little boy is john. | **Upper case** – change the small letter to a capital letter | The name of the little boy is John. |
| **caps** | You must stop at a red light. | **Capital letters** – change the whole word to capitals | You must STOP at a red light. |
| **run on** | Our sales have increased.This trend is expected to continue. | **Run on –** join 2 paragraphs together and do **not** take a new paragraph | Our sales have increased. This trend is expected to continue. |
| **NP** | This is good news for this year. During the course of next year we expect to see …. | **New paragraph –** take a new paragraph at the point indicated | This is good news for this year.During the course of next year we expect to see …. |
| **Trs** | This year to compared last year. | **Transpose** | This year compared to last year. |
|  | Tomorrow is another new day. | **Delete** – leave out the word crossed out | Tomorrow is another day. |
| **Stet** |  greyThe sky is blue.  | **Stet (let it stand)** – key in the word with the dots underneath | The sky is blue. |
|  |  andBees are black yellow. | **Insert**  - include the word shown | Bees are black and yellow. |
|  | The grass is green. | **Close up** – take away the extra space between the words | The grass is green. |
|  | Zebras are black and white. | Insert space | Zebras are black and white. |
|  **u/score** | Do this immediately. | **Underscore** - underline the word  | Do this immediately. |
|  **bold** | Do not enter. | **Embolden** - use bold | Do **not** enter. |