

Instruction	Mark in Margin	Mark in Type	Corrected Type
Delete		the good word	the word
Insert indicated material		the ^{good} word	the good word
Let it stand		the good word	the good word
Make capital		the <u>word</u>	the Word
Make lowercase		The Word	the Word
Set in small capitals		See <u>word</u> .	See WORD.
Set in all capitals		See <u>word</u> .	See WORD.
Set in italic type		The word is <u>word</u> .	The word is <i>word</i> .
Set in roman type		the <u>word</u>	the word
Set in boldface type		the entry <u>word</u>	the entry word
Set in lightface type		the entry <u>word</u>	the entry word
Transpose		the (<u>word</u> /good)	the good word
Close up space		the wo rd	the word
Delete and close space		the wo rd	the word
Spell out		② words	two words
Insert: space		the word	the word
period		This is the word ^	This is the word.
comma		words words, words	words, words, words
hyphen		word for word test	word-for-word test
colon		the following words ^	the following words:
semicolon		scan the words ^ skim the words	scan the words; skim words
apostrophe		John's words	John's words
quotation marks		the word ^ word ^	the word "word"
parentheses		The word ^ word ^ is in parentheses.	The word (word) is in parentheses.
brackets		He read from the Word ^ the Bible. ^	He read from the Word [the Bible].
en dash		1964 ^ 1972	1964–1972
em dash		The dictionary ^ how often it is needed ^ belongs in every home.	The dictionary—how often it is needed—belongs in every home.
superior type		2^ = 4	2 ² = 4
inferior type		H ₂ O	H ₂ O
asterisk		word ^	word*
dagger		a word ^	a word†
double dagger		word and words ^	word and words‡
virgule		either ^ or	either/or
Start paragraph		"Where is it?" ^ "It's on the shelf."	"Where is it?" "It's on the shelf."
Run in		The entry word is printed in boldface. ^ ^ The pronunciation follows.	The entry word is printed in boldface. The pronunciation follows.
Move left		[the word	the word
Move right		the] word	the word
Move down		the] word	the word
Move up		the [word	the word
Align		the word the word the word	the word the word the word
Wrong font		(the word)	the word