

Editing Marks

Mark	What It Means	How to Use It
	Delete	Take it it out.
	Insert	The manuscript ^h
	Replace	min ^h scule ^u
	Move	Read book @ today.
	Let it stand	Oops, my mistake. ^{STE}
	Transpose	In essay ^{this}
	Close up, no space	The Su ^u preme Court
	Less space	The ^u correct way
	Insert space	The Vice [#] President
	Set in italics	In <u>Miranda</u> , the Court
	Set in small caps	«Texas L. Rev.»
	Set in bold	BBCs are fun
	Set in regular type	See Marbury v. Madison
	Lowercase	The M anuscript
	Capitalize	The U.S. <u>supreme court</u>
	Paragraph break	or more. [¶]
	Quotation marks	Let's ^q go, she said.
	Insert apostrophe	it's a boy
	Insert period	a Ph.D. [.] in philosophy
	Insert colon	as follows [:]
	Insert semicolon	an editor [;]
	Insert comma	however [,]
	Insert exclamation mark	Oyez [!]
	Insert question mark	Would this be a just result [?]
	Insert brackets	[sic]
	Insert parentheses	Defendant ⁽ lessor ⁾
	Insert hyphen	below ⁻ market price
	Insert en dash	pages 17 ⁻ 24
	Insert em dash	the prongs ⁻ effect and inten ^o
	Indent	 The court
	Flush left	 The court
	Lower	The chemical <u>formula</u> is H ₂ .
	Raise	The <u>book</u> was here, ²