

PROOFREADING MARKS 101

Here's a handy list of some common proofreading marks and how to use them.

Mark	Direction	Example
•	Add period	Let's go •
, ↗	Add comma	poetry ↗ literature, and history
;; ↗	Add semicolon	The power was out;; ↗ he worked by candlelight.
↔	Add hyphen	merry ↔ go ↔ round
N	Add en dash	Art Nouveau N style vase
M	Add em dash	Don't worry—it's not your fault. M
‘’ ↗	Add apostrophe	children's literature
“” ↗	Add quotation marks	“ Hi, ” they said.
¶	Begin new paragraph	¶ This wasn't always the case.
≡	Capitalize	the library closes early.
/	Lowercase	Did she join your Book club?
sp	Spell out	I brought 1 book. sp
tr	Transpose	I enjoy in the garden reading with you. tr
~~~~	Change order of words	Is all that?
~~	Delete word, letter, or other	I don't want to shouldn't spoil the ending.
~~	Delete and close up space	Look, a butter fly!
~~	Close up space	Go out side.
#	Insert space	Can you call back?

G



# Geowritingguide To Writingediting

**Ensheng Dong**

## **Geowritingguide To Writingediting:**

Atti della Società toscana di scienze naturali residente in Pisa ,1995     Line by Line Claire Kehrwald Cook,Modern Language Association of America,1985 Loose baggy sentences Faulty connections III matched partners Mismanaged numbers and references Problems with punctuation The parts of a sentence     **Revise** Pamela Haag,2021-03-23 A helpful engaging guide to the revision of scholarly writing by an editor and award winning author Pamela Haag has been called the tenure whisperer for good reason Any scholar who hopes to attract a wider audience of readers will benefit from the brilliant step by step guidance shared here It s pure gold for all aspiring nonfiction writers Nancy MacLean author of Democracy in Chains The Deep History of the Radical Right s Stealth Plan for America Writing and revision are two different skills Many scholar writers have learned something about how to write but fewer know how to read and revise their own writing spot editorial issues and transform a draft from passable to great Drawing on before and after examples from more than a decade as a developmental editor of scholarly works Pamela Haag tackles the most common challenges of scholarly writing This book is packed with practical user friendly advice and is written with warmth humor sympathy and flair With an inspiring passion for natural language Haag demonstrates how to reconcile clarity with intellectual complexity Designed to be an in the trenches desktop reference this indispensable resource can help scholars develop a productive self editing habit advise their graduate and other students on style and ultimately get their work published and praised     **The Craft of Editing** Michael Alley,1999-12-21 Designed for all those who deal with scientific and technical writing by others in universities government labs businesses or engineering firms this book helps readers become more effective and more efficient at editing the proposals theses journal articles and reports that cross their desks and which need approving grading or reviewing Written by the author of the best selling Craft of Scientific Writing the guide deals with the subject in a refreshing way and includes a large number of enlightening examples and stories     *The Writer's Handbook for Editing & Revision* Rick Wilber,1997 Deals with the basic elements of presentation style and grammar as well as story structure and the fine tuning that comes from understanding voice tone and subtext     *Editing Fact and Fiction* Leslie T. Sharpe,Irene Gunther,1994-09-30 Writing in a lively informal style two editors with extensive experience in a wide variety of fields fiction and nonfiction trade and reference academic and commercial publishing explain what editors in different jobs really do in this concise practical guide     **Word by Word** Linda K. Taylor,2017-09-03 Linda K Taylor is passionate about words so passionate in fact that she has spent the better part of her life reading writing and editing all in the service of writers to help their writing be the best it can be Linda understands the writing process and how difficult self editing can be This book helps writers who have just completed a manuscript and know they need to edit it but don t know how to begin Walking through questions to ask when content editing common grammar and punctuation errors to watch for when copyediting when to get permissions how to format manuscripts and how to work with Bible text Linda s book is filled with valuable information for

writers who want to take their manuscripts to the next level     [The Concise Guide to Copy Editing](#) Paul LaRocque,2003 Conveniently organized to serve as a training tool for new or improving copy editors this guide teaches how to best serve clients     **BETTER WRITING THROUGH EDITING: STUDENT TEXT** Stacy Hagen,Jan Peterson,1999-03-05 Better Writing Through Editing teaches intermediate students how to edit their own writing for correct sentence structure grammar punctuation and expression Using a systematic approach for studying writing and editing problems students discover their individual strengths and weaknesses and are encouraged to monitor their own progress Part 1 Getting Started begins with a diagnostic self assessment to determine each students awareness of typical ESL EFL editing problems Students also learn an editing system that they can use to evaluate their own writing Part 2 Writing Focus provides practice with a variety of English sentence types and features writing assignments based on a chapter theme and a rhetorical focus Part 3 Editing Focus provides clear and simple explanations of typical ESL EFL editing problems and contains hundreds of practice exercises The chapters in the Editing Focus section can be done in any order thus allowing a teacher to customize learning while simultaneously completing the Writing Focus chapters     **Developmental Editing** Scott Norton,2009-08-01 Editing is a tricky business It requires analytical flair and creative panache the patience of a saint and the vision of a writer Transforming a manuscript into a book that edifies inspires and sells That s the job of the developmental editor whose desk is the first stop for many manuscripts on the road to bookdom a route ably mapped out in the pages of Developmental Editing Author Scott Norton has worked with a diverse range of authors editors and publishers and his handbook provides an approach to developmental editing that is logical collaborative humorous and realistic He starts with the core tasks of shaping the proposal finding the hook and building the narrative or argument and then turns to the hard work of executing the plan and establishing a style Developmental Editing includes detailed case studies featuring a variety of nonfiction books election year polemic popular science memoir travel guide and authors ranging from first timer to veteran journalist to scholar Handy sidebars offer advice on how to become a developmental editor create effective illustration programs and adapt sophisticated fiction techniques such as point of view suspense plotting character and setting to nonfiction writing Norton s book also provides freelance copyeditors with a way to earn higher fees while introducing more creativity into their work lives It gives acquisitions marketing and production staff a vocabulary for diagnosing a manuscript s flaws and techniques for transforming it into a bestseller And perhaps most importantly Developmental Editing equips authors with the concrete tools they need to reach their audiences     **Intuitive Editing** Tiffany Yates Martin,2021-03-05 Editing your own writing can feel like doing your own brain surgery After you ve completed your manuscript and you re standing at the foot of Revision Mountain climbing to the summit can feel impossible It s hard to look at your own writing with the objective eye needed to shape it into a tight polished publishable story but just like writing self editing is a skill you can learn Developmental editor Tiffany Yates Martin has spent her career in the publishing industry honing practical actionable

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