


When proofreading your document, you should mark all corrections using the common proofreading marks shown below.

SYMBOL	EXAMPLE	MEANING
	weeke e	delete
^	febu ^r _^ ary	insert
✱	course/work	insert space
⌒	per cent	close up
Sp.	1 st	spell out
=	fulltime _^	insert hyphen
lc	B	make letter lowercase
/	B	make letter lowercase
≡	b	make letter uppercase
Cap	b	make letter uppercase
Tr	stry	transpose
○	PhD○	insert period
↵	members, who	insert comma

¶	end in the ¶	start new paragraph
Strt	final grade	let it stand
	financial aid information	align
]	absence]	flush right
[[absence	flush left
↵	students.]At	start new line
X	<u>Program</u>	fix broken letter
<u>ital</u>	<u>The Economist</u>	change to italic