

Agricultural Communications Copy Editing Marks

¶ or L Indent for new paragraph

Abbreviate January 30

Use this to bring copy together

Spell out abbrev.

*to circle an item essentially means to do the opposite.*

Join words: week end

Spell out number 9

Insert a word or phrase or

Make figures of thirteen

Insert a missing letter s

Separate run together words

Take out an extra letter

Join letters in a w ord

Transpose words two

Insert period x

Transpose two letters

Insert comma ,

Make letter lowercase

Insert quotation marks.

Capitalize columbia

Remove a some word.

Mark dash -

Don't make this correction.

Make hyphen -

Remove an extra space.