43 Manuscript Correction Marks

	INDICATION IN MARGIN	CORRECTION MARK IN TEXT	MEANING	CORRECTION
1	lc	A Memorandum is one channel of Internal Communication.	Change letter stroked through in text to lower case.	A memorandum is one channel of internal communication.
2	UC	RBTT bank ltd in Trinidad and Tobago has several branches.	Change letter marked in text with two lines underneath to upper case.	RBTT Bank Ltd in Trinidad and Tobago has several branches.
3	Caps or Cl Caps or All Caps or SC	Travellers Cheques are sold at all commercial banks.	Set text with two lines underneath to unspaced small capital letters.	TRAVELLERS CHEQUES are sold at all commercial banks.
4	Sp Caps	The Heading is sometimes typed in spaced capital letters.	Set text with three lines underneath to spaced (expanded) capital letters.	The H E A D I N G is sometimes typed in spaced capital letters.
5	Ini Caps	Rules for typing manuscripts	Type first letter of each word in text in capital letter – Title Case.	Rules For Typing Manuscript
6	U/S	LEADER DOTS	Apply underscore to text.	LEADER DOTS
7	Ini Caps & U/S	Indication in margin	Type first letter of each word in text in capital letter and apply underscore to text.	Indication In Margin
8	C & SC	Raised Text	Set text in uppercase with the first letter in a larger font size – caps and small caps.	RAISED TEXT
9	Sp	The (1st) word starts with a capital letter.	Type encircled text in full – spell it out.	The first word starts with a capital letter.
10	NP or Para or ¶	… specified by the bank at any given time. The machine has a keyboard and is stacked with …..	Start a new paragraph from text marked with ⊏ or //.	… specified by the bank at any given time. The machine has a keyboard and is stacked with …..

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22	;^	I am going home it is safe outside.	Insert semicolon where indicated by a caret.	I am going home; it is safe outside.
23	/-/	The bandit went scot free	Insert hyphen where indicated by a caret.	The bandit went scot-free.
24	/—/	Tom the captain is here.	Insert dash where indicated by a caret.	Tom – the captain – is here.
25	'	Toms book, girls shoes	Insert apostrophe where indicated by a caret.	Tom's book, girls' shoes
26	" "	What is your name? He asked.	Insert quotation where indicate by a caret.	"What is your name?" He asked.
27	trs (horizontally)	The boys and girls arrive.	Change around the position as indicated.	The girls and boys arrive.
28	trs (vertically)	14 28 12 22 16 38	Change around the position as indicated.	12 22 14 28 16 38
29	indent	Here is your book.	Indent text.	Here is your book.
30	flush	Come inside now.	No indentation.	Come inside now.
31	[/]	She is sic trouble.	Insert open and close brackets.	She is [sic] trouble.
32	(/)	Here she the cow comes.	Insert open and close parentheses.	Here she (the cow) comes.
33	1/n	pp 10 17, POS NEW YORK flight	Insert en dash.	pp10 – 17, POS – NEW YORK flight
34	1/m	Well I am here at last.	Insert em dash.	Well — I am here at last.
35	⊓ or ⊤	This is out of alignment.	Move text up to position indicated.	This is out of alignment.
36	⊔ or ⊥	⊥M ultiple ⊥C hoice	Move text down to position indicated.	Multiple Choice Items

	INDICATION IN MARGIN	CORRECTION MARK IN TEXT	MEANING	CORRECTION
37	⌐ or ⌐	One Two Three or Four One Two Three Four	Move text to the left to position indicated.	One Two Three Four
38	⌐ or ¬	One Two Three or Four One Two Three Four	Move text to the right to position indicated.	One Two Three Four
39	‖	‖Please be here by noon the earliest if you ...	Align text vertically.	Please be here by noon the earliest if you ...
40	=	This is not easy.	Align text horizontally.	This is not easy.
41	¬ ⌐	¬ Manuscripts ⌐	Centre text horizontally.	Manuscript
42	⌐ ¬	EXPOSITION	Centre text vertically.	EXPOSITION
43	wf	Documents File	Wrong font	Documents File
44	bf	Mark in margin	Set text in boldface.	**Mark in margin**
45	lf	**Correction signs**	Set text in lightface.	Correction signs
46	ital	Sorting information	Set text in italic.	*Sorting information*
47	bf ital	Toll Free	Set text in boldface italic.	***Toll Free***
48	rom	Monotype	Set in roman font.	Monotype
49	v	a + b2	Change to superior character (superscript).	a + b^2
50	^	3 5	Change to inferior character (subscript).	3_5

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11	Run on or Run in or No ¶	The apostrophe can also be used for single quotation. Tap the space bar once after the apostrophe	Continue with the same paragraph from mark ( ) in text.	The apostrophe can also be used for single quotation. Tap the space bar once after the apostrophe.
12	Stet or √	The following is a list of abbreviations ~~usually often~~ used in ~~drafts handwriting~~ ~~manuscripts~~	Retain text marked with dots or dashes underneath.	The following is a list of abbreviations often used in manuscripts.
13	Delete or d or ℓ or ⊖	The ~~whole~~ word must be typed ~~out~~ in full.	Omit text stroked through.	The word must be typed in full.
14	Close up	Please use in dented paragraphs.	Close up space marked in text by	Please use indented paragraphs.
15	ℓ	A cork screw can be a dangerous tool.	Omit character stroked through and close up space marked in text.	A corkscrew can be a dangerous tool.
16	#	He did not follow up the matter.	Insert space between words or lines at position marked.	He did not follow up the matter.
17	eq #	The spacing between words must be consistent.	Equalize the space between words or lines.	The spacing between words must be consistent.
18	∧	Blocked paragraphs start from the left marker. indent	Insert additional text where indicated by a caret.	Blocked paragraphs start from the left indent marker.
19	,∧	Food raw materials and stocks are classified as goods.	Insert comma where indicated by a caret.	Food, raw materials and stocks are classified as goods.
20	⊙∧	A fee of $30.00 is due Do so now.	Insert full stop where indicated by a caret.	A fee of $30.00 is due. Do so now.
21	:∧	Pronouns I, you, he, she, it, they …	Insert colon where indicated by a caret.	Pronouns: I, you, he, she, it, they …

	INDICATION IN MARGIN	CORRECTION MARK IN TEXT	MEANING	CORRECTION
51	who has faith	The boy will be a leader.	Insert text in balloon where arrow points.	The boy who has faith will be a leader.
52	KAYAK	A is a single-seated canoe.	The word is not clear – type it in the same **Case** as in the text.	A kayak is a single-seated canoe.
53	SS or SLS	Fonts and Styles Different Views Formatting Styles	Set text in single line spacing.	Fonts and Styles Different Views Formatting Styles
54	DS or DLS	Fonts and Styles Different Views Formatting Styles	Set text in double line spacing.	Fonts and Styles Different Views Formatting Styles
55	TS or TLS	Fonts and Styles Different Views Formatting Styles	Set text in triple line spacing.	Fonts and Styles Different Views Formatting Styles