

# Punctuation & Spacing Guidelines

## Space twice:

- After a period at the end of a sentence
- After a colon used as punctuation
- Between the state abbreviation and zip code
- After a question mark or exclamation mark at the end of a sentence

## Space once:

- After a semicolon used as punctuation
- After a period following an initial
- After a comma within a sentence
- After a period following an abbreviation
- Before and after the ampersand used to join names
- Before and after the outside of parenthesis
- After a period within a sentence
- After quotation marks used in the middle of a sentence

## No Space:

- Between a dollar sign and the figure that follows
- Before or after a diagonal separating words or figures
- Between a figure and the percent sign
- Before or after a dash or hyphen used as punctuation
- Between the pound or number sign and a figure
- After the left parenthesis or before the right parenthesis
- After a period within abbreviations

# Proofreader's Marks

SYMBOL	REVISION	EDITED COPY	CORRECTED COPY
= or	Insert hyphen.	His mother-in-law	His mother-in-law
Ⓢ	Spell out word or number.	1942 North Water St. <sup>Sp</sup>	1942 North Water Street
=	Align copy.	1. Call to order	1. Call to order
	Underline or italicize.	All requests <u>must be</u>	All requests <u>must be</u>
Ⓕ	Begin new paragraph.	our next Beginning in June at the meeting.	Beginning in June our next..... .....at the meeting.
CP CP	Move copy in the direction of the bracket.	Manager John Jones Sincerely yours	Manager John Jones Sincerely yours
rest or ...	Let it stand; ignore correction.	Our proposed seminar will likely be held	Our proposed seminar will likely be held.
QS	Quadrate-space. (Leave three blank lines.)	John J. Smith, CEO	John J. Smith, CEO
SS	Single-space. (Leave no blank line.)	SS We are happy to announce that	We are happy to announce that
DS	Double-space. (Leave one blank line.)	DS Dear Miss Smith Thank you for	Dear Miss Smith Thank you for
caps or III	Capitalize single letters or words.	Eastern Pacific	Eastern Pacific
lc or \	Use lowercase letters.	The Main Event	The Main Event
#	Insert space.	The text on the shelf	The text on the shelf
“ ”	Insert punctuation mark.	de of no value by 1:30 otherwise it will project must be completed	de of no value by 1:30 otherwise it will project must be completed
!!	Insert exclamation point.	No! I refuse	No! I refuse
?	Insert question mark.	Are you sure? I am.	Are you sure? I am.
⓪	Insert period.	Donald P. Miller	Donald P. Miller
^	Insert copy (caret).	When we receive the copy	When we receive the copy
⓪	Close up horizontal space.	the letter head	the letterhead
1	Change copy as indicated.	The copy will be sent	The copy was mailed
-	Cross the mistake and write correct letter above.	the major problem	the major problem
2/	Delete copy.	Send me three copies	Send three copies
2/	Transpose letters or words.	to efficiently keyboard for a	to keyboard efficiently for a

