Common copy editing marks

- Indent for new paragraph
- Spell out abbreviation: dept.
- Bring copy together
- Make figures: twenty-three
- Join words together: cell phone
- Separate words: high school
- Insert new word or phrase
- Insert period
- Delete extra letter
- Insert comma
- Delete a word
- Insert other punctuation marks
- Transpose words or letters
- Add a hyphen: reemerge
- Make lowercase
- Add a dash
- Capitalize: united states
- Move a word or phrase
- Abbreviate: January 30
- Don’t make this correction
- Spell out a number: 9