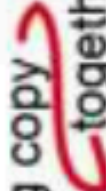


Common copy editing marks

L Indent for new paragraph

Bring copy  together

Join words together: cell  phone

^{new}
Insert a word or phrase

Delete ~~e~~xtra letter

Delete a ~~a~~ word

Transpose  words letters

Make ~~L~~owercase


Capitalize: ~~u~~nited ~~s~~tates 

Abbreviate:  January 30


Spell out a number:  9


Spell out abbreviation:  dept.


Make figures:  twenty-three


Separate words: high  school


Insert period 

Insert comma 

Insert other punctuation marks 

Add a hyphen: reemerge 

Add a dash 

Move a word or  phrase

Don't make ~~this~~ ^{stet} correction 