



Table C.12a Standard editorial symbols

Instruction	Mark in text	Mark in margin
insert in text the matter indicated in the margin		new matter followed by
substitute character or (part of) word	(through characters or words)	new character or word delete (when no words are given)
close up, no space	link words	
correction to be ignored	under character to remain	
insert space between words	between words affected	
insert space between lines	between lines to be separated	
transpose letters or words	round matter to be transposed	
insert character(s)		followed by new character(s)
insert additional character(s) (alternative marks)		followed by new character(s)
run on (no new paragraph)		
start new paragraph		
start sentence on new line	before sentence to be moved	
move to the right	before matter to be moved	
move to the left	after matter to be moved	