












Canadian Journal of Neurological Sciences

Proofreading Symbols

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Symbol	Meaning	Example
	insert a comma	The mayor's brother, I tell you, is a crook.
	apostrophe or single quotation mark	I wouldn't know where to put this vase.
	insert something	I know it, in fact, everyone knows it. ;
	use double quotation marks	My favorite poem is "Design."
	use a period here	This is a declarative sentence.
	delete	The elephant's trunk is really its nose.
	transpose elements	He only picked the one he likes.
	close up this space	Jordan lost his favorite basket ball.
	a space needed here	I have only three friends: Ted, Raoul, and Alice.
	begin new paragraph	"I knew it," I said. "I thought so," she replied.
	no paragraph	"I knew it, she said. "He's no good."
STET	Let it stand	The proofreader uses this Latin term to indicate that proofreading marks calling for a change should be ignored and the text as originally written should be "let stand."