MARK MY WORDS

EDITORIAL SYMBOLS

PETER MIDGLEY

TURNING YOUR SHEET INTO SILK

WWW.MIDGLEY.CA
PETER@MIDGLEY.CA

My Commitment to You

Whatever your sheet of preference — papyrus, paper, or tablet, I can help make your work the best it can be.

- I will edit and proofread ethically.

- I will not take on work that contradicts my principles.

- I will provide honest assessments of your work.

- I will put my award-winning knowledge and experience as a writer and editor to work for you.

What is Mark-up?

Mark-up is the shorthand editors use to communicate. Mark-up symbols tell the author what mistakes have been made, and how to correct them.

There is little space in the margins of a page, and mark-up symbols offer clear and concise instructions to authors and typesetters.

It is useful for writers to understand these symbols, too, when they communicate with their editors.

Among other things, editorial marks are designed to make small changes more visible. For example, to indicate a missing period:

vs.

Mark-up in a Digital World

Mark-up symbols seemed to be headed for obsolescence with the arrival of the word processor and Track Changes, but symbols are hanging in there.

PDF editing has allowed text mark-up to happen digitally and there are ways to insert traditional mark-up symbols in a PDF.

Digital pens and touch screen technology are making a return to using handwritten symbols in electronic mark-up easier and faster, and to convey editorial intent better.

So yes, we do still need to use mark-up symbols, and electronic formats are making it possible. Electronic mark-up is by no means perfect (yet), but the technology is getting there.

A Few Basic Symbols

Mark-up symbols vary, but here are a few common symbols to get you started:

Symbol	Definition	Example
ꬑ ꬉ ℚ	Delete text	Take it out
⌣	Close up space	Write as on e word
꬙	Delete text and close space	Correct and close
∧ > ⟨	Insert text at the caret	Insert here
#	Insert a space	Insert spacehere
stet	Let it stand	Leave marked text as is
tr	Transpose	Change order of words the
ⓈⓅ	Spell out	Set 6lbs as six pounds
cap	Set in CAPITALS	Set ufo as UFO
lc	Set in lowercase	Set Diary as diary
ital	Set in *italic*	Set title as *title*
rom	Set in roman	Set nêhiyawêwin as nêhiyawêwin
bf	Set in **boldface**	Set "bold" as **bold**
= ⫾ ⚌ /ᴴ/	Insert hyphen	Set "able bodied" as "able-bodied"
⅟ en /ᴺ/	En dash (short dash)	Set as 65 – 66
⅟ em /ᴹ/	Em dash (long dash)	Set as —
⌄ ⌃	Superscript or subscript	Π2 as Π² ; SO4 as SO₄
⌐ ⌄	Insert comma or apostrophe	
⌀	Insert a period/full stop	
; ⓙ	Insert a semicolon	
: ⓞ	Insert a colon	
⌒ ⌣	Insert quotation marks	

Additional Resources

Want to know more about editing or want tips on the craft of writing? Please take a look at my ever-growing set of free booklets.

Peter Midgley

www.midgley.ca

peter@midgley.ca