





## Editing symbols used by Ben Gadd for marking student papers

Symbol	Example of use	Explanation
	ten years' experience	Indicates that you've done something well: a sentence, a paragraph, a tricky bit of spelling or punctuation, etc.
	a <del>real</del> <sup>very</sup> tough job	Substitute the correction for the crossed-out material.
	towards <del>s</del> solution <del>s</del>	Remove a character.
	it w <sup>^</sup> as difficult <sub>,</sub> .	Close up a space.
	long-term <sup> </sup> plans	Insert a space
	> the next time. Moving to other news,	Insert an extra line, usually for a paragraph break.
	□ The next day, we	Indent (press the tab key at the beginning of the line).
	← Greetings!	Move words over.
	<sup>the</sup> to salespersons <sup>v</sup> wages	Add something here.
	I t <del>ry</del> hard (learn to)	Reverse characters, words or short phrases.
	the <span style="border: 1px solid black; padding: 0 2px;">e</span> nglish assignment	If lower case, capitalize.
	a <span style="border: 1px solid black; padding: 0 2px;">G</span> overnment officer	If capitalized, make lower case.
	the car. <sup>P</sup> Turning to	Start a new paragraph here.
	this <del>greedy</del> action	Don't make the marked change. Okay as is. (Editors sometimes change their minds.)
	<sup>"splendid" better?</sup> a splendiferous story	Draws attention to the item. Usually accompanied by a comment.
	<sup>SP</sup> enviroment	Spelling error. Look up the word yourself, which helps in remembering it.
	<sup>RUN-ON</sup> We saw it, we ran.	Run-on sentence, usually from the comma-splice error. Make two separate sentences, or use a semicolon, or use a coordinate conjunction ("and" for example) plus a comma.
	<sup>FRAG</sup> Although I found out.	Sentence fragment. Make it a complete sentence, with subject and verb, and don't begin it with a subordinate conjunction such as "although."

*If you don't understand a correction, please ask about it.*