College of Agriculture Food and Natural Resources

Department of Agricultural Education

AGED 8520

Preparing Manuscripts for Publication

Common Proofreading Marks

Instruction	Mark in Text	Corrected Type
Delete	Trumans Tiger	Truman Tiger
Replace	Columbia ~~Rolla~~ campus	Columbia Campus
Insert	Missouri men's basketball	Missouri men's basketball
Transpose	Union Memorial	Memorial Union
Insert space	Buck's icecream	Buck's ice cream
Close up extra space	University Columns	University Columns
Insert line space	Black Gold	Black Gold
Delete line space	Black Gold	Black Gold
New paragraph	Teaching option. Leadership option	Teaching option. Leadership option
No new paragraph	Teaching option. Leadership option	Teaching option. Leadership option
Spell out	SAE SP	Supervised Agricultural Experience
Make lower case	Agriculture	agriculture

Make upper case	agricultural education	Agricultural Education
Correct spelling	Univercity of Missouri sp	University of Missouri
Make italic	Golden Girls ital	*Golden* Girls
Insert period	Farm business management	Farm business management.
Insert comma	NAAE AAAE	NAAE, AAAE
Insert hyphen	Mid Missouri	Mid-Missouri
Insert colon	Options include	Options include:
Insert semicolon	the same however	the same; however,
Insert apostrophe	Booches Bar and Grill	Booche's Bar and Grill
Insert parentheses	FFA formerly known as the Future Farmers of America	FFA (formerly known as the Future Farmers of America)
Instructions (don't set what is circled)	The goal was scored by Butterfield. passive	Butterfield scored the goal.
Let it stand	College of Agriculture, Food and Natural Resources OK	College of Agriculture, Food and Natural Resources