

Editing and Correction Symbols

ab	write out the abbreviation
adj/adv	check adjective/adverb usage
agr	make sure subject and verb agree or pronoun and word it refers to agree
arg	faulty argument
awk	revise the awkward expression
cap	insert/delete one or more capital letters
case	error in case form
cit	missing source citation or error in form
cs	correct the comma splice
dm	correct the dangling modifier
frag	eliminate the sentence fragment
fs	correct the fused sentence
hom	use the appropriate homonym
mm	correct the misplaced modifier
ms	use the correct paper format
¶ or no ¶	indent/do not indent for a new paragraph here
//	correct the faulty parallelism
p	correct the error in punctuation
apos or ' 	apostrophe
col or : 	colon
com or , 	comma
dash or — 	dash (em dash)
exc or ! 	exclamation point
hyph or - 	hyphen
ital or und 	use italics or underline
paren or () 	parentheses
pd or . 	period
ques or ? 	question mark
quot or " " 	quotation marks
semi or ; 	semicolon
pron	correct the mistake in pronoun usage
ref	correct the mistake in pronoun reference
r-o	eliminate the run-on sentence
shift	keep verb tenses or pronouns consistent
sp	correct the misspelled word
us	correct the mistake in usage
vb	use the correct form of the verb
ww	wrong word, use the appropriate wording
wordy	remove unnecessary words
?	make the word or meaning more clear
^	insert the missing letter(s) or word(s)
✓	good point; good idea; well expressed

