


















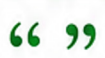





# EDITING CODES AND PROOFREADING MARKS POSTER

USE **CODES** FOR BIG-PICTURE CHANGES. USE **MARKS** FOR SMALL FIXES.

EDITING CODES	
Focus on meaning, structure and clarity.	
CODE	MEANING
<b>C</b> 	<b>CLARIFY</b> Unclear or confusing. Explain more clearly.
<b>S</b> 	<b>SUPPORT</b> Add evidence, examples or detail.
<b>E</b> 	<b>ELABORATE</b> Expand this idea or explanation.
<b>O</b> 	<b>ORGANISATION</b> Improve structure, sequence or flow.
<b>P</b> 	<b>PARAGRAPH</b> New paragraph needed here.
<b>T</b> 	<b>TOPIC SENTENCE</b> Add or improve topic sentence.
<b>R</b> 	<b>REDUNDANT</b> Repetitive or wordy. Cut or tighten.
<b>?</b>	<b>QUESTION</b> Something doesn't make sense.
<b>WC</b> 	<b>WORD CHOICE</b> Use a more precise or effective word.
	<b>VERIFY</b> Check fact, source or quotation.

PROOFREADING MARKS		
Focus on conventions: grammar, spelling and punctuation.		
MARK	NAME	USE FOR
	<b>INSERT</b>	Add a missing word, letter or punctuation.
	<b>DELETE</b>	Remove a word, letter or punctuation.
	<b>CAPITAL LETTER</b>	Use a capital letter.
	<b>LOWERCASE LETTER</b>	Use a lowercase letter.
	<b>FULL STOP</b>	Add a full stop.
	<b>COMMA</b>	Add a comma.
	<b>SEMICOLON</b>	Add a semicolon.
	<b>COLON</b>	Add a colon.
	<b>QUESTION MARK</b>	Add a question mark.
	<b>EXCLAMATION MARK</b>	Add an exclamation mark.
	<b>QUOTATION MARKS</b>	Add or fix quotation marks.
	<b>APOSTROPHE</b>	Add or fix an apostrophe.
	<b>SPELLING</b>	Check spelling.
	<b>NEW PARAGRAPH</b>	Start a new paragraph here.



## HOW TO USE

1. Read your work carefully.
2. Use **EDITING CODES** for big-picture improvements.
3. Use **PROOFREADING MARKS** for small fixes.
4. Make the changes and proofread again.

## REMEMBER

- Check meaning before punctuation.
- Read your work out loud.
- One change at a time.
- Aim for clear, concise and correct.