

Abbreviations (Abbreviations for "serious" error in grammar and sentence structure will be circled.)

agr	error in subject-verb agreement <u>or</u> pronoun-antecedent agreement
acc	failure to quote accurately
ask	please ask me for an explanation.
awk	awkward wording, rephrase
cap	capitalize
cs	comma splice (two sentences joined with only a comma): substitute a period or semicolon
d	diction; problem in word choice: find a better word
dang	dangling modifier
DS	double-space
frag	sentence fragment
inacc	inaccurate quotation or inaccurate information
intro	add an introduction to this quotation
pass <u>or</u> p	passive voice verb; change to active voice
plot sum	needless plot summary; focus on supporting your thesis rather than on summarizing plot
pron	pronoun error; use the correct case of the pronoun
ref?	unclear pronoun reference: To what noun does this pronoun refer?
rel to thesis?	apparently irrelevant information: How does this relate to your thesis?
rev	revise
r-o	run-on sentence (two sentences joined with no punctuation)
sp	misspelled word [Usually, however, I will simply circle a misspelled word.]
spec	add specific support from the literary work
support	support this generalization with specific evidence from the work.
t	wrong verb tense or shift in tense; use <u>present tense</u> verbs when referring to literary works in your own words

trans

add a transition

verb

verb error; use the correct principal part of this verb

w
wordiness or needless repetition; rephrase more concisely or omitplag
*plagiarism of a source's ideas or exact words*Standard proofreading symbols

¶ paragraph sign; indent paragraph one-half inch from left margin

↔ transpose characters (e.g., 12)

⋈ close up this space (e.g., t his)

leave a space (e.g., two words)

x change letter to lower case (e.g., a country/lane)

y delete (e.g., thoyse)

Other proofreading symbols

⊖ typing of hyphen where dash is needed--do it like this, with two hypens and no spaces

⋈ change semicolon to comma

1st b¶ refers to first body paragraph

//ism parallelism, rephrase using parallel structure

⊖ delete comma

Evaluation symbols

✓ good insight or good point

X incorrect statement

⊖ questionable statement; appears to be invalid