



Improve your proofing process with these tips.

FOR USE ON A HARDCOPY

Marginal Mark	Textual Mark	Instruction	Marginal Mark	Textual Mark	Instruction
the/a	In first step model	insert	(ital)	strains of <u>E coli</u>	set <i>italic</i>
↵	refer <del>back</del> to	delete	(bf)	<b>Discussion</b>	set <b>boldface</b>
#	Genespl <sup>ce</sup>	insert space	(lf)	given <b>5 mg</b> daily	set lightface
(thin #)	300 000	insert thin space	(rom)	we <u>emphasize</u> that	set roman
□	^ This analysis	insert 1-em space	√	3.27 × 10 <sup>9</sup>	set superscript
⌋	EEG re <sup>⌋</sup> cording	close up space	2	2H <sub>2</sub> + O <sub>2</sub> = 2H <sub>2</sub> O	insert subscript
↵	in <sup>↵</sup> oculate	delete + close up	(wf)	One <u>participant</u> had	wrong font
(sp)	<u>np</u> o for 8 h	spell out	(stet)	and a <u>double</u> helix	stet (let it stand)
a	se <sup>a</sup> perate study	substitute	⋅	The study ended <sup>⋅</sup>	insert period
(tr)	mean <u>rate</u> error	transpose	^	Moreover <sup>^</sup> the data	insert comma
¶	the RNA <sup>¶</sup> We found	new paragraph	⋮	on the following list <sup>⋮</sup>	insert colon
(run in)	The following <u>five</u> criteria	no paragraph	^	in all cases <sup>^</sup> however,	insert semicolon
┌	Use of anti-inflam- matory	break line	?	What is the dose <sup>?</sup>	insert question mark
[	[ to find the	move left	=	double blind study	insert hyphen
]	to find the ]	move right	1/N	pp 300 / 305	set en dash
┌	The drugs <u>have</u>	move up	1/M //	the lowest <sup>1</sup> , 2, and 5 <sup>M</sup> were added	set em dash
└	The drugs <u>have</u>	move down	^	15 years <sup>^</sup> experience	insert apostrophe
] [	] Chapter Title [	center	⌈ / ⌋	said <u>that</u> the side effects were minimal <sup>⌈</sup>	insert quotation marks
	P < .001 P < .05	align vertically	≠ / ≠	tuberculosis <sup>⌈</sup> TB <sup>⌋</sup>	insert parentheses
(caps)	<u>Medline</u>	capitalize	[ / ]	(in tuberculosis <sup>⌈</sup> TB <sup>⌋</sup> )	insert brackets
(lc)	DNA <sup>lc</sup> se	lowercase	(minus)	x <sup>2</sup> / y <sup>2</sup>	set minus sign
(c + lc)	<u>journal</u> <u>article</u>	capitalize + lowercase	(equals)	x <sup>2</sup> - y <sup>2</sup> / z <sup>2</sup>	insert equals sign
(sc)	<u>d</u> -galactose	set small caps	(prime)	The 5 <sup>prime</sup> terminus	set prime sign

### 3-DETERMINING FILE DIMENSIONS

Open the file > Place your mouse over the bottom left-hand corner of the Acrobat window. A box will pop up with the file size

or

Go to **File** > select **Properties**. Additional file information is available under the **Description** tab

### 4-CHECKING FONTS

Open the file and choose **Edit PDF** from the right-hand toolbar.

Highlighting the text in question will show you the font type and size.