



Copy Editing and Proofreading

- Check your story to be sure all of its facts agree with those on the B.J. fact sheet.
- Use your computer to spell check your story.
- Look for misspelled words that sound the same but are spelled differently such as “there” and “their.” (They don’t show up on spell checks.)
- Check the fact sheet to be sure all names are spelled correctly.
- Check your story for missing words or words that are repeated.
- Use your computer grammar check, if you have one. Ask a friend to check the grammar, punctuation, and capitalization in your story. Look up any rule of grammar or punctuation that you aren’t sure about.
- Use the proofreading marks below to indicate changes that need to be made.

Proofreader Mark	Mark in Margin	Mark in Text
delete mark		Take out out.
insertion mark		Inset an “r”.
insert space		This is two words.
close up space		This is one word.
insert apostrophe		Proofreaders Marks.
capitalize		read this sentence.
stet	Let it stand	Disregard this mark.
paragraph		Start a new paragraph here. Next
insert period		Need a period here.
lowercase letter		Do not capitalize Here .