



Paper Guidelines
Copyediting Symbols
Common Errors and Proofreading Marks

August 2017

Student name

Professor's name

Course Title

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Chicago Manual of Style: New College Franklin Short Assignment Format

As a student at New College Franklin, you must follow Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, 8th Edition*. This is a required text and you should have your copy handy when writing papers. When any question of research, citation, style, format or submission arises, you should first consult this text. Turabian notes that short assignments such as "class papers ... have fewer elements," which may be "set by your instructor"¹ This model sets those elements.

A short assignment is defined as less than five pages. The heading on the first page should appear as above. The title and subtitle, if applicable, should appear centered and as above.

Margins should be one inch on all four sides. While Turabian says at least one inch,² New College Franklin students should use margins of exactly one inch. See the header on pages one and two of this document for pagination instructions.

Choose a single typeface for you paper. Turabian suggests Times New Roman, Courier, or Helvetica.³ We encourage you to use Garamond, the official New College Franklin font. Use a single typeface for the entirety of your paper.

¹ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, 8th Edition*, Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press Editorial Staff (Chicago: The University of Chicago Press, 2013), 372

² Ibid.

³ Ibid.

Double-space all text, with the following exceptions, which you should single-space: block quotations, footnotes or endnotes, and bibliographies.⁴ In section 25.2.2 regarding block quotations, Turabian says,

Present a prose quotation of five or more lines as a block quotation. Introduce the quotation in your own words in the text; see 7.5. If you introduce the quotation with a complete sentence, end the sentence with a colon. If you use only an attribution phrase such as *notes*, *claims*, *argues*, or *according to* along with the author's name, end the phrase with a comma. . . .

Single-space a block quotation, and leave a blank line before and after it. Do not add quotation marks at the beginning or end, but preserve any quotation marks in the original. Indent the entire quotation as far as you indent the first line of a paragraph.⁵

A sample bibliography is provided on the following page. For short papers at New College Franklin, in addition to bibliographic footnotes, such as the ones provided in this model, you must “list sources at the end of the paper in a *bibliography*. That list . . . includes every source you cited in a note and sometimes others you consulted but did not cite. Each bibliography entry includes the same information contained in a full note, but in a slightly different form . . .”⁶ See the bibliography on the next page for that form.

For all other elements of format and submission see Appendix: Paper Format and Submission in Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th Edition.

⁴ Ibid., 373.

⁵ Ibid., 349.

⁶ Ibid., 145.

Include the page number in the top right corner on all pages after the first. 3

Bibliography

Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th Edition. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press Editorial Staff. Chicago, IL: The University of Chicago Press, 2013.

Standard Copyediting Symbols

Symbol	Meaning	Example
	Delete	Remove an incorrect character or word.
	Close up, remove space	copy edit
	Delete & close up	nonessential
	Caret, insert	Insert a word character in a sentence.
	Space mark	Insert space.
	Paragraph	It's over. Begin new paragraph.
	Align left	Move line to the left.
	Align right	Move line to the right.
	New line	Begin a new line. (Begin a new line)
	Run in	Run in with previous line
	Transpose	Change the order of letters or words.
	Stet	Leave the way it was. (stet)
	Center horizontally	Move text to horizontal center
	Center vertically	Move text to vertical center
	Period	Insert a period.
	Comma	Here, insert a comma.
	Apostrophe	Insert the word's apostrophe.
	Colon	Insert a colon.
	Semi-colon	Insert a semicolon.
	Quotation marks	Insert quotation marks.
	Parenthesis	Insert (parenthesis)
	Em dash	Em dash for emphasis
	En dash	En dash for range
	Hyphen	Insert compound-word hyphen.
	Spell out	Spell out (abbrev.) or numeral.
	Capitalize	Set in capital letters. (CAPITAL)
	Small caps	Set in small capital letters. (SMALL CAPS)
	Lowercase	Set in lowercase LETTERS.
	Italics	Set in italic letters. (italic)
	Bold	Set in boldface letters. (bold)

Common Errors and Proofreader Marks

I. Common Proofreader's marks

capitalize $\text{C} \text{ or } \equiv$	<u>homer's Iliad</u>
close up space C	lack there of
delete f	taking g the the bus
indent J	J The beginning of Plato's <i>Gorgias</i> raises the...
insert \wedge	the lack \wedge of energy
insert apostrophe v	Aristophanes v <i>Birds</i>
insert colon \wedge	ingredients \wedge milk, eggs, butter
insert comma f	it was not f however f the case that
insert period C or \wedge	at the same time C Later that day,
insert quotation mark v	"the end of the world v , as he put it.
insert semi-colon f	that he was not to blame f however, later his son
insert space #	the thing # is that we love cheese
invert v	Socrates said that he v (gladly) would come,
leave as is (<i>stet</i>) ...	the Greeks v eat v cheese
lower case lc	the Greeks were not afraid of lc War.
new paragraph TP	

II. Common Errors & Their Corrections with Proofreader's marks

awkward wording awk	the awk (god-centered devotional intention structures)
colloquialism col	the <i>Iliad</i> is totally col awesome
comma splice c s	Tom read the novel c David saw the movie.
concord of tenses +	the Greeks loved cheese and they always + buy it
dangling modifier dgl	(dgl without any sleep) my papers get worse.

Common Errors and Proofreader Marks

faulty logic or argument	log	Either Achilles or Agamemnon is right; since Athena stops Achilles, Agamemnon must <u>therefore</u> be right.
italicize	ital	Homer's <u>Iliad</u> is about Achilles' anger
meaning unclear	?	Achilles' retrograded <u>charioteering</u>
misleading syntax	syn	[We should ^{syn} come early] is good.
missing object	ob?	When he saw Maximus, he killed: ^{ob?}
misspelled word	sp	Vice is <u>profitible</u> ^{sp} for bad people.
misplaced apostrophe		the polis has it's problems, and Aristophanes' <u>Birds</u> ..
misplaced modifier		Achilles kills <u>nearly</u> Agamemnon in the <u>Iliad</u>
no reference cited	ref or cit	"Kill them all," is his response. ^{ref} So this..
non sequitur	ns	Tom has no money. ^{ns} therefore, he should get a dog.
poor word choice	wc	Oedipus' <u>suffrage</u> ^{wc} teaches us about hubris.
redundant	red	the taking <u>and seizure</u> ^{red} of the treasure
run-on sentence	R-O	Each of these seeming departures from the subject of rhetoric directly addressed in the first argument is actually a process by which Socrates creates more demanding counterpoints and in terms of points of reference that grow progressively more remote from his own and therefore constitutes a major element in his attack.
sentence fragment	frag	Nobody volunteered. <u>Not even</u> ^{frag} their relatives.
subject-verb agreement	agr or s/v	<u>We</u> ^{s/v} is all capable of terrible things.
tautology	taut	<u>Power</u> ^{taut} is powerful, and so difficult to resist.
transition needed	trans	...Socrates' earlier speech. ^{trans} Roman law recognizes
ungrammatical construction	gr	matters concerning morals <u>by</u> ^{gr} one should live
wrong verb form	vf	he should have ran away