



The Betty East Tutoring Center at Victoria College

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Proofreading Symbols

The following symbols may be used by your tutor when helping you with a project.

Capitalization:

apples Apples

The triple underline means a letter needs to be capitalized, a slashed letter means that it should be lower case.

Indention:

Apples are my favorite fruit. ¶ They are nutritious.

A paragraph symbol means means you should indent and start a new paragraph, you have changed topics.

Spacing:

I like apples a | lot.

I canXnot find any apples.

A line means you need to insert a space, because “a lot” is two words. An x means you need to remove a space.

Punctuation:

Apples can be red ^ green ^or yellow.

A ^ may be used to show you need to insert a comma, semicolon, period, or other punctuation.

Thesis:

△ Apples are yummy, healthy, and pretty. △

The triangle symbol shows you where your thesis appears in the introductory paragraph and when points from your thesis appear in body paragraphs. Each paragraph should have one triangle.

Underline:

A grammatical or structural error is present. Examples: capitalization, indention, punctuation, or tense changes.

Circle/Highlight:

A content error such as an opinion not supported by facts, addressing the audience with “you” words or rhetorical questions, awkward word choice or phrasing, or concerns with your thesis or topic sentences is present.