

EDITOR'S MARKS

Use these marks to edit any writing assignment during the semester. You should use these marks as you revise your own work and the work of your collaborators.

These editor's marks are based on those presented at www.colorado.edu/Publications/styleguide/index.html.

What an editor wants to tell you and how the result should appear.	How an editor marks your draft.
Follow the instructions in the circled writing "Boulder campus events in June."	Boulder campus events ^{in state month}
Delete a character "Boulder campus events."	Boulders campus events
Delete a word "Boulder events."	Boulder campus events
Replace a character "Boulder campus events."	Bouldyr campus events
Replace a word "Denver campus events."	Boulder Denver campus events
Insert characters "Boulder's campus events."	Boulder's campus events
Insert a word or words "Boulder campus events."	Boulder campus events
Transpose the words "Boulder campus events."	Boulder events campus
Transpose the letters "Boulder campus events."	Boulder campus evetns

<p>No new paragraph</p> <p>“The result was conclusive. The butler did it.”</p>	<p>The result was conclusive. ^{no ff}</p> <p>The butler did it.</p>
<p>Start new paragraph</p> <p>“The result was conclusive.</p> <p>The butler did it.”</p>	<p>The result was conclusive. [¶] The butler did it.</p>
<p>Insert em dash</p> <p>“These chemicals—when used as directed—provide a safe alternative to mechanical fasteners.”</p>	<p>These chemicals, ^{m-} when used as directed, ^{m-} provide a safe alternative to mechanical fasteners.</p>
<p>Insert en dash or hyphen.</p> <p>You may reach the safety office at 979-555-1212.</p>	<p>You may reach the safety office at 979-555-1212. ⁿ⁻ ⁿ⁻</p>
<p>Close up to make into one word</p> <p>“Boulder campus events.”</p>	<p>Bould er campus events ^{er}</p>
<p>Spell out this acronym</p> <p>“This project was funded by the National Aeronautics and Space Administration.”</p>	<p>This project was funded by NASA. ^{SP}</p>
<p>Make this a superscript!</p> <p>“The area is 55 mm².”</p>	<p>The area is 55 mm².</p>

<p>Make this a subscript. “The formula is H₂O.”</p>	<p>The formula is H²O.</p>
<p>Make lower case! “We measured the stiffness of aluminum.”</p>	<p>We measured the stiffness of <u>Aluminum</u>.</p>
<p>Make upper case! “The room is reserved for Monday.”</p>	<p>The room is reserved for <u>monday</u>.</p>
<p>Set as boldface. “If you fail to follow the procedure, you put yourself in danger.”</p>	<p>If you fail to follow the procedure, you put yourself in <u>danger</u>.</p>
<p>Remove boldface. “If you fail to follow the procedure, you put yourself in danger.”</p>	<p>“If you fail to follow the procedure, you put yourself in <u>danger</u>.”</p>
<p>Ignore my marks, I decided that you wrote it correctly after all. Stet means ‘to let stand.’ The under dots indicate a change that must not be made.</p>	<p>Use the right word! <u>STET</u> phrase o o o o</p>