APPENDIX A

Proofreaders' Marks

Proofreaders' Mark		Draft	Final Copy
¶	Start a new paragraph.	ridiculous! ¶ If that is so	ridiculous! If that is so
⁀	Delete space.	to gether	together
#	Insert space.	Itmay be	It may not be
⌒	Move as shown.	it is not true	it is true
⊓	Transpose.	beleivable	believable
		is it so	it is so
◯	Spell out.	2 years ago	two years ago
		16 Elm St.	16 Elm Street
^	Insert a word.	How much it? (is)	How much is it?
℘ OR —	Delete a word.	it may ~~not~~ be true	it may be true
^ OR ⅄	Insert a letter.	temperture (a)	temperature
⅄ OR ⁀	Delete a letter and close up.	committment to buny	commitment to buy
℘ OR —	Change a word.	~~and~~ (but) if you ~~won't~~ (can't)	but if you can't
Stet	Stet (don't delete).	I was ~~very~~ glad	I was very glad
/	Make letter lowercase.	Federal Government (Stet)	federal government
≡	Capitalize.	Janet L. greyston	Janet L. Greyston
v	Raise above the line.	in her new book*	in her new book*
^	Drop below the line.	H2SO4	H_2SO_4
⊙	Insert a period.	Mr Henry Grenada	Mr. Henry Grenada
^	Insert a comma.	a large old house	a large, old house
'	Insert an apostrophe.	my childrens car	my children's car
"	Insert quotation marks.	he wants a loan	he wants a "loan"
= OR =	Insert a hyphen.	a first-rate job	a first-rate job
		ask the coowner	ask the co-owner
M	Insert an em dash.	Here it is-cash!	Here it is—cash!
N	Insert an en dash.	Pages 1-5	Pages 1–5
—	Insert underscore.	an issue of Time	an issue of Time
ital	Set in italic.	ital The New York Times	*The New York Times*

Proofreaders' Mark		Draft	Final Copy
bf	Set in boldface.	bf the Enter key	the **Enter** key
rom	Set in roman.	rom the *most* likely	the most likely
( )	Insert parentheses.	left today May 3	left today (May 3)
⊐	Move to the right.	$38,367,000	$38,367,000
⊏	Move to the left.	Anyone can win!	Anyone can win!
ss [	Single-space.	ss I have heard he is leaving	I have heard he is leaving
ds [	Double-space.	ds When will you have a decision?	When will you have a decision?
+ 1 line	Insert 1 line space.	Percent of Change + 1 line 16.25	Percent of Change 16.25
− 1 line	Delete (remove) 1 line space.	Northeastern − 1 line regional sales	Northeastern regional sales

APPENDIX B

Standard Forms for Business Documents

Reference manuals, such as *The Gregg Reference Manual*, provide a variety of letter and memorandum styles, as well as styles for reports and other documents. Many businesses also have their own styles for documents. This appendix includes two basic styles—a business letter and a memorandum. It also shows the most common format for a continuation page (used for either letters or memos).

TABLE B-1 Parts of a Letter

Part of Letter	Location/Description
Heading	
Letterhead or return address	Often appears on preprinted stationery; can also be created in Word. Includes the company name, address, and other contact information.
Date line	Two inches from the top of the page on letterhead stationery or on the third line below a Word letterhead. Use date format shown in Figure B-1.
Opening	
Inside address	Starts on the fourth line below the date; consists of name and address (and possibly company name and job title) of person to whom you are writing.
Salutation	On the second line below the inside address; typically includes a courtesy title (Mr., Mrs., Ms., Miss) and ends with a colon.
Body	
Message	Content of the letter, single-spaced with one blank line between paragraphs.
Closing	
Complimentary closing	On the second line below the last line of the body of the letter. Common closings are "Sincerely" or "Sincerely yours" followed by a comma.
Writer's identification	On the fourth line below the closing, to leave space for a signature; includes the writer's name and job title (and sometimes the department).
Reference initials	On the second line below the writer's name and title; consists of the typist's initials in small letters.
Enclosure notation	On a new line below the reference initials if letter has an enclosure. Specify the number of enclosures. Can also use "Attachment" if enclosure is attached.
Optional features	Filename notation—indicates document name for reference purposes; delivery notation—method of delivery (other than regular mail); copy notation—people who will receive copies of the letter (usually begins with "c:" or "cc:")

Figure B-1
Business letter style

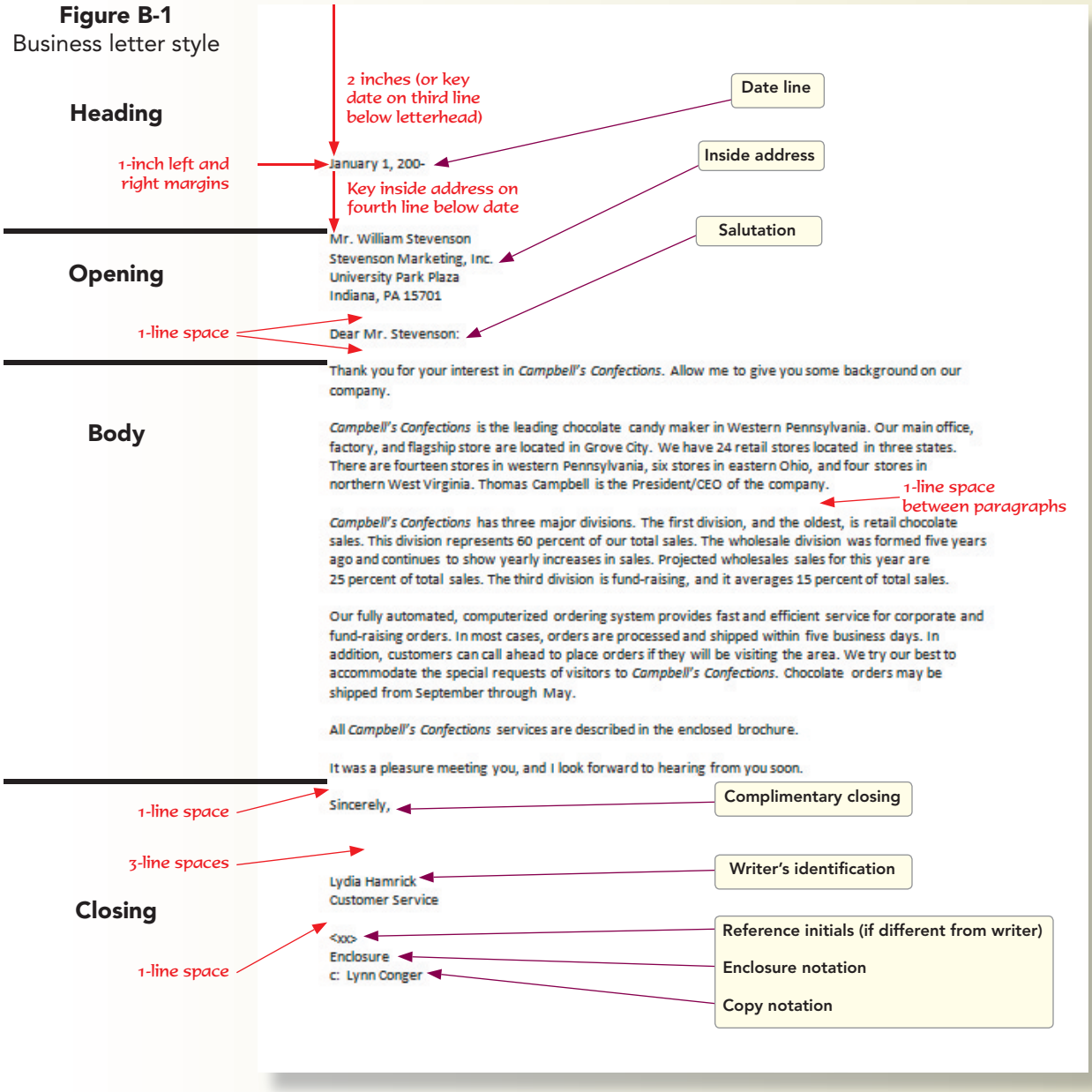

Figure B-2
Continuation page header for two-page (or longer) letter or memo

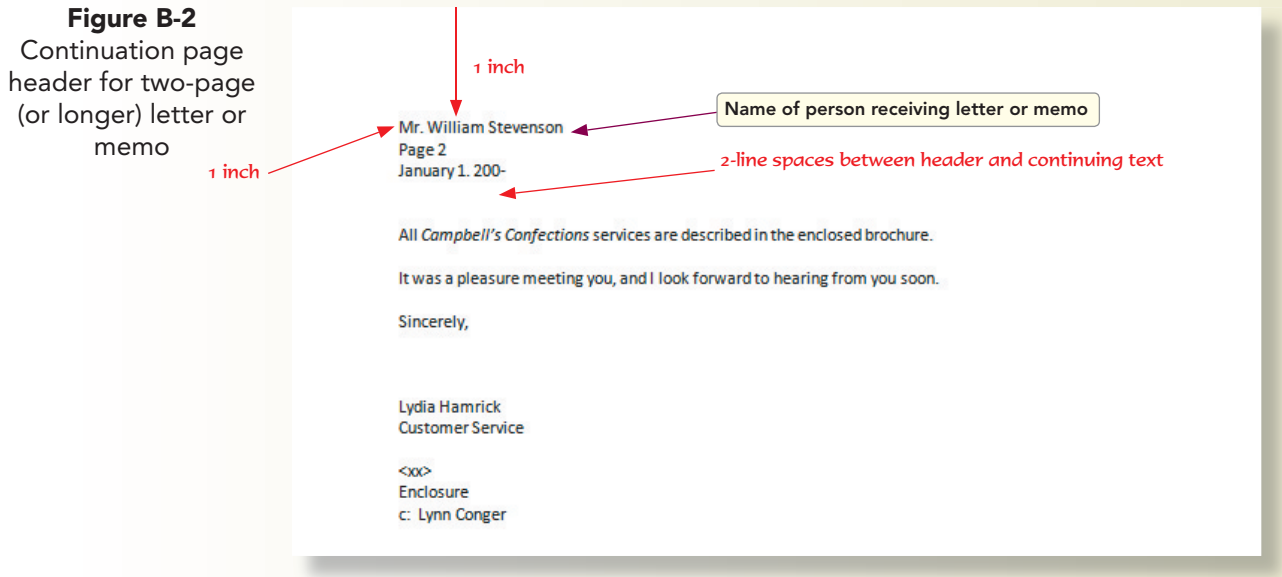

TABLE B-2 Parts of a Memo

Part of Memo	Location/Description
Heading	Starts 2 inches from top of page using plain paper or letterhead stationery or on third line below memo letterhead. Consists of guide words ("MEMO TO," "FROM," "DATE," and "SUBJECT") in capital letters followed by a colon. Entries after guide words align at a 1-inch left tab setting. Use the date format shown in Figure B-3.
Body	Starts on the third line below the memo heading; contains the message, single-spaced with one blank line between paragraphs.
Closing	On the second line below the last paragraph; includes reference initials (the typist's initials in small letters). Might also include an enclosure notation, a file name notation, and a copy notation or distribution list.
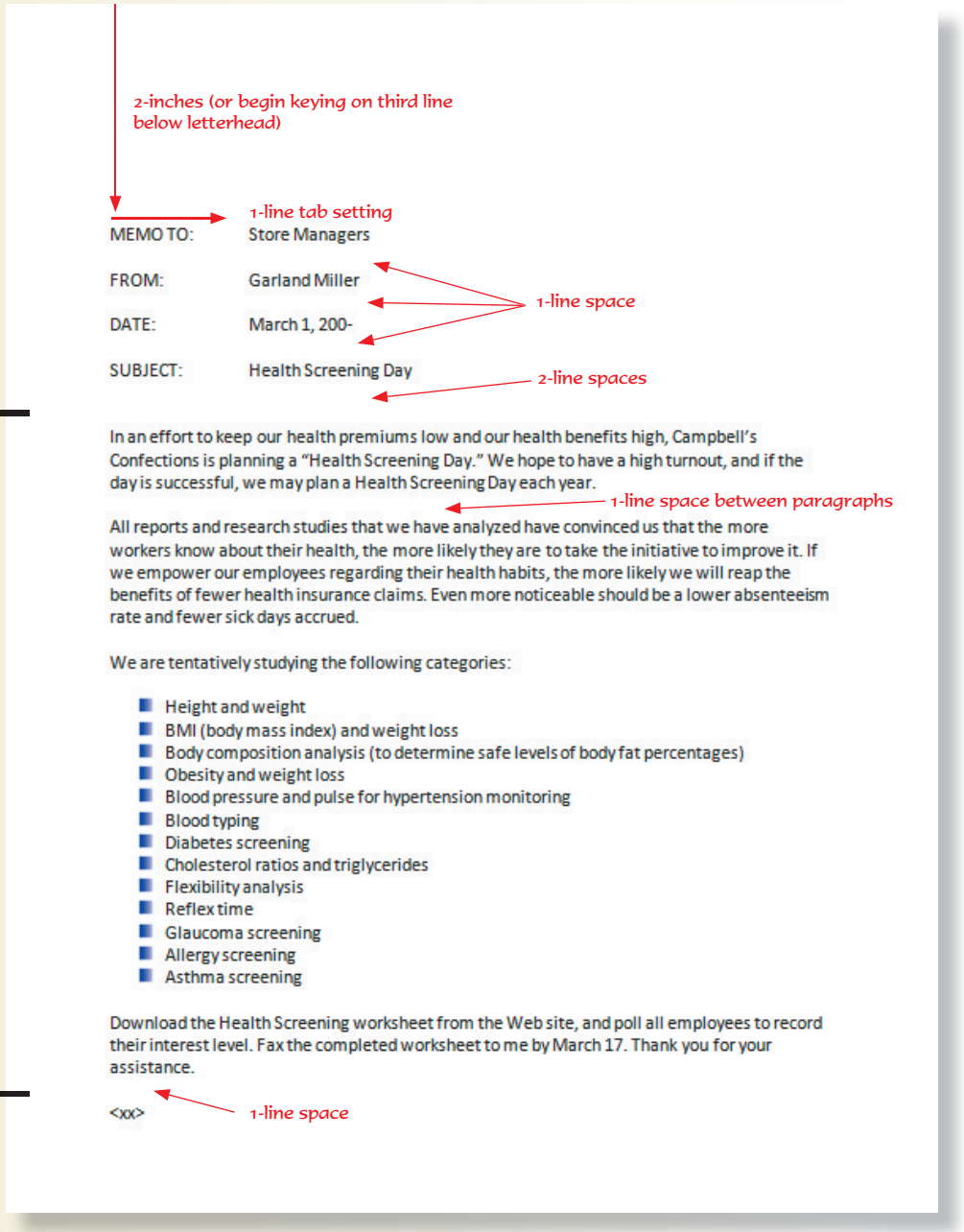
Figure B-3
Memorandum style