

### Proofreading Symbols and Codes for Guerra-Schmidt

=	Capitalize
/	Use lowercase letter
—	Close up the space
#	Add a space
O	Spell out the words
^	Insert
A	Do not split verbs with word “also”
Ap	Apostrophe error
Ar	Missing articles
Awk	Awkward—You need to reword this section.
C	Comma rule error
Df	Write dates in consistent format
Dn	Double negatives
Et	Eliminate overuse of word “then”
F	Fragment
Inf	Informal word or expression. Use more appropriate word or expression
MH	Missing headings
MI	Missing required information and/or content
P	Punctuation error
PI	Use plural word
Pr	Pronoun agreement error
Q	Wrong use of quotation marks
R	Run-on sentences
SG	Use computer’s spell and grammar check
SI	Slang. Use an acceptable word
Sn	Use singular
Sp	Spelling error
Sub	Subjective word or comment
SV	Subject and verb agreement error
Vt	Verb tense error
Un	Underline
V	Verb form
WR	Wrong sentence. You need to rewrite the entire sentence correctly.
WW	Wrong word. Use the correct word.
Wrdy	Too wordy. Take out unnecessary words and rewrite to be more concise.