MAFOKO MANUSCRIPT SERVICES

The Symbols We Use When We Edit or Proofread Your Work

Symbol	Meaning	Example
	delete this letter or punctuation mark	scheep
	delete this punctuation mark and replace it with the circled one	green, blue and
	insert a letter, punctuation mark, or phrase	give this present / him
#	insert a space	never again
	close space	never the less
¶	begin a new paragraph here	far away. The next
Sp.	check the spelling of this word	potray / sp.
	reverse the order	order reverse
— l.c.	make these letters lower case	FINAL l.c.
/ l.c.	make this single letter lower case	African l.c.
≡	make this letter upper case	pleasant
⌇ ?	unclear; what does this mean?	I ate tomorrow. ?