

Essay Proofreading Marks

Use the following information to help you understand some of the comments on your essay. If you're unsure of a comment, ask your teacher!

⊙	add period	~	make into one word
e OR /	delete	←	align at left margin
	add space	≡	capitalize
RO	run-on sentence	A	lowercase
frag.	fragment sentence	¶	create new paragraph
awk.	awkward wording	(cite)	cite your source
	- rephrase sentence	POV	point of view (usually an error / shift)
MLA	follow MLA guidelines	cs	comma splice
↔	switch words	cliché	common phrasing
DS	double space	coll.	colloquial language
wc	poor word choice	(P)	add parenthetical citation
!	add	T.S.	topic sentence needed
⊙ sp	wrong spelling	con.	avoid contractions
⊙ wc	good word choice	pr.	proofread
i	italicize	prep.	improper sentence (ending with preposition)
conf.	confusing sentence		
→	indent paragraph		
X	delete large gap		
vt	wrong verb tense		
PP	improper use of personal pronoun		

7. Avoid the use of contractions in formal writing.
8. Avoid the use of personal pronouns in formal writing.

* * Some Helpful Tips * *

1. avoid referring to yourself (I) in an essay, unless it's personal
2. never use the following words: "things", "stuff", "I think", "in conclusion"
3. capitalize He when referring to God
4. capitalize proper nouns
5. capitalize major words in essay titles
6. avoid 2nd POV (e.g. saying "you" to refer to the reader)