

Copy Editing Symbols and Abbreviations

General

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Insert

Delete

Move

Paragraph Development

coh

pov

irr

dev

log



Paragraph is incoherent

Incorrect point of view

Irrelevant to the point

Develop with specifics

Illogical reasoning

New paragraph needed

Sentence Structure

agr

awk

dm

mm

frag

ro

trans

?

||

pa

var/s

subject/verb or noun/antecedent do not agree

Awkward

dangling modifier

misplaced modifier

sentence fragment

run on sentence

transition needed

meaning needs clarification

parallel structure needed

use the present active tense

vary the sentence structure

Word Choice

v

cli

exact

id

inflate

inf

pwc

ref

sp

t

var/w



W

incorrect verb form

cliché; say it in your own words

use a more exact word

incorrect idiom

use less inflated language

too informal for business; avoid contractions

poor word choice

incorrect pronoun reference

spell the word correctly

inconsistent or incorrect verb tense

vary the word choice

Change the word order

say it with fewer words

Punctuation

abbr

cap

ital

p







#



incorrect abbreviation

use capitals correctly

italics are needed

incorrect punctuation

superfluous comma

close up / no space needed

space needed

make lowercase / uppercase

