

From Timothy Corrigan, *A Short Guide to Writing About Film*, 4th edition. New York: Longman, 2001, 226-7.
 Note: although this text specifically addresses the study of film, you may apply these questions and editing symbols to any text.

PROOFREADER'S SYMBOLS USED IN REVISING COPY

Problem	Symbol	Example
delete Word has been omitted	e ^ (caret)	the the book study describes ^{the} effect ^
Letter has been omitted	^ (caret)	that bok ^
Letters are transposed	↷	filym the sea
Words are transposed	↷	was <u>only</u> exposed
Word should be capitalized	≡ (three short underlines)	these data ≡
Word should be lower-case	/ (slash)	/these data
Word should be in italics	— (underline once)	<u>Gemeinschaft</u>
Words are run together	(draw vertical line between)	edit carefully
Word should be deleted	— (draw line through)	the nice data
Space should not have been left	⌋ (sideways parenthesis)	the e ⌋nd
Wrong letter	/ (draw line through and add correct letter above)	f /emale
Wrong word	— (draw line through and add correct word above)	These — this data
Need to begin a new paragraph	¶ (paragraph symbol)	female. ¶ In contrast
Restore original	STET	<u>STET</u> The energy needs

TEN QUESTIONS TO ASK YOURSELF

■ ■ ■

1. Do I understand the film or films I intend to discuss?
2. Are my notes clear and complete, allowing me to describe and respond to key images, scenes, and other elements in the film?
3. Does my opening paragraph lead to a specific and precisely formulated thesis which anticipates the main points of the argument of the essay?
4. Do my topic sentences reflect a logical development of that thesis?
5. Are there smooth transitions between paragraphs and sentences?
6. Do paragraphs cohere, usually around a single idea?
7. Is the meaning of each sentence clear, and are the structures of sentences varied?
8. Are general or abstract observations supported with concrete examples?
9. Have I carefully proofread and revised for grammatical, spelling, and typographical errors?
10. Have footnotes and quotations been double-checked for accuracy and proper placement?