

**Style of Type**

- wf** Wrong font (size or style of type)
- lc** lower case letter
- lc** Set in **LOWER CASE**
- c** capital letter
- Capo** SET IN **capitals**
- c+lc** Set in lower case with **INITIAL CAPITALS**
- sc** SET IN **small CAPITALS**
- c+sc** SET IN **SMALL CAPITALS with initial capitals**
- rom** Set in **roman** type
- ital** Set in **italic** type
- ital capo** SET IN **ITALIC capitals**
- lf** Set in **lightface** type
- bf** Set in **boldface** type
- bf capo** Set in **boldface CAPITALS**
- ^** Superior letter
- ~** Inferior figure

**Position**

- ]** Move to right
- [** Move to left
- ctr** Center
- l** Lower letters or words
- r** Raise letters or words
- ==** Straighten type (horizontally)
- ||** Align type (vertically)
- tr** Transpose
- tr** Transpose (order letters or words)

**Spacing**

- ld in** Insert lead (space) between lines
- ld** Take out lead
- o** Close up: take out space
- #** Close up partly: leave some space

**Eq #** Equalize space between words

**Insertion and Deletion**

- the/3** Caret (insert marginal addition)
- g** Delete (take it out)
- e** Correct letter or word marked
- stat** Let it stand (all matter above dots)

**Paragraphing**

- p** Begin a paragraph
- no p** No paragraph
- run in** Run in or run on
- flush** No indention

**Punctuation** (use caret in text to show point of insertion)

- o** Insert period
- ^** Insert comma
- o** Insert colon
- /** Insert semicolon
- "/** Insert quotation marks
- "/** Insert single quotes
- ^** Insert apostrophe
- act ?** Insert question mark
- !** Insert exclamation point
- =/** Insert hyphen
- Insert one-em dash
- f/3** Insert parentheses
- E/3** Insert brackets

**Miscellaneous**

- x** Replace broken or imperfect type
- o** Reverse (upside down type)
- sp** Spell out (twenty lb)
- au/?** Query to author
- ed/?** Query to editor
- Mark off or break, start new line