

Handwritten markup

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When I read paper drafts I prefer to mark corrections and suggestions using handwritten markup. To do so, it is important to have the text formatted with wide inter-line spacing – here, double-spaced. In this document I aim to demonstrate some of marks I commonly use. I tend to use **red ink** for edits, and **blue ink** for comments or suggestions. That is, the red marks indicate literal changes to the text, and blue text are meta-comments. (Sometimes I use other colors where needed to avoid ambiguity.)

Most of the following are old-fashioned standard editor's marks.

To indicate a need to italicize a word, I draw one underline, like this.

To indicate a need to upper-case a letter or word, I write three underlines, like this.

To indicate a need to lower-case a letter or word, I put a slash through it, ~~Like This~~.

To indicate a deletion, I draw a line through text with a curly-q at the end, ~~like this~~. If the text is very short, like a single character, I put an 'x' through it. Like, ~~x~~ this. In some cases I will write replacement text above the deleted text, ~~like this~~ ^{where needed.}

To indicate an insertion, I use a caret at ^{the} location of the insertion.

To insert a comma or semicolon I use a caret like this, [,] or like this, [;]

To insert a period or colon I circle it, like this, [.] or like this, [:]

To insert a paragraph break, I use a caret and a paragraph symbol. Like this, [¶]

When there is an excess space ⁾, I put curved horizontal braces above and below.

Sometimes I just circle a word or character when the issue should be obvious, e.g., a spelling mistake or typo; sometimes I write a hashtag in the margin to refer you to my list of writing tips.¹

¹<https://www.cs.dartmouth.edu/~kotz/advice/writing.html#usage>