Common Editing Symbols Key

Symbol	Explanation	Example	Correction
≡	Capitalize	He traveled to Hong kong. ≡	He traveled to Hong Kong.
¶	Paragraph		Start a new paragraph.
T	Transition	(however, therefore, first)	Need to connect ideas.
frag./fr.	Fragment	*frag.* Before he finished the book.	Before he finished the book, he wrote his essay.
RO	Run On	*RO* We sang at the party then we danced.	We sang at the party; then we danced.
CS	Comma Splice	*CS* The essay was due today, he forgot to do it.	The essay was due today, but he forgot to do it.
WF	Word Form	*WF* You need to react quick.	You need to react quickly.
WW	Wrong Word	*WW* SRJC is an excellent university.	SRJC is an excellent college.
SP	Spelling	*SP* His answer is ambigous.	His answer is ambiguous.
∘	Punctuation needed	the long winding road	the long, winding road
∧	Add	The boy rode horse. ∧	The boy rode a horse.
/	Delete	She went the home.	She went home.
↶	Move	He too loudly laughed.	He laughed too loudly.
‿	Combine	Maria did her home work.	Maria did her homework.
VT	Verb Tense	*VT* He will cook dinner yesterday.	He cooked the dinner yesterday.
#	Number	# They is going to the movie.	They are going to the movie.