

Proofreading Symbols (N.B.: I mark several of the errors, but I do not mark them all.)

SYMBOL	EXPLANATION
SB	Sentence boundary errors. These first 5 are serious errors and must be removed from your writing to be able to pass this course.
1. CS	Comma splice. You have put two or more sentences together inappropriately with a comma.
2. F	Sentence fragment. You have written an incomplete sentence.
3. FUSE	Fused sentence. You have put two or more sentences together inappropriately with no punctuation.
4. RUN	Run on sentence. You have joined two or more sentences together inappropriately with only a coordinating conjunction (for, and, nor, but, or, yet, so). You need to add a comma before it.
5. SC (DC)	Subordinate clause (dependant clause). You have forgotten to use a comma after it.
AC	Adjective clause.
ART	Article is missing (a, an, the).
AWK	Awkward sentence structure; simplify and rewrite sentence.
BLOCK	Use block format and indent 1 inch from margin for extended quotations that exceed 4 typewritten lines of your text.
CAPS	Capitalization is either needed or missing.
CF	Comma fault. You have used a comma in the wrong place.
COH	Coherence. The thinking does not flow logically from one idea to the next.
IE	Introductory element (comma must follow it).
INC	Incomplete thought. This could also be a sentence fragment
INTRO	Introductory paragraph

MB ¶	Main body paragraph
MLA	Error in document formatting (e.g.: spacing, title, margins, heading, title, parenthetical note formation, italics, or the Works Cited page).
MM	Misplaced modifier (rearrange elements in the sentence).
MW	Missing word.
NSW	No such word: You've made it up.
P	Punctuation. You have made a mistake in your use of commas, periods, apostrophes, quotation marks, or other forms of punctuation.
PA	Problem in pronoun agreement.
PERS	Shift in person agreement.
POSS	Possessive. You have made an error in the use or formation of a possessive. You may have made an apostrophe error.
POV	Point of view shift (e.g. I => you; 1st person => 2nd person).
PRON	Reference problem in pronouns.
PROP	Error in using proper nouns.
RED	Redundant.
REP	Word or phrase is repeated unnecessarily.
S/PL	Singular/plural agreement problem.
SP	Spelling error; usually I'll just circle these.
SS	Sentence structure. You have made an error in the basic construction of an English sentence. You have left out a subject, a verb, an object, or another necessary word in the sentence. You also may have repeated the subject.
SV	Subject-verb agreement error
SYNTAX	Problem with sentence structure
TRANS	Transition needed.

TS	Topic sentence.
U	Nonstandard usage error. See Usage Glossary at end of your handbook.
VT	Some problem in the verb tense: shift, inflection, ending
WC	Word choice—can you find a better, more precise word?
WF	Incorrect word form (e.g. an adjective was used instead of a noun)
WW	Wrong word
¶	Paragraph symbol.
✓	Good idea or point.
?	Confusing idea.
#	Add a space
//	Normally marks faulty parallelism
^	Insert