

## Editing and Proofreading Marks

<b>Notation</b>	<b>Explanation</b>
apv	avoid passive voice; write in the first person (Example: Use “I propose that...” rather than “It will be argued that....”)
punc	punctuation problem
sg/pl	singular and plural forms are mixed
wcp	word choice problem
para	issue with parallelism
m?	meaning is unclear; I don’t understand what you are trying to say.
gp	grammar problem
ra	read aloud; Is this what you want to say? If you read this aloud, you’ll hear the awkwardness.
idiom	avoid using idioms or colloquial language
bias	avoid using cultural or gender biased language
awk	awkward sentence; rework for clarity
c?	connection among parts of sentence, or successive sentences, is unclear
cap	capitalization problem
frag	sentence fragment
qp	quotation problem
sp	spelling problem
syntax	syntax tangle
vague	sentence is vague and unclear
run-on	run-on sentence
ar	avoid repetition
aq	avoid quotation; use your own words to explain
wordy	sentence unnecessarily uses words or is affective; be more concise
long	this sentence is too long or jumbled; try two (or three) shorter sentences