

# EDITING MARKS

¶ ATLANTA (AP) - The organization

indent for paragraph

the last attempts.

no paragraph

With this the president tried

the Jones Smith company is not

transpose

over a period of sixty or more years

use figures

there were 9 in the group

spell it out

Ada, Oklahoma is the hometown

abbreviate

The Ga. man was the guest of

don't abbreviate

prince edward said it was his

uppercase

as a result This will be

lowercase

the ac user pointed to them

remove space

In these times it is necessary

insert space

The ruling is a fine example

insert word

according to the this source

delete

**F** By DONALD AMES

boldface, center

J.R. Thomas

flush right

[J.R. Thomas

flush left

her friend recieved the gift

spelling

↕

insert comma

↕

insert apostrophe

“ ”

insert quotation marks

⊙

insert period

—

dash