

Proof reading and markup



formats

flush left
 flush right
 centered
 justified

U/lc Upper and Lowercase

delete delete
spellning spelling

9/10 size and leading (nine on ten)

This is a sample of 9 point type with an additional one point of leading, or 9 point type on a 10 point line space.

10/12 size and leading (ten on twelve)

This is a sample of 10 point type with an additional two points of leading, or 10 point type on a 12 point line space.

2 em An em is a square unit of space the size of the type font. An en space is one half the width of an em.

indent An em is a square unit of space the size of the type font. An en space is one half the width of an em.

12 point em

18 point em

24 point em

18 point enspace

— Sometimes an indent is either not necessary or not desirable.

no indent Sometimes an indent is either not necessary or not desirable.

insert space between lines indicates a blank line

insert space between lines indicates a blank line

set stroked characters in ~~LOWERCASE~~ lowercase

transpose the words *house open* open house

University *run-together*
 of *University of Louisiana*
 Louisiana

University *of* Louisiana *line breaks*
 University
 of
 Louisiana

wavy line = bold **bold**

underscore = italic *italic (or oblique)*,
 A true italic, such as Times, appears as a redrawn font - Times Italic.

double underscore = X Height capitals, small caps **SMALL CAPS**

triple underscore = caps **CAPS** *stet* no change, let it stand