










修訂符號(手稿修訂符號說明表)

EDITING MARKS (For Hardcopy Editing)

文法與拼字			
GENERAL SYMBOLS			
符號 Symbol	表示意義 Meaning of Symbol	修訂範例 Edited Document	請改為以下呈現方式 Please Change To
 or ---	刪除 Delete	to err is wh human to err is not human	to err is human
^	插入 Insert	to err ^{is} human 	
/ or ---	用字改變 Replace	to err in ^s human to err was ^{is} human	
	字位置換 Transpose	to err [human] [is]	
	回復至校正之前 Let it stand/Ignore marked correction	 to err [is] human	
	不可使用縮寫 Spell out	 [3rd Flr]	third floor
	可使用縮寫 Abbreviate or use symbol	 [third floor]	3rd Flr

格式編排

FORMATTING SYMBOLS

符號 Symbol	表示意義 Meaning of Symbol	修訂範例 Edited Document	請改為以下呈現方式 Please Change To
#	插入空格 Insert space	to erris human #	to err is human
○	移除空格 Close up space	to err is hu man ○	
↵ #	插入分隔線 Insert line space	XXXXXXXXXX ↵ # XXXXXXXXXX	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX
↵ ↵ #	移除分隔線 Delete line space	XXXXXXXXXX ↵ ↵ # XXXXXXXXXX	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX
[靠左對齊 Move left	[abcdefghijklmnop	abcdefghijklmnop
]	靠右對齊 Move right]abcdefghijklmnop	abcdefghijklmnop
]...[文字置中 Center]Abcdefghijklmnop[abcdefghijklmnop
¶	改變段落 New paragraph	Xxxxxx. ¶ xxxxxxx.	Xxxxxx. XXXXXXXXXXXXXXXXXXXXXX.
↵ ¶	不須改變段落 No new paragraph	Xxxxxx. ↵ ¶ XXXXXXXXXXXXXXXXXXXXXX.	Xxxxxx. XXXXXXXXXXXXXXXX xxxxxxx.

字型風格



FONT TYPE AND STYLE SYMBOLS

符號 Symbol	表示意義 Meaning of Symbol	修訂範例 Edited Document	請改爲以下呈現方式 Please Change To
ital	使用斜體 Italic	[abcdef] ital	<i>abcdef</i>
bf	使用粗體 Boldface	[abcdef] bf	abcdef
↗	使用大寫 Caps/Uppercase	↗ abcdef	Abcdef
↘	使用小寫 Lowercase	↘ Abcdef	abcdef
sc	使用半形字 Small caps	[ABCDEf] sc	ABCDEF
rom	使用正體字 Roman type	[abcdef] rom	abcdef
wf	字型錯誤 Wrong font	abcdef [fgh] iklmn wf	abcdefghijklmnp
√	使用下標 Subscript	H ₂ O	H ₂ O
∧	使用上標 Superscript	3 ³ = 27	3 ³ = 27

標點符號

PUNCTUATION SYMBOLS

符號 Symbol	表示意義 Meaning of Symbol	修訂範例 Edited Document	請改爲以下呈現方式 Please Change To
⊙	句號 Period	To err is human, to forgive divine.⊙	To err is human, to forgive divine.
⊙	逗號 Comma	To err is human,⊙to forgive divine.	
:	冒號 Colon	Hamlet: To be or not to be...	Hamlet: To be or not to be...
;	分號 Semicolon	I got a cat; her name is Luca.	I got a cat; her name is Luca.
?	問號 Question mark	Is it human to err?	Is it human to err?
!	驚嘆號 Exclamation mark	Wow!	Wow!
⊖	連字符號 Hyphen	Nobody is error-free.	Nobody is error-free.
,	撇號 Apostrophe	Abc's	abc's
“ ... ”	引號 Quotation mark	“Superman” sighted	“Superman” sighted
<u>1</u> N	短破折號 En dash (Alt + 0150)	pages 10 ¹ / _N 20	pages 10–20

$\frac{1}{-}$ M	長破折號 Em dash (Alt + 0151)	$\frac{1}{M}$ To err [^] well, it's only human.	To err—well, it's only human.
	斜線 Virgule (slash)	 6 cells [^] /meter	6 cells/meter
(...)	括號 Parentheses	to err [^] (make a mistake) [^] is human	to err (make a mistake) is human
[...]	方括號 Brackets	to err [^] [make a mistake] [^] is human	to err [make a mistake] is human