

TRI-STATE LITHO

BOOK AND PUBLICATION PRINTING

- § or ⌘ or Ⓣ delete; take it out
- ⌘ close up; print as one word
- (§) delete and close up
- ^ or 7 or ^ caret; insert here (SOMETHING)
- # insert space
- eq # space evenly ^ where indicated
- set let marked text stand as set
- transp change order the
- [L set farther to the left
-] set J farther to the right
- ^ set æ or fl as ligatures æ or fl
- || straighten or align
- X imperfect or broken character
- indent or insert em space
- ¶ begin a new paragraph
- Ⓟ spell out (set 5 lbs. as five pounds)
- cap set in capitals (CAPITALS)
- sm cap set in small capitals (SMALL CAPITALS)
- lc set in lowercase (lowercase)
- ital set in italic (italic)
- rom set in roman (roman)
- bf set in boldface (boldface)
- = or -/or ⤴ or /t/hyphen
- 1/4 or 1/4 or 1/4/en dash (1994-1995)
- 1/4 or 1/4 or 1/4/em dash—or long—dash
- √ superscript (Trademark™)
- ^ subscript (H₂O)
- ^ or X centered (for a centered dot in p • q)
- ^ comma
- ^ apostrophe
- ⊙ period
- ; or ;/semicolon
- : or ⊙ colon
- “ ” or “ ” quotation marks
- (/) parentheses
- [/] brackets
- OK/? query to author: has this been set as intended?
- wf wrong font

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