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**Weekly Dose**  
**Editing Marks for Kindergarten through Third Grade**

**Kindergarten**

**RULE** Omit all proofreading or editing marks.

**First through Third Grades**




**RULE** Omit proofreading marks and use the “line number” method.

- Under a cell 5 heading “Draft,” write the selection that includes print proofreading marks. Italicize the words(s) affected by the proofreading mark(s). If the text contains italicized material, use an indicator that does not already appear in the text.
- Insert a blank line.
- List the change to be made by the line number. In cell 1, braille the line number (Line 1, etc.)
- On the next line, state the change to be made using the word “delete:”. Leave a blank space, then write the affected word(s).
- On the next line, write what is to be done to the affected word(s) using the words “replace with:”. Leave a blank space, then write the correct word(s).
- Insert a blank line. Write the corrected sentence(s) under a cell 5 heading entitled “Corrected.”

Example:

Played sneaked  
I was a game of cards at my friend Sam's house. I was supposed to

~~sneak~~ into the school.

 (Cell 5 heading)
  (Cell 6 heading)
  (Cell 7 heading)

[illegible]

Source: BANA Guidelines for the Transcription of Early Educational Materials from Print-to-Braille