

Select

G. Thom.
G. Heb.
G. Pet.

Gosp
Gospel of the Hebrews
Gospel of Peter

7.7.2. Shakespeare

- Ado* *Much Ado about Nothing*
- Ant.* *Antony and Cleopatra*
- AWW* *All's Well That Ends Well*
- AYL* *As You Like It*
- Cor.* *Coriolanus*
- Cym.* *Cymbeline*
- Err.* *The Comedy of Errors*
- F1* *First Folio edition (1623)*
- F2* *Second Folio edition (1632)*
- Ham.* *Hamlet*
- 1H4* *Henry IV, Part 1*
- 2H4* *Henry IV, Part 2*
- H5* *Henry V*

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1H6	Henry VI, Part 1
2H6	Henry VI, Part 2
3H6	Henry VI, Part 3
H8	Henry VIII
JC	Julius Caesar
Jn.	King John
LC	A Lover's Complaint
LLL	Love's Labour's Lost
Lr.	King Lear
Luc.	The Rape of Lucrece
Mac.	Macbeth
MM	Measure for Measure
MND	A Midsummer Night's Dream
MV	The Merchant of Venice
Oth.	Othello
Per.	Pericles
PhT	The Phoenix and the Turtle
PP	The Passionate Pilgrim
Q	Quarto edition
R2	Richard II
R3	Richard III
Rom.	Romeo and Juliet
Shr.	The Taming of the Shrew
Son.	Sonnets
TGV	The Two Gentlemen of Verona
Tim.	Timon of Athens
Tit.	Titus Andronicus
Tmp.	The Tempest
TN	Twelfth Night
TNK	The Two Noble Kinsmen
Tro.	Troilus and Cressida
Ven.	Venus and Adonis
Wiv.	The Merry Wives of Windsor
WT	The Winter's Tale

7.7.3. Chaucer

BD	The Book of the Duchess
CkT	The Cook's Tale
CIT	The Clerk's Tale

CT	<i>The Canterbury Tales</i>
CYT	The Canon's Yeoman's Tale
FranT	The Franklin's Tale
FrT	The Friar's Tale
GP	The General Prologue
HF	<i>The House of Fame</i>
KnT	The Knight's Tale
LGW	<i>The Legend of Good Women</i>
ManT	The Manciple's Tale
Mel	The Tale of Melibee
MerT	The Merchant's Tale
MilT	The Miller's Tale
MkT	The Monk's Tale
MLT	The Man of Law's Tale
NPT	The Nun's Priest's Tale
PardT	The Pardoner's Tale
ParsT	The Parson's Tale
PF	<i>The Parliament of Fowls</i>
PhyT	The Physician's Tale
PrT	The Prioress's Tale
Ret	Chaucer's Retraction
RvT	The Reeve's Tale
ShT	The Shipman's Tale
SNT	The Second Nun's Tale
SqT	The Squire's Tale
SumT	The Summoner's Tale
TC	<i>Troilus and Criseyde</i>
Th	The Tale of Sir Thopas
WBT	The Wife of Bath's Tale

7.7.4. Other Literary Works

<i>Aen.</i>	Vergil, <i>Aeneid</i>
<i>Ag.</i>	Aeschylus, <i>Agamemnon</i>
<i>Ant.</i>	Sophocles, <i>Antigone</i>
<i>Bac.</i>	Euripides, <i>Bacchae</i>
<i>Beo.</i>	<i>Beowulf</i>
<i>Can.</i>	Voltaire, <i>Candide</i>
<i>Dec.</i>	Boccaccio, <i>Decameron</i>
<i>DJ</i>	Byron, <i>Don Juan</i>



TITLES OF LITERARY AND RELIGIOUS WORKS

- ¶ begin a new paragraph
- No¶ do not begin a new paragraph
- add a period
- ”” add double quotation marks
- # add space
- ~ transpose elements (usually with *tr* in margin) (th^{er})

7.6. SYMBOLS AND ABBREVIATIONS USED IN PROOFREADING AND CORRECTION

7.6.1. Selected Proofreading Symbols

Proofreaders use the symbols below when correcting typeset material. Many instructors also use them in marking student papers.

∩	add an apostrophe or a single quotation mark
∪	close up (basket∪ball)
^	add a comma
∅	delete
∧	insert

are short

Acad. for Educ. Dev.	Academy for Educational Development, Inc.
ALA	American Library Association
Basic	Basic Books
CAL	Center for Applied Linguistics
Cambridge UP	Cambridge University Press
Eastgate	Eastgate Systems
Einaudi	Giulio Einaudi Editore
ERIC	Educational Resources Information Center
Farrar	Farrar, Straus and Giroux, Inc.
Feminist	The Feminist Press at the City University of New York
Gale	Gale Research, Inc.
Gerig	Gerig Verlag
GPO	Government Printing Office
Harper	Harper and Row, Publishers, Inc.; HarperCollins Publishers, Inc.

7.6.2. Common Correction Symbols and Abbreviations

	lack of parallelism
ab	faulty abbreviation
adj	improper use of adjective
adv	improper use of adverb
agr	faulty agreement
amb	ambiguous expression or construction
awk	awkward expression or construction
cap	faulty capitalization
d	faulty diction
dgl	dangling construction
frag	fragment
lc	use lowercase
num	error in use of numbers
p	faulty punctuation
ref	unclear pronoun reference
rep	unnecessary repetition
r-o	run-on sentence
sp	error in spelling
ss	faulty sentence structure
t	wrong tense of verb
tr	transpose elements
vb	wrong verb form
wdy	wordy writing

Harvard Law Rev. Assn.	Harvard Law Review Association
HMSO	Her (His) Majesty's Stationery Office
Houghton Knopf	Houghton Mifflin Co.
Larousse	Alfred A. Knopf, Inc.
Little	Librairie Larousse
Macmillan	Little, Brown and Company, Inc.
McGraw	Macmillan Publishing Co., Inc.
MIT P	McGraw-Hill, Inc.
MLA	The MIT Press
NCTE	The Modern Language Association of America
NEA	The National Council of Teachers of English
Norton	The National Education Association
Planeta	W. W. Norton and Co., Inc.
PUF	Editorial Planeta Mexicana
Random	Presses Universitaires de France
Scribner's	Random House, Inc.
Simon	Charles Scribner's Sons
SIRS	Simon and Schuster, Inc.
State U of New York P	Social Issues Resources Series
St. Martin's	State University of New York Press
UMI	St. Martin's Press, Inc.
U of Chicago P	University Microfilms International
UP of Mississippi	University of Chicago Press
	University Press of Mississippi

7.3. GEOGRAPHIC NAMES

Spell out the names of states, territories, and possessions of the United States in the text, except usually in addresses and sometimes in parentheses. Likewise, spell out in the text the names of countries, with a few exceptions (e.g., USSR). In documentation, however, abbreviate the names of states, provinces, and countries.

AB	Alberta	Gr.	Greece
Afr.	Africa	Gt. Brit.	Great Britain
AK	Alaska	GU	Guam
AL	Alabama	HI	Hawaii
Alb.	Albania	Hung.	Hungary
Ant.	Antarctica	IA	Iowa
AR	Arkansas	ID	Idaho
Arg.	Argentina	IL	Illinois
Arm.	Armenia	IN	Indiana
AS	American Samoa	Ire.	Ireland
Aus.	Austria	Isr.	Israel
Austral.	Australia	It.	Italy
AZ	Arizona	Jap.	Japan
BC	British Columbia	KS	Kansas
Belg.	Belgium	KY	Kentucky
Braz.	Brazil	LA	Louisiana
Bulg.	Bulgaria	Leb.	Lebanon
CA	California	MA	Massachusetts
Can.	Canada	MB	Manitoba
CO	Colorado	MD	Maryland
CT	Connecticut	ME	Maine
CZ	Canal Zone	Mex.	Mexico
DC	District of Columbia	MI	Michigan
DE	Delaware	MN	Minnesota
Den.	Denmark	MO	Missouri
Ecua.	Ecuador	MS	Mississippi
Eng.	England	MT	Montana
Eur.	Europe	NB	New Brunswick
FL	Florida	NC	North Carolina
Fr.	France	ND	North Dakota
GA	Georgia	NE	Nebraska
Ger.	Germany	Neth.	Netherlands

NH	New Hampshire	Russ.	Russia
NJ	New Jersey	SC	South Carolina
NL	Newfoundland and Labrador	Scot.	Scotland
NM	New Mexico	SD	South Dakota
No. Amer.	North America	SK	Saskatchewan
Norw.	Norway	So. Amer.	South America
NS	Nova Scotia	Sp.	Spain
NT	Northwest Territories	Swed.	Sweden
NV	Nevada	Switz.	Switzerland
NY	New York	TN	Tennessee
NZ	New Zealand	Turk.	Turkey
OH	Ohio	TX	Texas
OK	Oklahoma	UK	United Kingdom
ON	Ontario	US, USA	United States, United States of America
OR	Oregon	USSR	Union of Soviet Socialist Republics
PA	Pennsylvania	UT	Utah
Pan.	Panama	VA	Virginia
PE	Prince Edward Island	VI	Virgin Islands
Pol.	Poland	VT	Vermont
Port.	Portugal	WA	Washington
PR	Puerto Rico	WI	Wisconsin
PRC	People's Republic of China	WV	West Virginia
QC	Québec	WY	Wyoming
RI	Rhode Island	YT	Yukon Territory

Harvard Law Rev. Assn.	Harvard Law Review Association
HMSO	Her (His) Majesty's Stationery Office
Houghton	Houghton Mifflin Co.
Knopf	Alfred A. Knopf, Inc.
Larousse	Librairie Larousse
Little	Little, Brown and Company, Inc.
Macmillan	Macmillan Publishing Co., Inc.
McGraw	McGraw-Hill, Inc.
MIT P	The MIT Press
MLA	The Modern Language Association of America
NCTE	The National Council of Teachers of English
NEA	The National Education Association
Norton	W. W. Norton and Co., Inc.
Planeta	Editorial Planeta Mexicana
PUF	Presses Universitaires de France
Random	Random House, Inc.
Scribner's	Charles Scribner's Sons
Simon	Simon and Schuster, Inc.
SIRS	Social Issues Resources Series
State U of New York P	State University of New York Press
St. Martin's	St. Martin's Press, Inc.
UMI	University Microfilms International
U of Chicago P	University of Chicago Press
UP of Mississippi	University Press of Mississippi