

University of Pennsylvania Law Review Editing Symbols

Note: If this sheet does not contain a symbol that you believe is important, use your best judgment to create a symbol that will clearly convey the change you wish to make.

Insert letters, symbols, words, etc.:

I ^Uve the University ^UPennsylvania.

Insert space: "#"

(You do not need to insert a space before, after, or between words that you insert.)

I love the University [#]of Pennsylvania ^{so much}.

Insert comma:

I love Penn Law [^], my family [^], and chocolate.

Insert period:

I love Penn Law ^o.

Insert semicolon:

I love Penn Law [^]; my family, on the other hand, loves chocolate.

Insert colon:

I love three things in life [^]: Penn Law, my family, and chocolate.

Insert hyphen:

I love eighteen ^Eyear ^Eold scotch.

Insert dash:

The Writing Competition ^Ethe best two days of the year ^Eis great!

Insert apostrophe or single quotation mark:

It's [^]no big deal.

Insert double quotation marks:

She said, [^]"I love Penn Law." [^]

Insert parentheses:

154 U. Pa. L. Rev. 1, 1 ^U2005 ^U.

Insert brackets:

She said, "I love ^Uthe ^UWriting Competition." ^{U.U.U.U.}

Insert ellipsis:

She said, "I love the Writing Competition" ^U.

Delete a letter or word:

The ABA loves ~~ys~~ ~~the~~ ~~of~~ Penn Law.

Delete a punctuation mark:

The ABA loves ~~o~~ Penn Law.

Delete extra space:

The [^]ABA loves Penn Law.

Delete large portions:

The ABA loves us because we are the best, ~~blah, blah, blah.~~

Indicate a mistake in the original text: "[sic]"

She exclaimed, "I loves ^[sic] Penn Law!"

Transpose:

I love Penn Law's application process ^U.

Do not change: "STET"

I love the ^{STET} Penn ~~Law~~ Review.

Make italics (underline): underline

I love the Penn Law Review.

Make large and small capitals (bold):
two solid lines, one dashed line

154 U. Pa. L. Rev. 1, 1 (2005).

Remove italics or underline:
box and "no ital" or "no underline"

I love the Penn Law Review. I love the Penn Law Review.
no ital *no ital*

Remove large and small capitals or bold:
box and "no lg/sm caps" or "no bold"

I love Penn Law. I love **PENN LAW**.
no lg/sm caps *no lg/sm caps*

Make all capitals: triple underline

The aba loves Penn Law.

Make lowercase: slash and "l.c."

The ABA ~~loves~~ ^{l.c.} ~~The~~ ^{l.c.} University of Pennsylvania.

Make superscript

③ ^{superscript} See supra note 23.

Make not superscript

⑤th Cir. 1999 *no superscript*

Change font

I love Penn Law. *change font to Courier New*

Indent or move to the right:

Justice Scalia laid out his vehement opposition in the following quote of over 50 words:

] Today's opinion comes from a troubled Court

Unindent or move to the left:

[Justice Scalia mocked the majority in the following short quote:
"Reason finds no refuge in this confusion."

Center:

] Introduction [

New paragraph:

¶ My second point is that editing is fun.

No new paragraph:

no ¶ Carefully drawing red lines is satisfying.

Order of authorities is correct: "A" circled

Ⓐ

Order of authorities is incorrect:
Write the correct order in the margin.

OA:
① Case
② Book

Footnote is needed: "fn" circled
(You don't need to assign the new footnote a number.)

Ⓕ

Shepardized: "S" circled

Ⓔ

ILL requested and not yet received: "ILL" circled

Ⓘ