

The last two are crucial and fundamental as they are real assets to the copyreaders. "This is an accurate report/"he said In some newsrooms the small slash mark under the quotation marks is replaced with either a Vora Y .For a hyphen,place an insertion mark at the relevant place and draw above the line a Short horizontal line between the vertical lines,thus: The prosecutor said that this was not a run of the will case :Journalists should try to avoid using dashes.If,however,they must insert one,an insertion mark should be placed at the relevant place and a short vertical line, followed by two short horizontal lines and another short vertical line should be drawn above,thus: Journalists with some exception are good writers..In the print media,to insert a letter,word or phrase an insertion mark (or slash mark) is placed at the relevant point and the extra materials is written above the type,thus: "It is not true that I w/rk for Rupert".She said..To insert a full stop,place an insertion mark in the relevant place in the copy.Above the mark draw in a dot and circle it,thus: "It is over/"he said"I will go no further" Some journalists use a cross in a circle.This is probably because the Pitman's shorthand symbol for a full stop is a cross by itself..For a comma,place an insertion mark at the relevant place and draw in a comma above the line,with a small .slash above it,thus; "It is over/"he said