

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 V or a 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 mill 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.