

## **Editorial Graphics and Publishing Services**

### **When to use *sic* in correspondence**

*Sic* is a Latin word which means “so” or “thus.” It is often used in print to indicate that something has been reproduced accurately; for example, in transcripts. This word is usually placed in brackets [sic].

[Sic] is used whenever text is quoted or reproduced verbatim, exactly as it was stated originally—incorrect spelling/usage and all. The word is used to highlight that errors have been reproduced intentionally, so as not to compromise the original state of a document or statement. It is used in MCPS correspondence and reports dealing with legal and reporting issues.