

GLOSSARY

- Ampersand*: The name given to the contraction of 'and', thus: &.
- Antiqua*: The German name for roman type.
- Antique paper*: A term used to describe any good book paper with a rough surface.
- Art paper*: A clay-coated paper, especially suitable for half-tone block printing. This is generally produced with a highly glazed surface but when the surface is matt it is known as matt art paper.
- Author's proof*: A proof showing corrections made by the author or editor; any departures from MS. after proofing are made at the customer's expense.
- Back-up*: To print the reverse side of a sheet when one side is already printed, also termed 'perfecting'.
- Backs*: The back margins of pages, those which adjoin the binding.
- Beard*: The blank metal sloping away from the actual face of a letter, at its head and foot. Depth of beard varies considerably on different types, and it is often necessary in large sizes to trim the beard in order to obtain closer line spacing.
- Binder's brass*: A brass block cut especially deep for blocking on cloth bindings.
- Black letter*: A term loosely covering Old English or Gothic Text.
- Bleed*: Illustrated books are said to have 'bled edges' when the final trim cuts into the illustrations or background tints. Allowance for this 'bleed off' is made beforehand by making the blocks oversize. If the book is illustrated by drawings the artist should extend his drawing in such a way that it will not be spoilt when it is slightly cut into. This description is also used occasionally on 'non-bleed' work, to indicate mutilation by over-cutting.
- Blind blocking*: The blank impression made by a binder's brass block on a cloth binding, i.e. with no ink or foil.
- Blocks*: A general term which covers line-blocks, half-tones, electros, etc.
- Body*: The solid shank of the letter. Size of body, i.e. measurement from back to front, is constant throughout any single fount.
- Body of the work*: The text proper of a volume, as distinct from preliminary pages, indexes and appendixes, etc.

Bold face: A heavy type, frequently used in contrast with types of ordinary weight or colour. Many type faces have their own bold face, i.e. type of the same design, but in a heavier version.

Bolts: The folded edges at the head, tail and fore-edge of a printed sheet before trimming.

Bowl: Any curved main-stroke of a letter surrounding a closed 'white', or counter.

Bulk: The thickness of a book. Short books can be made fat by means of 'bulky' papers, the most extreme and objectionable being known as featherweights.

Calendered paper: Highly glazed paper, so called because the polished finish is given by a stack of cylinders called 'calenders'.

Cancel: A new leaf or leaves reprinted to rectify some error or defect.

Capitals: CAPITALS. Abbreviated to caps. and indicated in manuscript by three underlinings of the words to be thus set.

Captions: Descriptive matter, usually short, placed beneath illustrations. Also known as 'legends'.

Cartridge paper: A hard, tough class of paper made with a rough surface in many grades. Particularly useful for drawing.

Case: In hand composition, a shallow wooden tray to hold type, divided into compartments to take the various letters of the alphabet. The arrangement is standard for all types and sizes. In binding, a case is the made-up cover, ready for affixing to the trimmed book.

Cast-off: The preliminary measurement of a manuscript to form an estimate of the number of pages required of a given size of type and area.

Catchline: A temporary descriptive headline on proofs. Also the name given to a short line of type in between two large displayed lines.

Chase: A metal frame, made of wrought iron or steel, into which type is locked, ready for printing.

Clean proof: A proof absolutely correct according to the 'copy' or manuscript.

Coated paper: Another name for art paper.

Cockling: In paper, cockling, a bumpy and uneven condition, may be caused by exposure to damp or uneven heat.

Collating: After the various printed sections of a work are gathered they are checked by means of collating marks on the spine to make sure they are in the right order. This is known as collating.

Collotype: A photo-mechanical non-screen process in which printing is done from a gelatine film, slightly below the surface.

Colophon: An inscription at the end of a book often including the printer's imprint and a note of details of production.

Composing stick: An adjustable metal or wooden hand tray for receiving lines of movable type as they are set. This is used in conjunction with a setting rule, which keeps each line distinct from the last while setting.

Condensed face: Thin, elongated type, useful for long words which are to be displayed in a narrow space.

Contents page: A page included in the preliminary pages of a book giving a list of contents and occasionally a list of illustrations.

Copy: Any matter to be set in type.

Counter: The interior 'white' of a letter. It may be completely enclosed as in O or partly enclosed as in E.

Cropping: Work that has been cut down too much is said to have been 'cropped'.

Crown: A standard size of printing paper measuring 15" × 20". A sheet 20" × 30" is known as Double Crown, while Crown Folio, Crown Quarto (Cr. 4to) and Crown Octavo (Cr. 8vo) are half size, quarter size and one-eighth of Crown respectively.

Cursive: The German name Kursiv, for italic types.

Cut: A trade term (American) for illustrations of any kind in the text.

Day (Ben) mediums: 'Mechanical' tints. These are standard designs used on line-blocks to give degrees of tone and texture. They are put down on the zinc from celluloid screens.

Deckle: The name given to the uneven, rough edges of hand-made paper.

Demy: A standard size of printing paper measuring 17½" × 22½".

Display work: A term applied to the setting of short lines in varying faces and sizes of type, as distinct from a solid block of type. Advertisements, titles and headings are 'display' work.

Distribution of type: The operation of melting type down or returning it to case after printing, when the type need no longer be kept standing. This is known as 'dis.'

Double-spread: Two facing pages containing matter which is continuous across both pages.

Drawn-on covers: A form of binding square-backed magazines and books in paper covers. The cover is attached by glueing to the back of the book.

Dropped heads: A name given to chapter headings which are driven down from the top of the page.

Dummy: A sample copy of the proposed work made up before printing with the actual materials, i.e. paper and covers, and cut to the correct size to show bulk, style of binding, etc. A dummy usually contains a specimen printed page to show suggested type and is useful for estimating costs.

Electronic scanning and engraving: This is the latest method of colour separation and engraving which can be used in conjunction with either letterpress printing or lithography.

Electrotype: A printing plate made by electrolytically depositing copper on to a mould of wax or lead taken from an original plate or from type, and backed with a lead alloy.

Em: The square of any size of type. Also the name given to the printer's general measure, 12 points, or one-sixth of an inch. This 12-pt. em is the standard for measuring the depth and width of a page.

En: Half an em in any size of type. It is the average width of the letters in a fount and is a useful basis for calculation.

Endpapers: The leaves at the beginning and end of a book, the first and last of which are pasted on to the binding. Endpapers are often decorated, or are sometimes of another colour.

Even working: See Oddment.

Face of a type: The printing surface of any letter.

Figure: A line block printed with the text as distinct from a plate. Called 'cut' in America.

Finishing: A binder's term for the lettering and decoration of the case.

First proof: The first pull of a setting after composing which is read from 'copy', after which it is corrected and reproofed as a 'clean' proof.

Flong: Sheets of prepared papier mâché used for making moulds, or matrices, in stereotyping.

Flowers: Decorative motifs cast in metal to type sizes which may be made up into ornaments or borders. Also called fleuron.

Folio: This term when following a paper size signifies half a sheet of that size. A page number is often referred to as a folio.

Foolscap: A standard size of printing paper measuring $13\frac{1}{2}'' \times 17''$.

Footnotes: Notes at the foot of the page, but still contained within the type area, and set in a size two points smaller than the text size. A line of white usually separates the text from the footnote.

Fore-edge: The edge of a book opposite the binding, i.e. the front edge, as distinct from head and tail.

Format: A covering term for the size and shape of a book.

Forme: The combination of chase, furniture and type locked up for machine, i.e. the pages imposed in a chase.

Forwarding: All work done by the binder after sewing, including the casing of the book.

Fount: A complete set of any particular type comprising letters, figures and punctuation marks, etc. The quantities supplied of each character vary in accordance with general needs.

Frame: A rack containing type cases at which the compositor works.

French-fold: A sheet of paper with four pages printed on one side only and folded into four without cutting the head. The inside of the sheet is therefore completely blank.

Frontispiece: The illustration facing the title-page of a book.

Full point: A printer's term for a full stop.

Furniture: Wood or metal used to fill in the blank spaces in a forme around and between the pages of type, all held together in the chase.

Galley: A metal tray in which type is placed when composed, before making up into pages. 'Galley-proofs' are proofs pulled from the type contained in these galleys.

Gathering: Placing the sections of a book in their correct order before binding.

Grotesque: The name given to the earliest sans-serif types.

Guarded in: A term used to describe plates which are inserted into a book without being pasted in the ordinary way. The paper area of the plate is wider than the book page, and the projecting part is wrapped round the back of the section and a narrow strip of paper consequently appears elsewhere in the back of the book.

Gutter: The bookbinder uses the word 'gutter' for the back margin of a book: also an imposition term and applies to the space comprising the fore-edges of pages, plus the trim, where these fore-edges fall internally in the forme.

Hair spaces: Very thin inter-letter and inter-word spaces, equal to $\frac{1}{2}$ of the body width in the middle ranges of a fount series, but varying for very small and larger sizes, thus in 6 pt. the hair space is $\frac{1}{2}$ pt.; in 12 pt. it is $1\frac{1}{2}$ pts.; in 18 pt. it is 2 pts.; and in 24 pt. it is 3 pts.

Half bound: A style of binding having the back and corners covered in a different material from that which covers the sides.

Half-tone Block: A printing plate of copper or zinc, photographically produced with the aid of a mechanically ruled screen which reduces the image to a series of dots varying in density according to the tone values of the original.

Hand-made paper: Very durable paper made in individual sheets, by a moulding tray being dipped into a pulp composed of linen rag fibres.

Heads: The head margins of a book.

Headpiece: Decoration at the beginning of a chapter.

Imperfection note: The binder's list of shortages encountered when he has reached the end of an edition. Certain signatures or plates may be missing because of spoilage or short printing and it is customary to print the requisite extra copies of these when the book is reprinted.

Imposing surface: Known as the 'stone'. A flat surface, usually of metal, on which pages of type are imposed and locked up in chase for printing.

Imposition: The laying-down of pages in position for printing, in such a way as to ensure correct sequence when printed and folded.

Imprint: This is the few lines appearing in printed works, which give the name and address of the printer. It is required by an Act of Parliament.

Indent: To begin a line with a blank space, thus setting the line back a little, for instance, the first line of a new paragraph is usually indented.

India paper: A very thin, strong, opaque paper made of rag, used for Bible printing and such other works as require a great many pages in a small bulk.

Initial letters: Large capital letters, often decorative, frequently used at the beginning of a work and sometimes at the beginning of each chapter. Initial letters may be dropped, so that the top of the letter ranges with the top of the first line of text, or raised so that the bottom of the initial letter ranges with the bottom of the first line of text.

Inner forme: The pages of type which fall on the inside of a sheet: this is the reverse of the 'outer' forme.

Inset: A sheet or part of a sheet placed inside another sheet after folding in order to complete the sequence of pagination for that section. A loose sheet placed inside a book or booklet is also known as an inset.

Intertype: A slug-setting machine.

Justification: The name given to the equal and exact spacing of words and letters to a given measure. This is done in mechanical setting as well as by hand.

Kern: This is any part of the face of a letter which extends over the edge of the body and rests on the shoulder of the adjacent letter.

Key: The block or forme in letterpress printing, and the plate or stone in lithography, which acts as guide for position and registration of the other colours.

Laid paper: Paper which shows parallel wire marks, 'laid lines', due to its manufacture on a mould in which the wires are laid side by side.

Lay edges: The edges of a sheet of paper which are laid against the front and side lay gauges of a printing or folding machine. The front lay edge is the 'gripper edge'.

Lay-out: The preparation of copy for setting, with an indication of the type to be used, the type area and the position of blocks, etc., on the page.

Leads: Strips of lead, less than type high, used for spacing out lines of type. They are made to given point thicknesses as follows: 1 pt., 1½ pt. or thin lead, 2 pt. or middle, 3 pt. or thick lead.

Leaf: A 'sheet' of a book which is printed both sides and is equal to two pages.

Leaders: Rows of dots used to guide the eye across the page, often used in tabular work.

Letterpress: Printing from raised type or blocks, as distinct from lithographic, or plate printing.

Letter-spacing: Spacing placed between the letters of a word.

Ligatures: Tied letters, such as fi, ff, fl, etc., cast on one body, to avoid unsightly juxtaposition of fi, ff, fl, etc., and to lessen the risk of damage to kerned letters. Ligatures derive from the early days of printing when letters were cut to resemble formal handwriting.

Line-block: A printing plate of zinc, or occasionally copper, produced photographically and chemically, from which may be printed a reproduction of any line ('black and white') drawing.

Linotype: A composing machine of American origin which sets matter in solid lines or 'slugs'. Used in Britain chiefly for newspaper work and in America extensively for bookwork.

Literals: Errors made by the printer in setting up type from MS.

Lithography: Printing from a porous stone or zinc plate. A planographic process.

Lower case: Letters which are not capitals, thus: a, b, c; also the name given to the case which holds these letters.

Make-ready: The detailed preparation before printing a forme. It includes underlaying and overlaying to overcome inequalities in type and to ensure an impression of proper strength on every part of the printing area.

Make-up: To take type from the galley and arrange in pages to a given depth. In book and magazine work, 'make-up' is the instructions given to the printer for the arrangement of matter and illustrations on each page.

Margins: The white space surrounding a page of printed type.

Marginal notes: Annotations which appear in the side margins of a page. Also called 'side-notes' and 'hanging shoulder notes'.

Matrix: A copper mould into which the image has been struck by a punch, used for casting type. A matrix exists for each character in each fount of type. A papier-mâché mould used in stereotyping is also called a matrix.

Measure: This is the width to which type is set and it is always a stated number of 12-pt. ems.

Medium: A standard size of paper measuring 18" × 23".

M.F.: Machine Finished. Describes the surface (varying according to requirements) put upon paper while actually in the machine.

M.G.: Machine Glazed. A class of papers rough on one side and glazed on the other. Used for posters, wrappings, etc.

Modern: A general descriptive term for those type faces which show a characteristic vertical emphasis and fine, bracketed hair-serifs.

Monotype: A composing machine of American origin which casts single types. Generally used in bookwork.

Mould-made paper: A machine-made substitute for hand-made paper.

Nick: A groove appearing in the shank of every piece of type which acts as a guide to the compositor in setting the type the right way up.

Nonpareil: A name given to a 6-pt. lead. The term derives from the name formerly given to a type of 6 pts. in size.

Nut quad: A term for an en quadrat.

Octavo: The size of a sheet of paper when folded into eight. Abbreviated to 8vo.

Oddment: When the pages of a book make an exact multiple of sixteen (or of thirty-two if it is being sewn in 32-page sections) it is said to make an even working. Any pages extra are said to be oddments.

Offcut: When a work is printed in an odd size, i.e. not conforming to standard paper sizes, there is very often a surplus piece on the printing paper which is trimmed off. This is known as an offcut.

Offset printing: A process of printing in which the image is transferred from a lithographic plate to a rubber roller which is pressed on to the printing paper. This method now so generally used that offset has become a synonym for lithography.

Old Face: Those type faces characterized by oblique emphasis, lightness of colour, comparatively small differences between the thick and thin strokes and fairly substantial bracketed serifs, of which the first complete series was cut in France, c. 1535. There are many modern revivals of Old Faces, notably Caslon, Bembo and Garamond.

Opening: Two facing pages of a book.

Overlays: These are used in 'making ready' an illustration and consist of several sheets of paper cut away in such a manner as to give light and

shade to the design by altering pressure on the block. There are also mechanical overlays, made by an etching process.

Over-run: To turn over words from one line to the next for several successive lines after an insertion or a deletion.

Outer forme: The pages of type which fall on the outside of a sheet.

Page: One side of a leaf. Abbreviated to p. with pp. in the plural.

Pagination: The numbering of a book with a number on each page.

Paste-up: A dummy made for the printer's guidance in which galley proofs and/or block proofs are pasted.

Perfecting machine: A machine which has two impression cylinders and prints both sides of a sheet at one operation.

Pica: A measurement approximately $\frac{1}{6}$ of an inch. While formerly 'pica' referred to a variable size of type, it is often, though incorrectly, used to denote the 12-pt. em.

Pie: Type which has been accidentally mixed.

Photogravure: A mechanical intaglio process superseding the hand-engraved copperplate.

Plate: An electro or stereo. Also the name given to an insetted illustration in a book.

Point System: The point is the standard of typographical measurement in use today in England and America, and 72 points measure 0.9962", approximately 1". Every body size, therefore, is an exact multiple or sub-multiple of every other body size.

Preliminary pages: Those pages of a book containing the matter preceding the main body of the text, such as the half-title, contents page, introduction, etc.

Press proofs: The final proofs of any work before printing.

Proof: A trial print from type or plates.

Proof-reading: This consists of checking the set-up matter from the author's manuscript, and marking the necessary corrections to make the proof correct and tally with the MS. The proof is also marked to conform with the house style of the printer.

Pull: Another name for a proof.

Quadrats: Spaces. Pieces of blank metal less than type height used to fill up spaces and short lines in a page of type. Six sizes are supplied with

every fount of type, and in width they are all fractions of the em. They comprise: (i) em quadrat, the body, (ii) en quadrat, $\frac{1}{2}$ body, (iii) thick space, $\frac{2}{3}$ body, (iv) middle space, $\frac{1}{4}$ body, (v) thin space, $\frac{1}{8}$ body, and (vi) hair space, $\frac{1}{12}$ body approximately.

Quarter bound: A style of binding in which the back is of different material from the sides.

Quarto: A size obtained when a sheet is folded into four. Abbreviated to 4to.

Quire: Twenty-four sheets of paper.

Ream: A term denoting a number of sheets of paper ranging from 480 to 516.

Recto: Any right-hand page of a book, that is, odd-numbered.

Register: The exact adjustment of pages back-to-back in printing the second side of a sheet, so that in folding, the margins will all be correct. In printing work with two or more colours, the positioning of one colour in its correct relation with the rest is known as 'register'.

Retree: A term used to denote slightly defective sheets of paper.

Rivers: Unsightly streaks of white space which appear in pages of printing, caused by over-spacing and by spaces appearing immediately above and below one another.

Royal: A standard size of printing paper measuring 20" \times 25".

Rules: Type-high strips of metal of various widths cut to standard lengths. These are used to print straight lines. Some thicker rules have engraved surfaces which print in a design, and some are cut to show a wavy line surface. Many varieties are obtainable in brass, type-metal and zinc.

Run: The number of copies required from each forme.

Running head-line: The heading to a page.

Run on: A sentence continued in the same line as the previous one, not a distinct paragraph. Chapters which do not start on a fresh page are said to 'run on'. Run on also refers to additional copies printed at the same time as the original printing. These are naturally charged at a much lower price.

Sans serif: A class of types which is characterized by the absence of serifs and the construction of the letters from strokes of equal thickness.

Script: A term applied to any face cut to resemble handwriting.

Serifs: The finishing strokes at the top and bottom of a letter.

Set: This is the amount of lateral spacing between letters and depends on the thickness of body apportioned to each character. Thus types are spoken of as having 'wide' set or 'narrow' set.

Setting type: This is a recognized term for composing type.

Set-off: The impression made on successive sheets of paper by the wet ink taken from one another, which can be avoided by interleaving the printed sheets with blank sheets of paper, or more generally by spraying.

Shank: Sometimes called the stem. It is the exactly rectangular main body of the type.

Signature: In bookwork, the first page of each section bears a distinguishing letter or figure called a 'signature' which proceeds in order throughout the sections of a book, and thus acts as a guide in gathering. Hence the term is often used by the binder to mean the section itself.

Small capitals: Book founts contain a series of 'small capitals' in most sizes which are smaller than full capitals. SMALL CAPITALS, FULL CAPITALS. They are indicated by double underlinings.

Sorts: Each individual type character is known to the printer as a 'sort'.

Special sorts: These are types which are not usually included in a fount and are supplied on request, such as fractions, musical signs, superior and inferior letters and figures, etc.

Spine: The back of the binding case of the book which is visible when it is on the shelf.

Standing type: Type which has been printed and is kept in store in readiness for reprinting.

Stereotype: A replica from type or a block, cast in metal from a papier-mâché mould.

Superior letters or figures: Small letters and figures cast on the shoulder of the type so that they print above the level of such letters as s or p, thus: s^a, p¹. *Inferior* letters and figures are also obtainable, and these print below the main part of the letter, thus: a_a, b₁.

Swash letters: Old face italic types with decorative flourishes.

Swelled rules: A class of ornamental rule thick in the centre and graduating down to fine lines at each end.

Tail: Binder's term for the bottom margin of a page.

Tellers: Small right angled marks printed to show the binder the positions for tipping the plates on mounts.

Tint blocks: Blocks or surfaces used for printing flat background colours.

Tipping in: An illustration or other loose plate, cut to the size of the book, is said to be tipped in when it is pasted at its back margin to the page following.

Titling: Founts of capitals cast so as to occupy the whole of the body size of the type, leaving no beard at the foot.

Type area: The specified amount of space on a page to be filled with type.

Type height: All types are cast to a standard height which is 0.918" in England. Blocks are mounted to the same height, so that the 'height-to-paper' is uniform in a forme which contains both type and illustration blocks.

Upper case: The top one of a pair of type cases which contains the capital and small capital letters. Also the part of the fount containing the capitals and small capitals.

Verso: The reverse or back of a leaf. All the left-hand, even-numbered pages of a book.

Vignette: A small illustration or decoration which is not squared up or enclosed by a border.

Warping: Bindings may warp for a variety of reasons. Sometimes the endpapers have been attached the wrong way of the grain: sometimes the moisture content of the boards is too high.

Watermark: A design impressed into sheets of paper during manufacture which serves to identify the products of the various paper mills.

Whole bound: A volume bound entirely in one material.

Work and turn: A method of imposing work in which the matter is printed in its entirety on both sides of the sheet in such a way as to yield two complete copies after cutting.

Wove: A term applied to papers made on an ordinary web in which the wires are woven, used in contradistinction to *laid*.

Wrong fount: An error in composing caused by sorts of one fount becoming mixed with another and appearing in the matter set.