

Dictionary of  
**Publishing  
and Printing**

third edition

OVER 8,000 TERMS  
CLEARLY DEFINED

Dictionary of  
**Publishing**  
**and Printing**

### *Specialist dictionaries*

Dictionary of Accounting	0 7475 6991 6
Dictionary of Aviation	0 7475 7219 4
Dictionary of Banking and Finance	0 7136 7739 2
Dictionary of Business	0 7136 7918 2
Dictionary of Computing	0 7475 6622 4
Dictionary of Economics	0 7475 6632 1
Dictionary of Environment and Ecology	0 7475 7201 1
Dictionary of Human Resources and Personnel Management	0 7136 8142 X
Dictionary of ICT	0 7475 6990 8
Dictionary of Information and Library Management	0 7136 7591 8
Dictionary of Law	0 7475 6636 4
Dictionary of Leisure, Travel and Tourism	0 7475 7222 4
Dictionary of Marketing	0 7475 6621 6
Dictionary of Media Studies	0 7136 7593 4
Dictionary of Medical Terms	0 7136 7603 5
Dictionary of Military Terms	0 7475 7477 4
Dictionary of Nursing	0 7475 6634 8
Dictionary of Politics and Government	0 7475 7220 8
Dictionary of Science and Technology	0 7475 6620 8

### *Easier English™ titles*

Easier English Basic Dictionary	0 7475 6644 5
Easier English Basic Synonyms	0 7475 6979 7
Easier English Dictionary: Handy Pocket Edition	0 7475 6625 9
Easier English Intermediate Dictionary	0 7475 6989 4
Easier English Student Dictionary	0 7475 6624 0
English Thesaurus for Students	1 9016 5931 3

### *Check Your English Vocabulary workbooks*

Academic English	0 7475 6691 7
Business	0 7475 6626 7
Computing	1 9016 5928 3
Human Resources	0 7475 6997 5
Law	0 7136 7592 6
Leisure, Travel and Tourism	0 7475 6996 7
FCE +	0 7475 6981 9
IELTS	0 7136 7604 3
PET	0 7475 6627 5
TOEFL®	0 7475 6984 3
TOEIC	0 7136 7508 X

Visit our website for full details of all our books: [www.acblack.com](http://www.acblack.com)

Dictionary of  
**Publishing  
and Printing**

third edition

A & C Black • London



[www.acblack.com](http://www.acblack.com)

This third edition published 2006  
Second edition published 1997  
First published in Great Britain in 1989  
as *Dictionary of Printing and Publishing*

A & C Black Publishers Ltd  
38 Soho Square, London W1D 3HB

© P. H. Collin 1989, 1997  
© A & C Black Publishers Ltd 2006

All rights reserved. No part of this publication may be reproduced  
in any form or by any means without the permission of the publishers

A CIP record for this book is available from the British Library

ISBN-10: 0 7136 7589 6  
ISBN-13: 978 0 7136 7589 4  
eISBN-13: 978-1-4081-0162-9

*Text Production and Proofreading*  
Heather Bateman, Helen Liebeck, Katy McAdam

A & C Black uses paper produced with elemental chlorine-free pulp,  
harvested from managed sustainable forests.

Text typeset by A & C Black  
Printed in Italy by Legoprint

## **Preface**

This dictionary provides a basic vocabulary of terms used in the publishing and printing industries. It is ideal for all students of publishing and related subjects, as well as those working for the first time in printing, typesetting, production, papermaking, electronic publishing and editorial jobs.

Each headword is explained in clear, straightforward English and quotations from specialist publications show how the words are used in context. There are also supplements including proof correction marks, major book prizes and awards, information on copyright and a list of key industry resources on the Web.

Thanks are due to Angus Phillips for his help and advice during the production of this book.

## Pronunciation Guide

The following symbols have been used to show the pronunciation of the main words in the dictionary.

Stress is indicated by a main stress mark ( ' ) and a secondary stress mark ( , ). Note that these are only guides, as the stress of the word changes according to its position in the sentence.

### *Vowels*

æ	back
ɑ:	harm
ɒ	stop
aɪ	type
aʊ	how
aɪə	hire
aʊə	hour
ɔ:	course
ɔɪ	annoy
e	head
eə	fair
eɪ	make
eʊ	go
ɜ:	word
i:	keep
i	happy
ə	about
ɪ	fit
ɪə	near
u	annual
u:	pool
ʊ	book
ʊə	tour
ʌ	shut

### *Consonants*

b	buck
d	dead
ð	other
dʒ	jump
f	fare
g	gold
h	head
j	yellow
k	cab
l	leave
m	mix
n	nil
ŋ	sing
p	print
r	rest
s	save
ʃ	shop
t	take
tʃ	change
θ	theft
v	value
w	work
x	loch
ʒ	measure
z	zone

# A

**A3** *adjective* European standard size paper, twice the size of A4: 297 x 420mm  
○ *You must photocopy the spreadsheet on A3 paper.*

**A4** *adjective* European standard size paper, 210 x 297mm ○ *We must order some more A4 headed notepaper.*

**A5** *adjective* European standard size paper, half the size of A4: 148 x 210mm

**AA** *abbreviation* author's alterations

**A&I** *abbreviation* abstracting and indexing

**ABA** *abbreviation* American Booksellers' Association

**abbreviate** /ə'brɪ:vɪeɪt/ *verb* to make something shorter by leaving out some letters or by using only the first few letters of each word

**abbreviated text** /ə,brɪ:vɪeɪtɪd 'tekst/ *noun* text that is shorter than the original

**abbreviation** /ə,brɪ:'vi'eɪʃ(ə)n/ *noun* a short form of a word

**able** /'eɪb(ə)/ *adjective* quick to learn in an educational environment

**above-the-fold** /ə,bʌv ðə 'fəʊld/ *noun* the part of a webpage which is seen first without having to scroll, and so is preferred for advertising

**abrasion resistance** /ə'breɪʒ(ə)n rɪ ,zɪstəns/ *noun* the ability of a surface such as a printing plate to resist rubbing, without showing scratches or other signs of wear

**abridge** /ə'brɪdʒ/ *verb* to make something shorter

**abridged version** /ə'brɪdʒmənt/ *noun* a shortened version of a book

**absorb** /əb'zɔ:b/ *verb* 1. to take up liquid  
○ *Glossy paper does not absorb ink very well.* 2. to take in a small item so as to form part of a larger one

**absorbency** /əb'zɔ:bənsi/ *noun* ability to absorb moisture ○ *The paper has a high absorbency level.*

**absorbency test** /əb'zɔ:bənsi test/ *noun* a test carried out in a laboratory to test how absorbent a sample of paper is

COMMENT: Paper is a relatively absorbent substrate because there are pores in between the fibres and mineral particles. Liquids such as oil or water can be absorbed through these pores. Water absorbency and oil absorbency are quite different properties, and as most printing inks are oil-based, the printer is more concerned with the oil absorbency of paper than its water absorbency. Oil absorbency can be measured using the PIRA Surface Oil Absorbency Tester (SOAT), the K & N method or the IGT method.

**absorbent** /əb'zɔ:bənt/ *adjective* able to soak up moisture ○ *highly absorbent paper*

**absorption** /əb'zɔ:pʃən/ *noun* taking up moisture ○ *the absorption of ink by the paper*

**absorption costing** /əb'zɔ:pʃən ,kɒstɪŋ/ *noun* a costing method which takes into account the time taken and the overhead costs for each part of a job, rather than dealing with the job on a single-cost basis

**absorption filter** /əb'zɔ:pʃən ,fɪltə/ *noun* a filter that blocks certain colours

**abstract** *noun* /'æbstrækt/ a summary of the contents of a document ■ *verb* /æb'strækt/ to summarise the main points of a document

**abstracting and indexing** /,æbstræktɪŋ ən 'ɪndeksɪŋ/ *noun* the making of summaries and indexes for articles and books. Abbr **A&I**

**AC** *abbreviation* author's corrections

**academic publishing** /,ækədəmɪk 'pʌblɪʃɪŋ/ *noun* a branch of publishing

which focuses on producing books and journals for higher education

**academy** /ə'kædəmi/ *noun* an educational institution devoted to a particular subject

**accelerator** /ək'seləreɪtə/ *noun* a chemical such as borax, used to make photographic film develop more rapidly

**accent** /'æksənt/ *noun* a mark put above or below a letter in writing or printing to show how it should be pronounced

**accented** /'æksəntɪd/ *adjective* with an accent on it

**accept** /ək'sept/ *verb* to agree to something that is being offered ○ *He accepted the estimate for printing.* ○ *She has accepted our terms.* ○ *He will not accept the job unless we increase the salary.* □ **to accept a book for publication** to agree to publish a book

**acceptable** /ək'septəb(ə)l/ *adjective* suitable for being accepted ○ *His MS is not acceptable as it stands, and will need rewriting.* ○ *The terms of the contract are not acceptable to the agent.*

**acceptance sampling** /ək'septəns ,sɑ:mpɪŋ/ *noun* testing a small part of a batch to see if the whole batch is good enough

**access** /'ækses/ *noun* the opportunity or right to use something ○ *They were given access to all relevant information.* ■ *verb* to obtain, examine or be able to reach something ○ *You can access this information in a library or on a computer.* □ **to access a computer file** to call up and start examining a computer file

**access course** /'ækses kɔ:s/ *noun* a course of study designed for people without formal educational qualifications, so that they can gain entry to higher education

**accession number** /ək'seɪʃ(ə)n ,nʌmbə/ *noun* a consecutive number used to identify new additions to a library or collection in an inventory system

**accessions** /ək'seɪʃ(ə)nz/ *plural noun* new books that are added to a library

**access number** /'ækses ,nʌmbə/ *noun* the telephone number used to link to an Internet service provider or other network provider using a dial-up connection

**access point** /'ækses pɔɪnt/ *noun* a transceiver in a wireless local area network that connects a wired local area network to

wireless devices or that connects wireless devices to each other

**access time** /'ækses taɪm/ *noun* the time taken to get into a computer program

**acclaimed** /ə'kleɪmd/ *noun* popular, well-respected, praised by critics

**accommodation address** /ə,kɒmə'deɪʃ(ə)n ə,dres/ *noun* an address used for receiving messages but which is not the real address of the company

**accordion fold** /ə'kɔ:diən fəʊld/ *noun* **1.** a method of folding a printed sheet in parallel folds, with one fold in one direction, and the next in the other, so that it will unfold sideways **2.** a method of folding continuous paper, one page in one direction, the next page in the opposite direction, allowing the paper to be fed into a printer continuously with no action on the part of the user ► also called **concertina fold, fanfold**

**accordion insert** /ə'kɔ:diən ,ɪnsɜ:t/ *noun* an insert in a magazine which is folded in the accordion method

**account** /ə'kaʊnt/ *noun* **1.** a record of money paid or owed ○ *Please send me an itemised account.* **2.** a customer who does a large amount of business with a firm and has an account ○ *He is one of our largest accounts.* ○ *Our salesmen call on their best accounts twice a month.* □ **to keep the accounts** to write each sum of money in the account book

**accountant** /ə'kaʊntənt/ *noun* a person whose job is to keep the financial accounts for a business

**account book** /ə'kaʊnt bʊk/ *noun* a ledger in which accounts are kept

**account-book binding** /ə'kaʊnt bʊk ,baɪndɪŋ/ *noun* a binding style used for books that are to be written in, and therefore must lie flat when open

**account executive** /ə'kaʊnt ɪg ,zekjʊtɪv/ *noun* an employee who is the link between the company and particular customers

**accounting** /ə'kaʊntɪŋ/ *noun* the process of keeping financial records for a company or organisation

**accounting period** /ə'kaʊntɪŋ ,pɪəriəd/ *noun* a period of time at the end of which a company's accounts are closed for checking

**accounts department** /ə'kaʊnts dɪ ,pɑ:tmənt/ *noun* a department in a

company which deals with money paid, received, borrowed or owed

**accounts manager** /ə'kauntz ,mænidʒə/ *noun* the manager of an accounts department

**accounts payable** /ə,kauntz 'peɪəb(ə)/ *plural noun* money owed by a company

**accounts receivable** /ə,kauntz rɪ 'si:vəb(ə)/ *plural noun* money owed to a company

**accredited** /ə'kreditɪd/ *adjective* appointed by a company to act on its behalf

**accurate** /'ækjʊrət/ *adjective* capable of providing information in accordance with an accepted standard

**acetate** /'æsiteɪt/ *noun* transparent plastic used for writing or drawing on, for use with an overhead projector ○ *The colour separations are on acetate.*

**achromatic** /,eɪkrə'mætɪk/ *adjective* without any colour

**achromatic colour** /,eɪkrə'mætɪk 'kʌlə/ *noun* a grey colour within the range between black and white displayed by a graphics adapter

**achromatic separations** /,eɪkrə'mætɪk ,sepə'reɪf(ə)nz/ *plural noun* colour separations on a scanner by using the very minimum of primary colours and adding black

**acid** /'æsid/ *noun* a chemical compound containing hydrogen, which reacts with an alkali to form a salt and water and turns litmus paper red

**acid-free paper** /,æsid fri: 'peɪpə/ *noun* paper that has had certain acid chemicals removed, so that it will not become yellow and brittle with age

**acid process** /'æsid ,prəʊses/ *noun* the process of making chemical paper pulp using acid

**a circle** /'eɪ ,sɜ:k(ə)/ *noun* the letter 'a' with a small circle over it (â), used in some Scandinavian languages. Also called a **ring**

**acknowledge** /ək'nɒlɪdʒ/ *verb* to inform the sender that a message or object has been received

**acknowledgement** /ək'nɒlɪdʒmənt/ *noun* an act of acknowledging something ○ *She sent an acknowledgement of receipt.* ○ *They sent a letter of acknowledgement.*

**acknowledgements** /ək'nɒlɪdʒmənts/ *plural noun* a piece of text printed at the beginning of a written docu-

ment thanking people who have helped in its production

COMMENT: The acknowledgements may also include references to institutions which have given permission to quote copyright material or to use copyright photographs. The acknowledgements are usually placed after the verso of the title page and before the preface; if short, they can be listed at the end of the preface itself.

**acoustic** /ə'ku:stɪk/ *adjective* relating to sound

**acquire** /ə'kwɪə/ *verb* 1. to obtain or buy something ○ *to acquire the paperback rights to a new novel* 2. to gain a skill

**acquisition** /,ækwɪ'zɪf(ə)n/ *noun* 1. an object or item which is obtained, purchased or received as a donation to a library 2. the process of learning or obtaining a skill ○ *The acquisition of a new language is a long process.*

**acquisitions editor** /,ækwɪ'zɪf(ə)nz ,edɪtə/, **acquiring editor** *noun* a person who builds up a list by buying books or rights to books from packagers or other publishers

**Acrobat** /'ækrəʊbæt/ a trademark for a file format developed by Adobe Systems, which describes a graphics, text and indexing system that allows the same screen image or page layout file to be displayed on different hardware

**acronym** /'ækrənɪm/ *noun* a word made from the initial letters of other words, e.g. DIANE Direct Information Access Network Europe

**active vocabulary** /,æktɪv vəʊ 'kæbjʊləri/ *noun* the range of words that somebody normally uses in speech or writing, as opposed to words they understand when used by others

**actuals** /'æktʃuəlz/ *plural noun* real figures

**acute** /ə'kju:t/ *adjective* very sharp or clear

**acute accent** /ə,kju:t 'æksənt/ *noun* a mark usually over the letter e (é) to show how it should be pronounced

**ad** /æd/ *noun* same as **advertisement**

**adapt** /ə'dæpt/ *verb* to change a person or thing in order to make it suitable for a specific purpose ○ *Has the play been adapted for the cinema?* ○ *She adapted the story for TV.*

**adaptation** /,ædæp'teɪf(ə)n/ *noun* a film or play based on a story or novel

**adapter** /ə'dæptə/ *noun* 1. somebody who adapts a literary work to another

format, e.g. a novel to a play **2.** a device that allows two or more incompatible devices to be connected together

**ad banner** /'æd ˌbænə/ *noun* same as **banner ad**

**ad click** /'æd klɪk/ *noun* same as **click-through**

**add** /æd/ *verb* **1.** to put figures together to make a total ○ *to add home and export sales* **2.** to put things together to make a large group ○ *We are adding to the sales force.* ○ *They have added two new lists to their range of homecare titles.*

**added entry** /,ædɪd 'entri/ *noun* a secondary entry in an index or catalogue

**addendum** /ə'dendəm/ *noun* an additional section at the end of a document giving extra information (NOTE: The plural is **addenda**.)

**addition** /ə'dɪʃ(ə)n/ *noun* something extra to what is already there

**additional** /ə'dɪʃ(ə)nəl/ *adjective* extra or added ○ *There is no room for any additional text matter.* ○ *The agent has proposed additional clauses to the contract.* ○ *You pay extra for additional material.*

**additive** /'ædɪtɪv/ *adjective* produced by adding

**additive colour mixing** /,ædɪtɪv ˌkʌlə 'mɪksɪŋ/ *noun* the mixing of different colours to give the final colour that is wanted

**additive colours** /'ædɪtɪv ˌkʌləz/, **additive primary colours, additive primaries** *plural noun* the primary colours red, green and blue, which when added together form white light, and are used to make all other colours. Compare **subtractive colours**

**address** /ə'dres/ *noun* **1.** details of where somebody lives or where their business premises are **2.** a label, number or name which locates where information is stored ■ *verb* to deal with something ○ *He addressed the problem.*

**addressee** /,ædre'si:/ *noun* the person to whom a letter, package or communication is addressed

**addressing machine** /ə'dresɪŋ mə ˌʃiːn/ *noun* a machine which puts addresses on envelopes automatically

**address label** /ə'dres ˌleɪb(ə)l/ *noun* a label with an address on it

**address list** /ə'dres lɪst/ *noun* a list of names and addresses of people and compa-

nies ○ *We are continually updating our address list of clients in Europe.*

**adhere** /əd'hɪə/ *verb* to stick to something

**adhesion** /əd'hiːʒ(ə)n/ *noun* ability to stick

**adhesive** /əd'hiːsɪv/ *noun* a substance used to make things stick together ■ *adjective* relating to something that sticks ○ *The posters are stuck to the back of the stand with adhesive tape.* ○ *The display boards have adhesive backing.*

**adhesive binding** /əd,hiːsɪv 'baɪndɪŋ/ *noun* **1.** a type of binding where the folds of the signatures are trimmed, and not sewn, the cover being glued to the cut pages. Also called **perfect binding** **2.** same as **thermoplastic binding**

**adhesive lettering** /əd,hiːsɪv 'letərɪŋ/ *noun* letters with an adhesive backing, used to make display paste-ups

**adjust** /ə'dʒʌst/ *verb* to change something to fit new conditions ○ *to adjust prices to take account of inflation* ○ *The text will be adjusted at page make-up stage.* ○ *The pages have been adjusted to allow for the extra material which the author has sent in.* ■ *noun* a feature which automatically changes the right-hand margin when new text is inserted

**adjustment** /ə'dʒʌstmənt/ *noun* a slight change ○ *to make an adjustment to the page layout* ○ *Some adjustment of prices is needed to take account of rising paper costs.*

**adman** /'ædmæn/ *noun* a man who works in advertising (*informal*) ○ *The admen are using balloons as promotional material.*

**admin** /'ædmɪn/ *noun* (*informal*) **1.** administrative work in an office, especially paperwork ○ *There is too much admin in this job.* ○ *The admin people have sent the report back.* **2.** the administration staff in a company ○ *Admin say they need the report immediately.*

**administer** /əd'mɪnɪstə/ *verb* to be responsible for managing a company, institution or country

**administered price** /əd'mɪnɪstəd praɪs/ *noun* *US* a price fixed by a manufacturer which cannot be varied by a retailer

**administration** /əd,mɪnɪ'streɪʃ(ə)n/ *noun* **1.** a group of people who are responsible for the management of a company,

institution or country **2.** the range of activities connected with management

**administrative** /əd'mɪnɪstrətɪv/ *adjective* referring to administration

**Adobe** /ə'dəʊbi/ a trade name for a leading producer of graphics and desktop publishing software

**Adobe Illustrator** /ə,dəʊbi 'ɪləstreɪtɪv/ a trade name for a vector image and editing software, or a drawing program

**Adobe InDesign** /ə,dəʊbi 'ɪndɪzəɪn/ a trade name for a design and page layout software

**Adobe Pagemaker** /ə,dəʊbi 'peɪdʒmeɪkə/ a trade name for a design and page layout software, an older form of Adobe InDesign

**Adobe Photoshop** /ə,dəʊbi 'fəʊtəʊʃɒp/ a trade name for a raster image creation, editing and format translation software

**Adobe Type Manager** /ə,dəʊbi taɪp 'mæniɪdʒə/ a trade name for a group of software technology programs used for describing scalable fonts. It is most commonly used to provide fonts that can be scaled to almost any point size, and printed on almost any printer. Abbr **ATM**

**adopt** /ə'dɒpt/ *verb* to accept ideas, plans or attitudes and be willing to carry them out

**adoption** /ə'dɒpʃən/ *noun* agreement that a textbook will be used in state schools  
○ *The company is hoping for an adoption in Texas.*

**ADS** *abbreviation* advertisement delivery system

**Adshel** /'ædʃel/ a trade name for a poster site for advertisements in a bus shelter

**adult** /'ædʌlt/ *noun* a person who is older than a child or over 18 years of age  
○ *the adult paperback market*  
○ *They have started a new list of adult nonfiction titles.*

**adult education** /,ædʌlt ,edʒu 'keɪʃ(ə)n/ *noun* courses designed especially for adults outside the formal system of schooling

**adult literacy programme** /,ædʌlt 'lɪt(ə)rəsi ,prəʊgræm/ *noun* a programme to teach adults to read and write

**ad valorem duty** /,æd və'lɔ:rəm ,dʒu:ti/ *noun* duty calculated on the sales value of goods

**advance** /əd'vɑ:ns/ *noun* **1.** money paid as a loan or as a part of a payment to be made later  
○ *to pay an author an advance*

*of £1,000 against a royalty of 10 per cent*  
**2.** money paid by a publisher to an author before a book is published which will be covered by future royalties  
○ *The paperback houses pay advances of over \$50,000 to established authors.*  
**3.** □ **in advance** early or before something happens  
○ *freight payable in advance*  
○ *price fixed in advance*  
■ **verb** **1.** to lend something  
○ *The bank advanced him £100,000 against the security of his house.*  
**2.** to make something happen earlier  
○ *The publication date has been advanced to May 10th.*  
○ *The meeting with the German distributors has been advanced from 11.00 to 09.30.*

COMMENT: A publishing contract often allows an author an advance payment against future royalties; the author will not receive any further royalties until the amount paid in advance has been earned by sales of the book. Most advances on royalties are considered to be non-returnable (i.e., the publisher cannot ask for his money back if the book does not sell). Some publishers may have reason to ask for an advance back, especially if the author produces a MS which is not of publishable quality.

**advance blurb** /əd,vɑ:ns 'blɜ:b/ *noun* a quote or review which is prepared before a book or film is released and is used to publicise it

**advance copies** /əd,vɑ:ns 'kɒpi:z/ *plural noun* copies of a book or of printed sheets, sent by the printer direct to the publisher's office, before the bulk stock is sent to the warehouse  
○ *The marketing department needs twenty advance copies for the exhibition.* Also called **advances**, **advance sheets**

**advance information sheet** /əd ,vɑ:ns ,ɪnfə'meɪʃ(ə)n ,ʃi:t/ *noun* full form of **AI**<sup>1</sup>

**advances** /əd'vɑ:nsɪz/ *plural noun* same as **advance copies**

**advance selling** /əd,vɑ:ns 'selɪŋ/ *noun* the selling of a book by a bookseller before the official publication date set by the publisher

**advance sheets** /əd,vɑ:ns 'ʃi:t/s/ *plural noun* same as **advance copies**

**adverse** /'ædvɜ:s/ *adjective* bad or not helpful  
○ *Adverse publicity about the author did not help the sales of the book.* □

**adverse trading conditions** bad conditions for trade

**advertise** /'ædvətəɪz/ *verb* to announce that something is for sale, that a job is vacant or that a service is offered  
○ *to*



*advertise a vacancy in the production department* ○ *The author has phoned to ask what we are doing to advertise his new title.*

**advertisement** /əd'vɜ:tɪsmənt/ *noun* a notice giving information that something is for sale, that a job or service is being offered or that somebody wants something ○ *to put an advertisement in the paper*

**advertisement delivery system** /əd'vɜ:tɪsmənt dɪ'lɪv(ə)rɪ ,sɪstəm/ *noun* a digital file format used in the transmission of mono and colour images. Abbr **ADS**

**advertisement manager** /əd'vɜ:tɪsmənt ,mænidʒə/ *noun* the manager in charge of the advertisement section of a newspaper

**advertisement page** /əd'vɜ:tɪsmənt peɪdʒ/ *noun* a page facing the title page of a book, which may have a list of other works in the same series or by the same author

**advertisement panel** /əd'vɜ:tɪsmənt ,pæn(ə)/ *noun* a specially-designed large advertising space in a newspaper

**advertiser** /'ædvətəɪzə/ *noun* a person or company that advertises things ○ *The advertisers will complain if circulation drops.*

**advertising** /'ædvətəɪzɪŋ/ *noun* the act of telling people about products or events in order to make them want to buy them or take part

**advertising agency** /'ædvətəɪzɪŋ ,eɪdʒənsɪ/ *noun* a company that plans, designs and manages advertising for other companies

**advertising budget** /'ædvətəɪzɪŋ ,bʌdʒɪt/ *noun* money planned for spending on advertising

**advertising campaign** /'ædvətəɪzɪŋ kæm,pəɪn/ *noun* same as **publicity campaign**

**advertising copy** /'ædvətəɪzɪŋ ,kɒpi/ *noun* text written for an advertisement

**advertising manager** /'ædvətəɪzɪŋ ,mænidʒə/ *noun* the manager in charge of advertising a company's products

**advertising medium** /'ædvətəɪzɪŋ ,mɪ:diəm/ *noun* a type of advertisement such as a TV commercial

**advertising rates** /'ædvətəɪzɪŋ reɪts/ *plural noun* the amount of money charged for advertising space in a newspaper or advertising time on TV

**advertising space** /'ædvətəɪzɪŋ speɪs/ *noun* space in a newspaper set aside for advertisements

**editorial** /'ædvɜ:'tɔ:riəl/ *noun* text in a magazine which is not written by the editorial staff but by an advertiser

**advice** /əd'vaɪs/ *noun* an opinion as to what action to take □ **to take legal advice** to ask a lawyer to say what should be done ○ *The advice of the libel lawyer was to go ahead and publish.* ○ *We took the accountant's advice and sent the documents to the police.*

**advice note** /əd'vaɪs nəʊt/ *noun* a written notice to a customer giving details of goods ordered and shipped but not yet delivered

**advise** /əd'vaɪz/ *verb* **1.** to tell somebody about something ○ *We are advised that the shipment will arrive next week.* ○ *He was advised that some of the material in the book could be libellous.* **2.** to suggest to somebody what should be done ○ *The accountant advised us to send the documents to the police.*

**advise against** /əd'vaɪz ə'genst/ *verb* to suggest that something should not be done ○ *The lawyers advised against publishing the MP's memoirs.*

**adviser** /əd'vaɪzə/, **advisor** *noun* a person who suggests what should be done ○ *He is consulting the company's legal adviser.*

**advisory** /əd'vaɪz(ə)rɪ/ *adjective* as an adviser ○ *He is acting in an advisory capacity.*

**advisory board** /əd'vaɪz(ə)rɪ ,bɔ:d/ *noun* a group of advisors

**A format paperback** /,eɪ ,fɔ:mæt 'peɪpəbæk/ *noun* a paperback with the format 178 x 111mm

**afterword** /'ɑ:ftəwɜ:d/ *noun* a short piece of text placed at the end of a book sometimes used for a note about the author, especially if the author has died since the first printing of the book

**against the grain** /ə'genst ðə 'greɪn/ *adjective* feeding paper into a printing press and printing on it across the grain of the paper

**agate** /'ægət/ *noun* a former type size equal to five and a half points, still used in the USA

**agate line** /'ægət laɪn/ *noun* US a measure of page space, e.g. in classified

advertising, one column wide and 1.8 mm deep

**aged debtor report** /,eɪdʒd 'detə rɪ ,pɔ:t/ *noun* a computer report listing debtors, showing the length of time their payments are overdue

**agency** /'eɪdʒənsi/ *noun* **1.** the job of representing another company in an area, or an office that does this job ○ *They signed an agency agreement.* **2.** an office or business that arranges things for other companies

**agent** /'eɪdʒənt/ *noun* somebody who arranges work or business for other people for a fee

**agent's commission** /,eɪdʒənts kə 'mɪʃ(ə)n/ *noun* money, usually a percentage of sales, paid to an agent

**aggregator** /'ægrɪgeɪtə/ *noun* a piece of software which receives information from different sources and displays it on a desktop

**AGM** *abbreviation* Annual General Meeting

**agreed price** /ə ,grɪ:d 'prɑ:s/ *noun* a price that has been accepted by both the buyer and seller

**agreement** /ə 'grɪ:mənt/ *noun* a formal document stating what two or more people have decided together

**agree with** /ə 'grɪ: wɪð/ *verb* **1.** to say that your opinions are the same as somebody else's ○ *I agree with the chairman about the need to boost sales.* **2.** to be the same as ○ *The auditors' figures do not agree with those produced by the accounts department.* ○ *The figures for sales by title do not agree with reps' sales by area.*

**AI<sup>1</sup>** /,eɪ 'aɪ/ *noun* a document that is put together by a publishing company to provide sales and marketing information about a book before publication. Full form **advance information sheet**

**AI<sup>2</sup>** *abbreviation* artificial intelligence

**air** /eə/ *noun* **1.** the white space on a printed page ○ *We need to give the text some more air.* **2.** a method of travelling or sending goods using aircraft ○ *to send a shipment by air*

**airbrush** /'eə ,brʌʃ/ *noun* a machine that uses compressed air to spray ink or paint ○ *He uses an airbrush to create soft background effects.* ■ *verb* to paint using an airbrush

**air cargo** /'eə ,kɑ:gəʊ/ *noun* goods sent by air

**air-dried paper** /,eə draɪd 'peɪpə/ *noun* good-quality paper made and dried slowly in air, instead of being passed over heated rollers

**air forwarding** /'eə ,fɔ:wədɪŋ/ *noun* the act of arranging for goods to be shipped by air

**air freight** /'eə freɪt/ *noun* a method of shipping goods in an aircraft

**airfreight** /'eəfreɪt/ *verb* to send goods by air ○ *to airfreight a consignment to Mexico* ○ *We airfreighted the shipment because our agent ran out of stock.*

**air freight charges** /'eə freɪt ,tʃɑ:dʒɪz/, **air freight rates** /'eə freɪt ,reɪts/ *plural noun* money charged for sending goods by air

**air letter** /'eə ,letə/ *noun* a special sheet of thin blue paper which when folded can be sent by airmail without an envelope

**airmail** /'eəmeɪl/ *noun* a system of transporting letters and packages by air ■ *verb* to send letters or parcels by air ○ *to airmail a document to New York*

**airport edition** /'eəpɔ:t ɪ ,dɪʃ(ə)n/ *noun* a large-format paperback version of a new book, which may be available to buy in an airport shop several weeks before its official publication date

**airport fiction** /'eəpɔ:t ,fɪkʃ(ə)n/ *noun* a type of fiction which sells well at airports, generally because does not deal with serious subjects and is therefore easy to read on a plane journey or on holiday

**airtight** /'eətaɪt/ *adjective* not allowing air to get in ○ *The goods are packed in airtight containers.*

**ALA** *abbreviation* American Library Association

**Albion press** /'ælbɪən pres/ *noun* a make of solid old hand press, made of cast iron, still used for printing lithographs and other fine art printing work

**album** /'ælbəm/ *noun* a collection in book form of short literary or musical pieces or pictures

**album paper** /'ælbəm ,peɪpə/ *noun* thick paper with an antique finish, used for making the pages of photograph albums

**aliasing** /'eɪlɪəsɪŋ/ *noun* jagged edges on a curved line in an image that appear when it is enlarged

**align** /ə 'laɪn/ *verb* to place two objects side by side in a line

**aligning edge** /ə'laɪnɪŋ edʒ/ *noun* the edge of an optical character recognition system used to position a document

**alignment** /ə'laɪnmənt/ *noun* the ordering of lines of type relative to a margin or line □ **in alignment** correctly aligned

**all caps** /,ɔ:l 'kæps/ *adjective* of text, set entirely in uppercase letters

**all expenses paid** /,ɔ:l ɪk'spensɪz ,peɪd/ *adjective* with all costs paid by the company ○ *an all expenses paid trip to a conference in San Francisco*

**alley** /'æli/ *noun* a white space between two columns of text

**all-in** /,ɔ:l 'ɪn/ *adjective* including everything

**all in hand** /,ɔ:l ɪn 'hænd/ *adjective* relating to a typesetting job which is with the compositors

**all-in price** /,ɔ:l ɪn 'praɪs/, **all-in rate** /,ɔ:l ɪn 'reɪt/ *noun* the price of something which covers all items in the purchase such as goods, delivery, tax and insurance

**all rights reserved** /,ɔ:l ,raɪts rɪ 'zɜ:vɔl/ *phrase* printed on books and documents to show that they are subject to copyright

**all up** /,ɔ:l 'ʌp/ *adjective* relating to a typesetting job where the compositors have finished setting the copy

**alphabet** /'ælfəbet/ *noun* a set of letters or symbols in a fixed order used for writing the words of a language

**alphabetical** /,ælfə'betɪk(ə)/ *adjective* in the same order as the letters of the alphabet

**alphabetical index** /,ælfəbetɪk(ə)l 'ɪndeks/ *noun* an index where the items are listed in the order of the letters of the alphabet

**alphabetically** /,ælfə'betɪkli/ *adverb* in alphabetical order ○ *The files are arranged alphabetically under the customer's name.*

**alphabetical order** /,ælfəbetɪk(ə)l 'ɔ:də/ *noun* arrangement according to the usual order of letters in an alphabet ○ *The authors' names are given in alphabetical order.*

**alphabetic character set** /,ælfəbetɪk 'kærɪktə ,set/ *noun* characters, both capitals and small letters, that make up the alphabet

**alphabetic shift** /,ælfəbetɪk 'ʃɪft/ *noun* the shift key which activates the letters on an alphanumeric pad

**alphabetise** /'ælfəbetaɪz/, **alphabetize** *verb* to sort into alphabetical order

**alphabet length** /'ælfəbet leŋθ/ *noun* the space taken by the 26 lower case letters of the alphabet in a particular typeface, measured in points

**alphamosaic** /,ælfəməʊ'zeɪɪk/ *adjective* a very basic character set used in low-resolution graphics display mediums such as teletext

**alphanumeric characters** /,ælfənjʊmerɪk 'kærɪktəz/, **alphanumerics** /,ælfənju'merɪks/ *plural noun* letters and Arabic numerals, and other signs such as punctuation marks. Also called **alphanumeric set**

**alphanumeric data** /,ælfənjʊmerɪk 'deɪtə/ *noun* data shown by the letters of the alphabet and the Arabic numerals

**alphanumeric display** /,ælfənjʊmerɪk dɪ'spleɪ/ *noun* a display device able to show characters as well as numbers

**alphanumeric keyboard** /,ælfənjʊmerɪk 'ki:bɔ:d/ *noun* a keyboard containing character keys as well as numerical keys

**alphanumeric set** /,ælfənju'merɪk set/ *noun* same as **alphanumeric characters**

**alphaphotographic** /,ælfəfəʊtəʊ 'græfɪk/ *adjective* representing pictures using predefined characters, for teletext services

**alpha pulp** /'ælfə ɒlʌp/ *noun* wood pulp with almost all the cellulose removed

**alphasort** /,ælfə'sɔ:t/ *verb* to sort data into alphabetical order

**alter** /'ɔ:ltə/ *verb* to change

**alteration** /,ɔ:ltə'reɪʃ(ə)n/ *noun* a change which is made ○ *He made some alterations to the print specifications.* ○ *The agreement was signed without any alterations.* ○ *The proofs were passed for press with no alterations.*

COMMENT: An alteration is a change made by the author or publisher to a proof, where there is no error on the part of the printer. Changes to correct errors made by the printer are called 'corrections'.

**alternate selection** /ɔ:l,tɜ:nət sɪ 'leɪʃən/ *noun* a book which is the second choice offered to book club members

**ALT tag** /'ɔ:lt tæg/ *noun* a piece of text attached to an image on a webpage, which is displayed when graphics are unavailable or have been turned off

**Amazon** /'æməzən/ a trade name for a leading online seller of books, CDs DVDs and other products

**ambient media** /,æmbiənt 'mi:diə/ *noun* advertising media outdoors, e.g. posters, advertisements on the sides of buses, etc.

**amend** /ə'mend/ *verb* to change something written or said

**amendment** /ə'mendmənt/ *noun* something that is added to a written or verbal statement in order to change it

**American** /ə'merikən/ *adjective* referring to the United States of America ◦ *She is asking for American paperback rights.* ◦ *The American edition is not for sale in Europe.*

**American Booksellers' Association** /ə,merikən 'bukseləz ə ,səʊsiəlf(ə)n/ *noun* an organisation representing American booksellers, which sponsors an annual convention at which publishing companies have stands showing their new titles. Abbr **ABA** (NOTE: The book fair sponsored by the ABA, and formerly also called 'the ABA', has changed its name to BookExpo America.)

**American groove** /ə'merikən grʊ:v/ *noun* a joint in binding, where space is left between the board and the spine to allow the book to open flat. Also called **French groove**

**Americanisation** /ə,merikənai 'zeɪf(ə)n/, **Americanization** *noun* changing the spelling and style of a book written in English from British to American English (NOTE: The reverse process is **Briticisation**.)

**Americanise** /ə'merikənəɪz/, **Americanize** *verb* to change the spelling and style of a book written in English from British to American. ◊ **British traditional market**

COMMENT: American rights are the permission given by a publisher from outside the USA to an American publisher to publish an American edition of a work; this usually includes the right to publish the book in Canada. In the case of works first published in Great Britain, the rights will cover the Americanisation of the spelling and syntax. It is sometimes not easy for a British publisher to limit the market for an American edition to the USA alone, or to prevent the edition from being sold in markets outside the UK where American publishing companies have a strong marketing presence, such as Australia.

**American Library Association** /ə ,merikən 'larbrəri ə,səʊsiəlf(ə)n/ *noun* the oldest and largest library association in the world for the support of qualified librarians and information workers. Abbr **ALA**

**American Publishers Association** /ə,merikən 'pʌblɪʃəz ə,səʊsiəlf(ə)n/ *noun* an organisation that represents American publishers. Abbr **APA**

**American Sign Language** /ə ,merikən 'saɪn ,læŋɡwɪdʒ/ *noun* a system of communication used by people with impaired hearing that uses motions or gestures of the hands. Abbr **ASL**

**American Standard Code for Information Interchange** /ə,merikən ,stændəd kəʊd fər ,ɪnfəmeɪf(ə)n 'ɪntəʃeɪndʒ/ *noun* a computer code which represents alphanumeric characters as binary code. Abbr **ASCII**

**ampersand** /'æmpəsænd/ *noun* a symbol (&) meaning 'and'

**analogue proof** /'æn(ə)ləg pru:f/ *noun* a proof which very closely approximates the actual appearance and finish of the printed page

**analyse** /'ænəlaɪz/ *verb* to examine a situation in detail in order to understand it better

**analysis** /ə'næləsɪs/ *noun* the process of examining something in detail

**analyst** /'ænəlɪst/ *noun* a person who analyses data

**ancestral file** /æn,sestrəl 'faɪl/ *noun* a system of backing up computer files, from son to father to grandfather file, where the son is the current working file

**anecdotal** /,ænik'dəʊt(ə)l/ *adjective* consisting of or based on second-hand accounts rather than first-hand knowledge or scientific investigation

**angle** /'æŋɡəl/ *noun* a corner where two sides join

**angle bars** /'æŋɡəl bɑ:z/ *plural noun* metal rods on a rotary press which turn the web of paper so that it is running in a different direction. Also called **turner bars**

**angle brackets** /'æŋɡəl ,brækɪts/ *plural noun* signs ([ and ]) used in mathematical setting

**angle cutter** /'æŋɡəl ,kʌtə/ *noun* a machine for cutting paper from a reel

**aniline dye** /'ænilaɪn daɪ/ *noun* synthetic dye made from a benzene base

**aniline foil** /'ænlɪəm fɔɪl/ *noun* a foil used in blocking covers, which contains aniline dyes

**aniline ink** /'ænlɪəm ɪŋk/ *noun* a type of quick-drying ink

**anilo roller** /'ænlɪəʊ ˌrɒlə/ *noun* a roller used in flexography to apply aniline ink

**animal tub-sized** /,ænim(ə)l saɪzd 'peɪpəl/ *adjective* referring to paper which has been treated by passing it through a bath of gelatine. Abbr **ATS**

**ann.** *abbreviation* annals

**annal** /'æn(ə)l/ *noun* a periodical that records events and reports in a field of research

**annals** /'æn(ə)lz/ *plural noun* history in general, as it is recorded in books and other documents

**annexe** *noun* /'æneks/ **1.** an appendix, epilogue or other additional material attached to a larger document **2.** *US* a supplement to a specialised book ■ *verb* /ə 'neks/ to attach something such as a document

**annotate** /'ænəteɪt/ *verb* to add notes to something written in order to explain it more fully

**annotated bibliography** /,ænəteɪtɪd ˌbɪbli'ɒgrəfi/ *noun* a bibliography with notes

**annotated text** /,ænəteɪtɪd 'tekst/ *noun* text with notes written by an editor

**annotation** /,ænə'teɪʃ(ə)n/ *noun* a note written to explain items in a text

**announce** /ə'naʊns/ *verb* to tell something to the public ○ *The publishing house has announced its titles for the Spring list.* ○ *The results of the literary prize will be announced next week.*

**announcement** /ə'naʊnsmənt/ *noun* the act of telling something to the public ○ *The company delayed the announcement of its spring publishing programme.*

**annual** /'ænjuəl/ *adjective* **1.** happening once a year **2.** coming out once a year ■ *noun* a book that is published and updated once a year

**annual accounts** /,ænjuəl ə'kaʊnts/ *plural noun* accounts prepared at the end of a financial year

**Annual General Meeting** /,ænjuəl ˌdʒen(ə)rəl 'mi:tɪŋ/ *noun* a meeting of all the shareholders, when the company's financial situation is discussed with the directors. Abbr **AGM**

**annually** /'ænjuəli/ *adverb* each year ○ *Our prices are raised annually on March 1st.*

**annual report** /,ænjuəl rɪ'pɔ:t/ *noun* a report of a company's financial situation at the end of a year, sent to all the shareholders

**anodised plate** /,ænədaɪzd 'pleɪt/ *noun* a plate used in offset printing, which is specially coated to prevent wear

**anon** /ə'nɒn/ *abbreviation* anonymous

**anonym** /'ænənim/ *noun* a publication whose author is unnamed or unknown

**anonymous** /ə'nɒnɪməs/ *adjective* of unknown name or authorship

**answer** /'ɑ:nsə/ *noun* a reply or letter written following an order; publishers' answers are usually computerised, and take the form of recognised abbreviations, such as RP/ND or OP

**antedate** /,æntɪ'deɪt/ *verb* to put an earlier date on a document ○ *The invoice was antedated to January 1st.*

**anthologise** /æ'nθɒlədʒaɪz/, **anthologize** *verb* **1.** to gather works from different writers, musicians or artists into a collection **2.** to compile or publish an anthology

**anthology** /æ'nθɒlədʒɪ/ *noun* a book that consists of essays, stories or poems by different writers

**anthology piece** /æ'nθɒlədʒɪ pi:s/ *noun* a poem or passage which appears frequently in anthologies

**anti-aliasing** /,ænti 'eɪliəzɪŋ/ *noun* the process of reducing the effects of jagged edges in graphics by using shades of grey to blend in along edges. Also called **deja-ging**

**anti-dumping** /,ænti 'dʌmpɪŋ/ *adjective* protecting a country against dumping ○ *anti-dumping legislation*

**anti-halation backing** /,ænti hə 'leɪʃ(ə)n ˌbækɪŋ/ *noun* backing to a film which prevents caused by reflection from the emulsion causing a halo effect on the image

**antimony** /'æntɪməni/ *noun* a metal which forms part of the alloy used in metal type

COMMENT: The other metals in the alloy are lead and tin. Antimony is added to make the alloy harder, and better able to make very thin lines.

**Antiqua** /æ'n'ti:kwə/ *noun* a German name for roman typeface

**antiquarian** /,æntɪ'kwɛəriən/ *adjective* relating to or dealing with antiques or

antiquities, especially rare and old books. Abbr **antiq.** ■ *noun* a very large size of handmade paper

**antiquarian bookseller** /,æntɪ ,kwɛəriən ,buk'selə/ *noun* a bookseller who specialises in expensive old books

**antique face** /æn'ti:k feɪs/ *noun* one of a range of old-style typefaces

**antique finish** /æn'ti:k ,fɪnɪʃ/ *noun* paper with a rough surface which looks as if it is handmade, or any bulky rough-finished paper

**antique laid paper** /æn,tɪ:k 'leɪd ,peɪpə/ *noun* fine paper which imitates old handmade paper, with watermarks in the form of fine straight lines across the paper and thick lines along the grain. Also called **laid paper**

**anti-setoff** /,æntɪ 'setɒf/ *adjective* preventing the ink of one page staining the facing page

**anti-setoff paper** /,æntɪ 'setɒf ,peɪpə/ *noun* thin transparent paper put between the pages of an expensive illustrated book

**anti-setoff spray** /,æntɪ 'setɒf ,spreɪ/ *noun* fine powder used on a press to prevent set-off between sheets

**anycast** /'enɪkɑ:st/ *noun* an act of sending data across a computer network from a single user to the nearest receiver

**AP** *abbreviation* PUBL Associated Press

**a.p.** *abbreviation* PUBL author's proof

**aperture** /'æpətʃə/ *noun* a partially-enclosed rounded white space in a letter such as 'c' or 'S'

**apex** /'eɪpeks/ *noun* the top part of a character such as a capital 'A', where the strokes meet

**apostrophe** /ə'pɒstrəfi/ *noun* a punctuation mark which indicates either contraction or possession

**app.** *abbreviation* PUBL appendix

**apparent density** /ə,pærənt 'densɪti/ *noun* the weight of a particular volume of paper, calculated by dividing the basic weight by the thickness

**appeal** /ə'pi:l/ *noun* **1.** the attractiveness of something which makes it popular ○ *The illustrations have a lot to do with the book's continuing appeal.* **2.** a request for something to be reconsidered ■ *verb* to attract somebody ○ *These titles should appeal to the under-25 market.* ○ *The idea of working in Australia for six months appealed to her.*

**appear** /ə'piə/ *verb* **1.** to be published ○ *The book is advertised to appear in the spring.* ○ *The second volume will appear shortly.* **2.** to seem ○ *The company appeared to be doing well.*

**appearing size** /ə'piəriŋ saɪz/ *noun* the size of a printed character on the page, not the same as body size (NOTE: The maximum appearing size of a face is the distance between the ascender and descender lines. The body size is indicated by points, and the appearing size may be several points smaller.)

**append** /ə'pend/ *verb* to add extra information to something, especially to a document

**appendix** /ə'pendɪks/ *noun* a section at the end of a document giving extra information (NOTE: The plural is **appendices** /ə'pendɪsɪz/.)

COMMENT: Appendices are always printed at the back of a book, always starting on a right-hand page. They must be laid out in a way which shows clearly that they are not part of the main text.

**Apple Mac** /'æp(ə)l mæk/, **Apple Macintosh computer** a trade name for a range of personal computers developed by Apple Inc. that has a graphical user interface.

**applet** /'æplət/ *noun* a small application program on the Internet designed to enhance the functionality of a webpage

**application form** /,æplɪ'keɪf(ə)n ,fɔ:m/ *noun* a standardised form to be filled in when applying for something

**approval** /ə'pru:v(ə)l/ *noun* agreement ○ *All jackets must be submitted to the author's agent for approval.*

**approval copy** /ə'pru:v(ə)l ,kɒpi/ *noun* an inspection copy of a book sent to a teacher which may be kept without payment if a class set of the book is ordered for the students

**approve** /ə'pru:v/ *verb* to agree to ○ *to approve the terms of a contract*

**apron** /'eɪprɒn/ *noun* **1.** in paper making, a strip of rubber at the end of a flow box to close the gap beneath the wire mesh **2.** *US* an extra wide margin on a page which has a fold-out

**APR plate** /,eɪ pi: 'ɑ: ,pleɪt/ *noun* a printing plate made from photopolymer resin, used in flexography and rotary letterpress. Full form **Asahi Photopolymer Resin plate**

**aquatint** /'ækwətɪnt/ *noun* **1.** a printing process using a copper plate, which is etched to produce halftones **2.** a print made in this way

**AR** *abbreviation* aspect ratio

**Arabic numerals** /,ɪərə'bi:k 'nju:mərəl/, **Arabic numbers** /,ɪərə'bi:k 'nʌmbəz/, **Arabic figures** /,ɪərə'bi:k 'fɪɡəz/ *plural noun* normal numbers (such as 1, 2, 3, etc.) as opposed to Roman numerals (I, II, III, IV, etc.) ○ *The page numbers are written in Arabic figures.*

**archetype** /'ɑ:kɪtaɪp/ *noun* a document or book that illustrates the styles of a particular time and subject

**architecture** /'ɑ:kɪtektʃə/ *noun* the planning and design of buildings or systems

**archival paper** /'ɑ:kɑ:v(ə)l ,peɪpə/ *noun* special acid-free paper used for important documents such as wills, which may have to be kept for a very long time

**archive** /'ɑ:kɑ:v/ *noun* **1.** a public record, document or photograph of historical interest kept in an official repository **2.** a collection of documents and records relating to the history of an organisation ■ *verb* to put data in storage

**archived copy** /,ɑ:kɑ:v d'kɒpi/ *noun* a copy of something such as a computer file or a book kept in storage

**archive file** /'ɑ:kɑ:v faɪl/ *noun* a file containing data which is out of date, but which is kept for future reference

**archives** /'ɑ:kɑ:vz/ *plural noun* documents relating to an organisation, person or company, kept for many years ○ *The company's archives contain documents referring to the founders of the company in the 18th century.*

**area** /'eəriə/ *noun* a space in a building such as a library, designated for a particular purpose, e.g. a reference area

**area composition** /'eəriə ,kɒmpəzɪʃ(ə)n/ *noun* the composition of pages so that as many elements as possible are in place to reduce or eliminate page make-up

**area fill** /'eəriə fɪl/ *noun* a graphics instruction to fill an area of the screen or an enclosed pattern with a colour or pattern

**area graph** /'eəriə grɑ:f/ *noun* a line graph in which the area below the line is filled with a pattern or colour

**area layout** /'eəriə ,leɪaʊt/ *noun* a layout of the printing area of a page, made up during area make-up

**area manager** /,eəriə 'mænɪdʒə/ *noun* a manager who is responsible for a part of the country

**a ring** /'eɪ rɪŋ/ *noun* same as **a circle**

**arm** /ɑ:m/ *noun* a horizontal stroke on a character which is unconnected to another stroke at one end, such as the middle bar in 'f'

**arrow** /'ærəʊ/ *noun* a printing sign which points in a particular direction

**arrowhead** /'ærəʊhed/ *noun* a printed sign which is usually used to show a cross-reference

**art** /ɑ:t/ *noun* creative work such as painting, drawing, music or sculpture

**art board** /'ɑ:t bɔ:d/ *noun* shiny wood-free coated card used for colour covers

**art book** /'ɑ:t bʊk/ *noun* a book with illustrations, dealing with a painter, sculptor, style of design or other art topic

**art department** /'ɑ:t dɪpɑ:tmənt/ *noun* the section of a publishing company that deals with illustrations or book jackets

**article** /'ɑ:tɪk(ə)l/ *noun* **1.** a piece of writing in a newspaper or magazine **2.** a message sent to an electronic newsgroup

**articles of association** /,ɑ:tɪk(ə)lz əv ə,səʊsi'eɪʃ(ə)n/, **articles of incorporation** /,ɑ:tɪk(ə)lz əv ɪn,kɔ:pə'reɪʃ(ə)n/ *plural noun* a document that regulates the way in which a company's affairs are managed ○ *This procedure is not allowed under the articles of association of the company.*

**articles of partnership** /,ɑ:tɪk(ə)lz əv 'pɑ:tnəʃɪp/ *plural noun* a document that sets up the legal conditions of a partnership

**artificial intelligence** /,ɑ:tɪfɪʃ(ə)l ɪn 'teɪdʒəns/ *noun* the design and development of computers which attempt to imitate some human characteristics. Abbr **AI**

**artist** /'ɑ:tɪst/ *noun* a person who creates artwork for use in a book

**art paper** /'ɑ:t ,peɪpə/ *noun* shiny paper, coated on one or both sides with china clay and size, used for illustrations, especially halftones

**art publisher** /'ɑ:t ,pʌblɪʃə/ *noun* a publisher who specialises in art books

**artwork** /'ɑ:tʍɜ:k/ *noun* drawings, photographs and text prepared for inclusion in a book or advertisement. Abbr **a/w**

**Asahi Photopolymer Resin plate**  
full form of **APR plate**

**ascender** /ə'sendə/ *noun* **1.** the part of a lower case letter such as h, d or b that projects above the body of the letter **2.** a lower case letter with an ascender

**ascender line** /ə'sendə laɪn/ *noun* a line marking the top of the ascenders in a row of type, slightly higher than the cap line

**ascending letter** /ə'sendɪŋ ,letə/ *noun* a letter that has an ascender, such as 'b', 'd' or 'l'

**ASCII** /'æski/ *abbreviation* American Standard Code for Information Interchange

**ASCII character** /'æski ,kærɪktə/ *noun* a character which is in the ASCII list of codes

**ASCII file** /'æski faɪl/ *noun* a stored file containing only ASCII coded character data ○ *Make an ASCII file of the document for clients who use different word-processing software.*

**ASCII keyboard** /,æski 'ki:bɔ:d/ *noun* a keyboard which gives all the ASCII characters

**A series** /'eɪ ,sɪəri:z/, **A sizes** *plural noun* ISO recommended international standard sizes of paper, also used for sizes of computer screen. ♦ **B series, C series**

COMMENT: A sizes of paper are based on the largest size (A0), which is 1189 x 841mm; folded once, this gives A1 (841 x 594mm), which if folded once gives A2 (594 x 420mm), and so on.

**aspect ratio** /'æspekt ,reɪfɪəʊ/ *noun* the ratio of the width to the height of an illustration, used especially in computer graphics. Abbr **AR**

**ASPIC** /'æspɪk/ *noun* a set of codes adopted by the BPIF as standard for marking up text. Full form **author's standard pre-press interfacing code**

**assemble** /ə'semb(ə)/ *verb* **1.** to bring the parts of a collection together **2.** to fit the parts of something together to make it whole

**assembly** /ə'sembli/ *noun* the process or result of putting together the various parts of an item ○ *They put in an estimate for the assembly of the learning kits.* ○ *The editor wants to check the page assembly of the film positives.*

**asset value** /'æset ,vælju:/ *noun* the value of a company calculated by adding together all its assets

**assign** /ə'saɪn/ *verb* to allocate a task to a person or send somebody to work in a particular place

COMMENT: If an author assigns the copyright in his work to someone else, usually for a fee, this means that he no longer has any interest in the work. In some cases (such as where the book sells badly) this is a better deal for the author than a normal publishing agreement, where the author licenses a publisher to publish his work against payment of a royalty. The outright purchase of a copyright was common until the 20th century, and is still practised by some publishers.

**assignee** /,æsaɪ'ni:/ *noun* a person who receives something that has been assigned

**assignment** /ə'saɪnmənt/ *noun* a task often given as part of a programme of study

**assignor** /,æsaɪ'nɔ:/ *noun* a person who assigns a right to somebody

**assist** /ə'sɪst/ *verb* to help somebody, e.g. by giving them information

**assistant** /ə'sɪst(ə)nt/ *noun* somebody who is employed to help another in their work

**assistant editor** /ə,sɪst(ə)nt 'edɪtə/ *noun* a deputy who can replace an editor when he or she is away

**associate** /ə'səʊsiət/ *noun* somebody you work with

**associate director** /ə,səʊsiət daɪ'rektə/ *noun* a director who attends board meetings, but has not been elected by the shareholders

**association** /ə,səʊsi'eɪʃ(ə)n/ *noun* a group of people or of companies with the same interest ○ *a book trade association* ○ *a printers' association*

**association copy** /ə,səʊsi'eɪʃ(ə)n ,kɒpi/ *noun* a copy of a book which has a connection with the author, e.g. a copy given by the author to a friend or the author's own copy with his or her notes in it

**assortment** /ə'sɔ:tmənt/ *noun* a mixed lot of bargain books, with books on various subjects often all sold at the same price

**asterisk** /'æstərɪsk/ *noun* a symbol in the form of a star (\*) used to mark things to be noted ■ *verb* to mark something with an asterisk or a star-shaped symbol, especially to draw attention to it



**asterisked** /'æst(ə)rɪskt/ *adjective* with an asterisk attached ○ *The asterisked titles are also available in hardback.*

**asterism** /'æstɜ:riʒ(ə)m/ *noun* a triangle formed of three asterisks which calls the reader's attention to a following passage

**as to press** /,əz tu 'pres/ *adjective* referring to proofs of a colour magazine which show the correct position of the colour work

**asymmetric typography** /,æsimetrik tai'pɒgrəfi/ *noun* a typographic style which achieves strength and liveliness by ranging left or right and avoiding centred lines

**asymmetry** /æ'simətəri/ *noun* a lack of symmetry or lack of balance between two parts

**asynchronous** /eɪ'sɪŋkrənəs/ *adjective* not needing to be synchronised

**asynchronous transfer mode** /eɪ ,sɪŋkrənəs 'trænsfɜ: ,mɒd/ *noun* a method for transferring data very quickly using broadband. Abbr **ATM**

**atlas** /'ætɫəs/ *noun* a book of maps

**ATM** *abbreviation* **1.** Adobe Type Manager **2.** asynchronous transfer mode

**ATS** *abbreviation* animal tub-sized

**attendant** /ə'tendənt/ *noun* somebody employed to serve or help members of the public in a public institution or place

**attribute** /'ætrɪbjʊt/ *noun* a single bit that defines whether the font has a particular characteristic, e.g. whether it is displayed in normal, bold or underlined

**auction** /'ɔ:kʃən/ *noun* the selling of rights in a book where publishers offer bids, and the book is sold to the person who makes the highest offer ○ *The rights manager has announced that there will be an auction for the film rights.* ■ *verb* to sell something at an auction ○ *The paperback rights were auctioned for \$500,000.* ○ *The copy of the Gutenberg Bible was auctioned for more than \$10 million.*

**audiovisual** /,ɔ:diəʊ 'vɪʒʊəl/ *adjective* **1.** relating to sound and vision, especially when combined, e.g. in a presentation using both film and sound recordings ○ *audiovisual media* **2.** relating to hearing and seeing ○ *an audiovisual experience* Abbr **AV**

**audiovisual aid** /,ɔ:diəʊvɪʒʊəl 'eɪd/ *noun* a teaching or lecture aid that combines sound and vision, e.g. in the

form of video equipment, software programs or slides accompanied by sound recordings

**audiovisual materials** /,ɔ:diəʊvɪʒʊəl mɔ'tɪəriəlz/ *plural noun* materials that can be listened to and looked at, such as CDs or slides with recorded speech

**audit** /'ɔ:dɪt/ *verb* to examine something officially to make sure it is correct ■ *noun* an examination of the books and accounts of a company ○ *to carry out the annual audit*

**auditing** /'ɔ:dɪtɪŋ/ *noun* the act of examining the books and accounts of a company

**auditor** /'ɔ:dɪtə/ *noun* a person who audits books and accounts ○ *The AGM appoints the company's auditors.*

**audit trail** /'ɔ:dɪt treɪl/ *noun* **1.** a record of all interactions with a system, kept to assess the level of use **2.** a record showing what operations a computer or computer user has performed in a specific period of time

**Augustijn** /ɔ:'gʌstɪn/ *noun* a 12 point type unit used in the Netherlands, corresponding to the UK pica em

**authentic** /ɔ:'θentɪk/ *adjective* known to be real and not a copy

**authenticate** /ɔ:'θentɪkeɪt/ *verb* to say that something is true

**authenticity** /,ɔ:θen'tɪsɪti/ *noun* the quality of being authentic

**author** /'ɔ:θə/ *noun* somebody who writes books or articles ■ *verb* **1.** to be the author of something ○ *The book is authored by a college professor.* **2.** to create a multimedia presentation or application by combining text, video, sound and images using a programming language or special multimedia authoring system

**author biography** /'ɔ:θə baɪ'ɒgrəfi/, **author bio** *noun* a short description of the author, including their previously published works, usually included with an AI

**authoring** /'ɔ:θəɪŋ/ *noun* the act of creating a multimedia application by combining sound, video and images, usually using a script or authoring software

**authorisation** /,ɔ:θəraɪ'zeɪʃ(ə)n/, **authorization** *noun* permission or power to do something ○ *Do you have authorisation for this expenditure?* ○ *The bookshop cannot return copies without the publisher's authorisation.*

**authorise** /'ɔ:θəraɪz/, **authorize** *verb* to give official permission for something to be done

**authorised biography** /,ɔ:θəraɪzd bə'ɪnɒgrəfi/ *noun* a biography that has been written with the permission of the subject or, if the subject is dead, with the permission of the relatives or the estate (NOTE: The opposite is an **unauthorised biography**.)

**authority** /ɔ:'θɒrɪti/ *noun* an expert in the field

**author promotion tour** /'ɔ:θə prə ,məʊʃ(ə)n ,tuə/ *noun* a tour made by an author to promote his or her book, e.g. appearing on local radio programmes and signing copies in bookshops

**author questionnaire** /,ɔ:θə ,kwɛstʃə'neə/ *noun* a form sent to the author of a book, asking for details of his or her life, and also for ideas on the best markets for the book

**author's agent** /'ɔ:θəz ,eɪdʒənt/ *noun* a person who represents an author and takes a percentage of his or her royalty

**author's alterations** /,ɔ:θəz ,ɔ:ltə'reɪʃ(ə)nz/ *plural noun* same as **author's corrections**

**author's contract** /,ɔ:θəz 'kɒntrækt/ *noun* a contract between a publisher and an author

**author's copies** /'ɔ:θəz ,kɒpi:z/ *plural noun* free copies of a book given to the author under the terms of his or her contract with the publisher (NOTE: Normally an author is given six free copies, but may receive fewer if the book is a very expensive one.)

**author's corrections** /'ɔ:θəz kə'rekʃ(ə)nz/ *plural noun* a change to proofs which is made by an author, and which is charged to the author if too many are made. Also called **author's alterations**. Abbr **AC**

**author's discount** /'ɔ:θəz ,dɪskaʊnt/ *noun* a discount allowed to an author who wants to buy copies of his or her own works, or sometimes to buy copies of other books published by his or her publisher

**authorship** /'ɔ:θəʃɪp/ *noun* the fact of being the author of something ○ *She is credited with the authorship of several of the poems.* ○ *They are trying to discover the authorship of the book about the President.*

**author's proofs** /'ɔ:θəz pru:fs/ *plural noun* proofs checked by the printer's reader and sent to the author to read and correct

**author's standard pre-press inter-**

**facing code** *noun* full form of **ASPIC**

**auto-** /ɔ:təʊ/ *prefix* done automatically

**autobiography** /,ɔ:təʊbə'ɪnɒgrəfi/ *noun* an account of a person's life written by that person

**autoflow** /'ɔ:təʊfləʊ/ *noun* text that automatically flows around a graphic image or from one page to the next

**autograph** /'ɔ:təgrə:f/ *noun* the signature of somebody famous ■ *verb* to sign a copy of one's book ○ *He gave an autographed copy of his novel to the library.*

**autographing session** /'ɔ:təgrə:fɪŋ ,seʃ(ə)n/ *noun* a publicity party where the author signs copies of his or her book in a bookshop for people who have bought them

**auto-indent** /'ɔ:təʊ ,ɪndent/ *noun* an instruction for the automatic indenting of a text by a typesetter

**auto-indexing** /'ɔ:təʊ ,ɪndeksɪŋ/ *noun* the process of automatic indexing using a computer program

**automatic** /,ɔ:tə'mætɪk/ *adjective* able to operate by itself without constant user input

**automatically** /,ɔ:tə'mætɪkli/ *adverb* working without a person giving instructions ○ *Address labels are printed automatically at the same time as the invoices.* ○ *The typesetting machine justifies lines automatically.*

**automatic carriage return** /,ɔ:tə'mætɪk 'kærɪdʒ rɪ'tɜ:n/ *noun* a system where the cursor automatically returns to the beginning of a new line when it reaches the end of the previous one

**automatic data processing** /,ɔ:tə'mætɪk 'deɪtə ,prəʊsesɪŋ/ *noun* data processing done by a computer

**automatic dictionary** /,ɔ:tə'mætɪk 'dɪkʃən(ə)rɪ/ *noun* the dictionary of words in a spelling check program

**automatic font downloading** /,ɔ:tə'mætɪk 'fɒnt dəʊn,ləʊdɪŋ/ *noun* a process in which special font information is sent to a printer by the application

**automatic heading** /,ɔ:tə'mætɪk 'hedɪŋ/ *noun* the making of headings automatically by the computer page make-up program

**automatic hyphenation and justification** /ɔ:təmætɪk ˌhaɪfəneɪʃ(ə)n ən ˌdʒʌstɪfɪˈkeɪʃ(ə)n/ *noun* the process where a typesetting machine hyphenates words at the ends of lines and justifies the lines automatically

**automatic page make-up** /ɔ:təmætɪk ˈpeɪdʒ ˌmeɪk ʌp/ *noun* a process where the typesetting machine makes the text into pages automatically

**automatic paster** /ɔ:təmætɪk ˈpeɪstə/, **automatic reel change** /'ɔ:təʊpeɪstə/ *noun* same as **flying paster**

**automatic sewer** /ɔ:təmætɪk 'səʊəl/ *noun* an automatic sewing machine

**autopaster** /'ɔ:təʊpeɪstə/ *noun* same as **flying paster**

**autoplate** /'ɔ:təʊpleɪt/ *noun* a machine which makes curved printing plates

**autopositive** /ɔ:təʊ'pɒzɪtɪv/ *noun* a positive photographic image made without a negative stage

**auto trace** /'ɔ:təʊ treɪs/ *noun* a feature of some graphics programs that will transform a bit-mapped image into a vector image by automatically locating the edges of the shapes in the image and drawing lines around them

**auxiliary language** /ɔ:gɪˌzɪliəri ˈlæŋgwɪdʒ/ *noun* a language that is used by speakers of other languages in order to communicate

**AV** *abbreviation* MEDIA audiovisual

**availability** /əˌveɪlə'bɪləti/ *noun* the ability to be obtained, used or seen ○ *The new books were given limited availability of one week per person, so that more people could read them.*

**available** /ə'veɪləb(ə)l/ *adjective* ready to be used ○ *available time or information* □ **the title is no longer available** the book is out of print □ **not yet available** a report on an invoice that a book is not ready immediately (because it has not yet been published or is reprinting)

**avid** /'ævɪd/ *adjective* enthusiastic, extremely interested or absorbed, especially in a book or film

**a/w** *abbreviation* artwork

**award** /ə'wɔ:d/ *noun* **1.** a prize given for doing something well **2.** a sum of money given for a specific purpose ○ *an award to help you to study* ■ *verb* to give a prize or financial grant

**award-winning** /ə'wɔ:d ˌwɪnɪŋ/ *adjective* having won a prize ○ *an award-winning TV play* ○ *an award-winning science fiction author*

**axe** /æks/ *verb* to cut or stop something ○ *to axe the publicity budget* ○ *Several jobs are to be axed in the printing industry.*

**axis** /'æksɪs/ *noun* a fixed line against which other positions can be measured, e.g. the vertical and horizontal axes on a graph (NOTE: The plural is **axes**.)

**azerty keyboard** /ə,zɜ:ti 'ki:bɔ:d/ *noun* a keyboard where the keys are arranged with the first line beginning AZERTY, used mainly in Europe. ◊ **qwerty keyboard**

**azure** /'æzə/ *noun* a light blue

**azure laid** /'æzə leɪd/ *noun* blue writing paper with laid lines

**azure wove** /'æzə wəʊv/ *noun* blue writing paper without laid lines

# B

**B2B** /,bi: tə 'bi:/ *adjective* referring to products or services that are aimed at other businesses rather than at consumers. Full form **business-to-business**

**B2C** /,bi: tə 'si:/ *adjective* referring to products or services that are aimed at consumers rather than at other businesses.

Full form **business-to-consumer**

**BA** *abbreviation* Booksellers Association, The

**bachelor's degree** /'bætʃələz dɪ,ɡri:/ *noun* a degree awarded on the successful completion of an undergraduate course at a college or university and, at some universities, on completion of a usually short post-graduate course

**back** /bæk/ *verb* to put a back or spine on a book ○ *The book is cloth bound, backed in leather.* ■ *noun* the part of a book where the pages are glued or stitched to the binding ■ *adjective* published or issued at an earlier date

**back board** /'bæk bɔ:d/ *noun* the board which forms the back of a book

**backbone** /'bækbəʊn/ *noun* **1.** US the spine of a book **2.** a high-speed, high-capacity connection path that links smaller sub-networks

**back catalogue** /,bæk 'kæt(ə)lɒɡ/ *noun* the complete collection of recordings, films or books made by an artist or a company to date

**back copy** /'bæk ,kɒpi/ *noun* a copy of an old issue of a newspaper or magazine

**back cover** /,bæk 'kʌvə/ *noun* the cover at the back of a book or magazine, which can have publicity matter or details of the author ○ *The author's photograph appears on the back cover.*

**backdate** /bæk'deɪt/ *verb* to make something effective from an earlier date than the current one

**backer** /'bækə/ *noun* the card display at the back of a dump bin, which draws attention to the books in the bin

**back flap** /,bæk 'flæp/, **back jacket flap** /,bæk 'dʒæktɪt ,flæp/ *noun* a flap on a book jacket which is folded inside the back cover

**background** /'bækgraʊnd/ *noun* **1.** the context of a situation, which helps to explain it **2.** scenery behind the main people and objects in a picture or photograph

**background art** /'bækgraʊnd ɑ:t/ *noun* artwork which forms the background of a design

**background colour** /,bækgraʊnd 'kʌlə/ *noun* the colour of a computer screen display, with characters and graphics displayed in a different foreground colour

**background printing** /,bækgraʊnd 'prɪntɪŋ/ *noun* printing from a computer while it is processing another task

**background processing** /,bækgraʊnd 'prəʊsesɪŋ/ *noun* execution of computer tasks that continues while the user is working with another application. Once started, background tasks such as printing or copying data take place without user input.

**backing** /'bækiŋ/ *noun* money or support given to a person or an organisation for a particular project

**backing boards** /'bækiŋ bɔ:dz/ *plural noun* heavy boards between which the folded signatures of a book are held while being prepared for having the cover attached

**backing machine** /'bækiŋ məʃi:n/ *noun* a machine that backs books

**backing up** /,bækiŋ 'ʌp/ *noun* **1.** printing on the back of a printed sheet **2.**

the act of building up a plate to the right height

**back issue** /'bæk ˌɪʃuː/ *noun* US same as **back number**

**back lining** /,bæk 'laɪnɪŋ/ *noun* a piece of thin cloth or paper glued to the sewn spine of a book before the cover is attached

**backlist** /'bæklist/ *noun* the range of books already published by a publisher that are still in print

**backlog** /'bæklɒɡ/ *noun* work waiting to be done and causing delays

**back margin** /,bæk 'mɑːdʒɪn/ *noun* a margin on a printed page which is near the spine of the book

**back matter** /'bæk ˌmætə/ *noun* the parts of a book that appear after the main text, e.g. the index or an appendix

**back number** /'bæk ˌnʌmbə/ *noun* an edition of a magazine, newspaper or other document which is not the most recent edition

**back of book** /,bæk əv 'bʊk/ *noun* the last pages of a magazine containing advertisements

**back orders** /'bæk ˌɔːdəz/ *plural noun* orders received in the past and not fulfilled, usually because the item is out of stock ○ *It took the factory six weeks to clear all the accumulated back orders.*

**backplaning** /'bækpleɪnɪŋ/ *noun* the act of removing a thin layer from the back of a stereo or plate, to make it the right height

**backslant** /'bæksləːnt/ *noun* a typeface which slopes towards the left, as opposed to italic which slopes to the right

**backspace** /'bækspeɪs/ *noun* movement of a cursor or printhead back by one character

**backspace character** /'bækspeɪs ˌkærɪktə/ *noun* a code that causes a backspace action in a display device

**backspace key** /'bækspeɪs kiː/ *noun* a key that moves the cursor back one space

**backstrip** /'bæksɪrɪp/ *noun* a long piece of paper or linen glued down the spine of a book after the pages have been sewn and rounded, but before the case is put on

**back to back** /,bæk tə 'bæk/ *adjective* printing on the back of a printed sheet

**back up** /,bæk 'ʌp/ *verb* to make a copy of computer data to keep in case anything goes wrong with the original

**backup** /'bækʌp/ *noun* a duplicate copy of a file on a computer

**backup ad** /'bækʌp æd/ *noun* an advertisement printed in a magazine in which the advertiser has put an insert

**backup machine** /'bækʌp məˌʃiːn/ *noun* a second machine used in case of emergencies

**backup procedure** /'bækʌp prə ˌsiːdʒə/ *noun* a method of making backup copies of files

**backwards compatible** /,bækwədʒ kəm'pætəb(ə)l/ *adjective* relating to a computer hardware or software product that is compatible with its predecessors to the extent that it can use interfaces and data from earlier versions

**backwater** /'bækwɔːtə/ *noun* water removed from the pulp during the first stages of papermaking

**bad buy** /,bæd 'baɪ/ *noun* something bought which was not worth the money paid for it

**bad copy** /,bæd 'kɒpi/ *noun* a manuscript which is illegible or badly edited and which the typesetter will not accept

**bad debt** /,bæd 'det/ *noun* money owed which will never be paid back ○ *The company has written off £30,000 in bad debts.*

**bad sheets** /,bæd 'ʃiːts/ *plural noun* sheets that have been badly printed

**bail** /beɪl/ *noun* a hinged bar on a typewriter or printer that holds the paper steady

**.BAK, .bak** *suffix* an extension to a filename, indicating a backup version of a file

**baked** /beɪkt/ *adjective* relating to type that has become stuck together

**baked image** /,beɪkt 'ɪmɪdʒ/ *noun* a printing plate that has been heated to make the etched surface harder

**balance** /'bæləns/ *verb* a financial term meaning to keep expenditure equal to income ■ *noun* **1.** the positioning of text and graphics on a page in an attractive way **2.** the arrangement of elements such as text, illustrations etc on a page

**balance brought forward** /,bæləns brɔːt 'fɔːwəd/, **balance carried forward** *noun* the amount entered in an account at the end of a period to balance the expenditure and income which is then taken forward to start the new period

**balance in hand** /,bæləns ɪn 'hænd/ *noun* cash held to pay small debts and running costs. Also called **cash in hand**

**balance sheet** /'bæləns ʃi:t/ *noun* a statement of the financial position of a company at a particular time, such as the end of the financial year or the end of a quarter, showing the company's assets and liabilities

**balloon** /bə'lu:n/ *noun* a circle containing the words 'spoken' by a character in a cartoon

**balloon former** /bə'lu:n ,fɔ:mə/ *noun* a former on a web machine which takes the folded sheets of a newspaper as they are printed

**ban** /bæn/ *noun* an order which forbids somebody from doing something ○ *a government ban on the import of subversive literature* ○ *a ban on the export of computer software* ■ *verb* to forbid something or to make something illegal ○ *The government has banned the publication of the book.*

**band** /bænd/ *noun* **1.** a strip of paper which is put round a book ○ *The book has a band marked 'Winner of the 1997 Booker Prize'.* **2.** a strip of cloth which goes across the back of the book, to which the signatures are sewn, the edges of the band being glued to the cover boards **3.** a raised strip on the back of a leatherbound book covering the strings **4.** strong plastic tape put round bundles of newspapers or magazines to pack them

**band strapper** /'bænd ,stræpə/ *noun* a machine for bundling newspapers or magazines and attaching them with a plastic band

**B&W** *abbreviation* black and white

**bandwidth** /'bændwɪðθ/ *noun* the capacity, often measured in bits per second, of a communication channel, e.g. a connection to the Internet

**bang** /bæŋ/ *noun* *US* in typesetting, the character !

**bank** /bæŋk/ *noun* somewhere to store things ready for use

**bank account** /'bæŋk ə ,kaʊnt/ *noun* an account which a customer has with a bank, where the customer can deposit and withdraw money

**bank balance** /'bæŋk ,bæləns/ *noun* the state of a bank account at any particular time

**bank book** /'bæŋk bʊk/ *noun* a book which shows money that somebody has deposited or withdrawn from a bank account

**bank charge** /'bæŋk tʃɑ:dʒ/ *noun* a charge which a bank makes for carrying out work for a customer

**bank draft** /'bæŋk dra:ft/ *noun* an order by one bank telling another bank, usually in another country, to pay money to somebody

**banker** /'bæŋkə/ *noun* a person who runs a bank

**banker's envelope** /'bæŋkəz ,envələʊp/ *noun* a rectangular envelope with the flap along the top

**banker's order** /'bæŋkəz ,ɔ:də/ *noun* same as **standing order** ○ *He pays his subscription by banker's order.*

**bank note** /'bæŋk nəʊt/ *noun* a piece of printed paper money

**bank paper** /'bæŋk ,peɪpə/ *noun* thin paper used for things like filmsies

**banner** /'bænə/ *noun* **1.** a heading or title across the width of a page **2.** an online interactive advertisement that appears on a webpage, usually at the top or bottom, and contains a link to the website of the business whose products or services are being advertised

**banner ad** /'bænə æd/ *noun* an advertisement which stretches across the top or bottom of a printed page or a webpage

**banner exchange** /'bænə ɪks,tʃeɪndʒ/ *noun* an agreement between two or more businesses, in which each allows the others' advertising banners to be displayed on its website

**banner headline** /,bænə 'hedlaɪn/ *noun* an extra large newspaper headline

**bar** /bɑ:/ *noun* **1.** a thick band of colour **2.** a horizontal stroke on a character which is connected to another stroke at either end, such as the middle bar in 'A'

**bar chart** /'bɑ: tʃɑ:t/ *noun* a graph in which the data is represented by horizontal or vertical bars. Also called **bar graph**

**barcode** /'bɑ:kəʊd/ *noun* a line of printed stripes of different thickness representing a numeric code which can be read electronically

COMMENT: Barcodes are found on most goods and their packages. The width and position of the stripes is sensed by a light pen or optical wand and provides information about the goods, such as price, stock quantity, etc. The main type of barcode used in Europe is the European Article Number (EAN) or the Universal Product Code (UPC). Barcodes are used on the backs of books, giving their ISBN

number, and so helping the computerised stock control in bookshops.

**barcode reader** /'bɑ:kəʊd ,ri:də/,

**barcode scanner** /'bɑ:kəʊd ,skænə/ *noun* an electronic device used to read barcodes

**bargain books** /'bɑ:gɪn bʊks/ *plural noun* books that are sold at a cheaper price as remainders or special offers

**bargaining position** /'bɑ:gɪnɪŋ pə ,zɪʃ(ə)n/ *noun* a statement of intentions by one group during negotiations

**barge** /bɑ:dʒ/ *noun* a case with small compartments for type, used when making corrections

**bar graph** /'bɑ: tʃɑ:t/ *noun* same as **bar chart**

**baronial envelope** /bə'rəʊniəl ,envələʊp/ *noun* *US* a square pocket envelope

**baryta paper** /bə'raɪtə ,peɪpə/ *noun* coated matt paper used for high-quality repro or proofs from which typematter or photographs can be made

**base** /beɪs/ *noun* **1.** the lowest or first position **2.** a flat surface which supports something, such as the flat plate supporting film or the bottom plate used in letterpress printing **3.** background colour ○ *The title is reversed out of a dark blue base.*

**base alignment** /'beɪs ə,lɑɪnmənt/ *noun* the act of making sure that the bottom lines of several columns are level

**base artwork** /,beɪs 'ɑ:tɜ:wɜ:k/ *noun* artwork to which further illustrations have to be added

**base line** /'beɪs laɪn/ *noun* **1.** the bottom reference line used when typesetting to make sure characters are correctly located **2.** *US* the last line on a typeset page

**baseline** /'beɪslɑɪn/ *noun* the data used as a reference with which to compare future observations or results

**base material** /'beɪs mə,tɪəriəl/ *noun* in printing, the material that is to be coated

**base paper** /'beɪs ,peɪpə/ *noun* thick paper used to make coated paper

**basic** /'beɪsɪk/ *adjective* **1.** normal **2.** simple or from which everything starts ○ *He has a basic knowledge of typography.* ■ *noun* *US* a first edition of a text which has been revised

**BASIC** /'beɪsɪk/ *noun* a computer programming language. Full form **Beginner's All-Purpose Symbolic Instruction Code**

**basic discount** /,beɪsɪk 'dɪskaʊnt/ *noun* a normal discount without extra percentages ○ *Our basic discount is 20%, but we offer 5% extra for rapid settlement.*

**basics** /'beɪsɪks/ *plural noun* simple and important facts ○ *He has studied the basics of page make-up.*

**basic stock** /,beɪsɪk 'stɒk/ *noun* standard titles which are considered necessary to form the core of an authoritative book stock. Also called **core stock**

**basic weight** /'beɪsɪk weɪt/ *noun* the weight of printing paper per 500 sheets

**basis** /'beɪsɪs/ *noun* the foundation or reason for something

**basis weight** /'beɪsɪs weɪt/ *noun* **1.** the weight of paper in grams per square metre **2.** *US* basic weight, the weight of 500 sheets of paper of a standard 25 x 38 inch size, measured in pounds

COMMENT: In the USA basis weight can also be given for 1,000 sheets, in which case it is followed by the letter 'M': so 120M is the same as 60 pounds basis weight per 500 sheets.

**Baskerville** /'bæskəvɪl/ *noun* a typeface characterised by serifs, suitable for books and periodicals

**bastard progressives** /'bɑ:stəd prə ,ɡresɪvz/ *plural noun* progressive colour proofs showing different combinations of colours, but not necessarily in order of printing

**bastard size** /'bɑ:stəd saɪz/ *noun* an odd non-standard size of paper

**.BAT, .bat** *suffix* an extension to a filename, showing that the file is a batch file

**batch** /bætʃ/ *noun* a group of things which are made or dealt with all at one time ■ *verb* to put items together in groups ○ *to batch invoices or cheques*

**batch file** /'bætʃ faɪl/ *noun* a combination of computer files which are treated as one unit

**batch number** /'bætʃ ,nʌmbə/ *noun* a number used to identify a particular group **batch processing** /'bætʃ ,prəʊsesɪŋ/ *noun* a mode of computer operation in which programs are executed without the user being able to influence processing while it is in progress

'First things first, however. Repcol needs to upgrade its in-house collections system, and build a live link between collections and financials. Repcol runs the collections system on an Informix

database, but uses a separate Oracle financials system running on Linux, batch processing transactions.' [*The Australian*]

**bath** /bɑ:tθ/ *noun* a large open container for liquids, especially one for developing photographs

**batter** /'bætə/ *noun* a defective impression produced by a faulty printing plate

**battered books** /'bætəd bʊks/ *plural noun* US books that have been damaged in a bookshop and are sold cheaply

**battered type** /'bætəd taɪp/ *noun* old metal type which has become damaged through use

**BBIP** *abbreviation* British Books in Print

**bcc** *noun* a feature of many electronic mail programs that allows a user to send one message to several users at a time (a carbon copy) but does not display this list to the recipients. Full form **blind carbon copy**

**.bck** *suffix* an extension to a filename, showing that the file is a backup file

**beak** /bi:k/ *noun* a curved decorative stroke on a letter

**bear** /beə/ *verb* **1.** to have something written on it ○ *an envelope which bears a London postmark* ○ *The cheque bears the signature of the company secretary.* **2.** to pay costs ○ *The costs of the exhibition will be borne by the company.* ○ *The company bore the legal costs of both parties.* (NOTE: **bearing – bore – borne**)

**beard** /bɪəd/ *noun* **1.** the bevel and shoulder, the space from the edge of the face of a metal character to the edge of the body of the type **2.** a dirty mark on a typeset character

**bearer** /'beərə/ *noun* a wooden or metal bar placed beside metal type to prevent the press from pressing down too hard

**bear off** /,beə 'ɒf/ *verb* US to adjust the spaces between letters or words to make a line justify

**beat** /bi:t/ *verb* to hit something hard

**beater** /'bi:tə/, **beating engine, beating machine** *noun* a container with a heavy roll with steel knives attached, which turns against a bedplate, which also has knives fixed on it, and chops up the pulp as it passes through

COMMENT: Wood pulp is beaten to make it finer and more suitable for papermaking; it also makes it less opaque. If it is beaten for a long time, it produces semi-transparent

paper such as tracing paper. During beating, china clay or other loadings can be added to make the paper more opaque.

**bed** /bed/ *noun* the flat surface on which the metal type in its chase is placed, or on which flat printing plates are placed □ **to put a paper to bed** to finalise the last corrections on a newspaper before printing starts

**bedplate** /'bedpleɪt/ *noun* **1.** the bottom plate on which type is placed **2.** a plate with metal knives against which the beater roll turns

**Bekk instrument** /'bek ɪnstrʊmənt/ *noun* an air-leak tester for measuring the smoothness of paper

**belly** /'beli/ *noun* the front of a piece of type with a nick or notch in it, so that the compositor can tell by feel which is the front of the piece

**belly band** /'beli bænd/ *noun* a paper band put round the middle of a book

**below** /bɪ'ləʊ/ *preposition* lower down than or less than ○ *The captions should be placed below the illustrations.* □ **see below** a note indicating that the reader has to look further on in the text to find a reference

**belt press** /'belt pres/ *noun* a letterpress machine which has plastic printing plates attached to an endless belt. ◇ **Cameron press**

**Ben Day tints** /'ben deɪ/, **Benday tints** *plural noun* transparent sheets with dots, shading or stippled design, used to give an impression of tone on the printed page, invented by Benjamin Day

**bending rollers** /'bendɪŋ ˌrɒləz/ *plural noun* rollers which turn a web of paper in a different direction

**Berne Convention** /'bɜ:n kən ˌvenʃ(ə)n/ *noun* the international agreement on copyright, signed in Berne in 1886. ◇ **convention**

COMMENT: Under the Berne Convention, any book which is copyrighted in a country which has signed the convention is automatically copyrighted in the other countries. Some countries (notably the USA) did not sign the Convention, and the UCC (Universal Copyright Convention) was signed in Geneva in 1952, under the auspices of the United Nations, to try to bring together all countries under a uniform copyright agreement.

**bestseller** /best 'selə/ *noun* **1.** a popular book of which a very large number of copies are sold **2.** an author who writes bestsellers



**bestseller list** /best'selə list/ *noun* a list of books which are selling very well in bookshops

**bestselling** /best'selɪŋ/ *adjective* **1.** far more popular and successful than other products on sale at the same time **2.** making products that are commercially very successful ○ *a bestselling author*

**beta ray gauge** /'bi:tə reɪ ˌgeɪdʒ/ *noun* a device for measuring the weight of paper by using radio isotopes

**beta test** /'bi:tə ˌtest/ *noun* the second stage of tests performed on new software just before it is due to be released

**bevel** /'bev(ə)l/ *noun* a sloping edge, especially the sloping edge of a piece of type between the face and the shoulder, or the sloping edge of a stereotype which is attached by clamps to the base

**bevelled** /'bev(ə)ld/ *adjective* with a sloping edge

**bevelled boards** /'bev(ə)ld bɔ:dz/ *plural noun* cover boards with bevelled edges, sometimes used on large books

**Bézier curve** /'beziə kɜ:v/ *noun* a geometric curve, the overall shape of which is defined by two midpoints called control handles

COMMENT: Bézier curves are a feature of many high-end design software packages; they allow a designer to create smooth curves by defining a number of points. The PostScript page description language uses Bézier curves to define the shapes of characters during printing.

**bf** *abbreviation* PRINTING boldface

**B format paperback** /,bi: ˌfɔ:mæt 'peɪpəbæk/ *noun* a paperback with the format 198 x 129mm

**Bible paper** /'bɑ:b(ə)l ˌpeɪpə/ *noun* extremely thin, good-quality opaque paper which is nevertheless quite strong, used for printing books with a large number of pages, such as Bibles, where the length of the text would make the book very thick if ordinary paper were used

**biblio** /'bibliəʊ/ *noun* bibliographic details printed on the back of the title page

**bibliographer** /,bibli'ɒgrəfə/ *noun* a person who writes a bibliography

**bibliographic** /,bibliə'græfɪk/, **bibliographical** /,bibliə'græfɪk(ə)l/ *adjective* referring to details of a book or author ○ *The obituary of the author ended with bibliographical details of his published works.* ○ *The catalogue gives a full bibliographical description for each book.*

**bibliographical information** /,bibliə'græfɪk(ə)l ˌɪnfə'meɪʃ(ə)n/ *noun* information about a book such as the name of the author, number of pages and ISBN, which is used for library cataloguing

**bibliography** /,bibli'ɒgrəfi/ *noun* **1.** a list of books and other written materials on one particular subject **2.** a list of books or articles referred to in another book or article

COMMENT: References in a bibliography usually include: name of author or editor; title of book (in upper and lower case italic); title of chapter or article (in roman in double quotes); volume number; name of publisher and town of publication; date of publication.

**bibliophile** /'bibliə'faɪl/ *noun* a person who loves books, especially somebody who collects old, rare or beautiful books ○ *The book has been published as a limited edition for bibliophiles.*

**bid** /bɪd/ *noun* an offer to pay a particular price, made at an auction ■ *verb* to make an offer at an auction

**bidder** /'bɪdə/ *noun* a person who makes a bid at an auction

**bidding** /'bɪdɪŋ/ *noun* the making of offers at an auction ○ *The bidding for paperback rights started at \$1m.*

**bidirectional** /,baɪdaɪ'rekʃ(ə)nəl/ *adjective* relating to an operation or process that is able to work forwards or backwards

**bidirectional printer** /,baɪdaɪ'rekʃ(ə)nəl 'prɪntə/ *noun* a printer which is able to print characters from left to right and from right to left as the head moves forwards and backwards across the paper

**Big Deal** /,bɪg 'di:l/ *noun* an arrangement in which a library pays a lump sum for access to all of a publisher's electronic journals, without individual subscriptions to each one

**big-ticket** /,bɪg 'tɪktɪ/ *adjective* costing a lot of money ○ *The department was under pressure to produce some big-ticket books in the next year.*

**bilingual** /baɪ'ɪŋgwəl/ *adjective* in two languages ○ *a bilingual dictionary* ○ **monolingual, multilingual**

**bilingual text** /baɪ'ɪŋgwəl 'tekst/ *noun* text which is given in two languages, usually with the texts on facing pages

**bill** /bɪl/ *noun* **1.** a written list of charges to be paid ○ *Does the bill include VAT?* ○ *The bill is made out to Smith Ltd.* ○ *The printer*

*has sent in his bill.* **2.** a written paper promising to pay money **3.** a poster or other piece of advertising material which is stuck on a wall **4.** a set of various quantities of pieces of type in a font ■ *verb* to present a bill to somebody so that it can be paid ○ *The printer billed us for the author's corrections.*

**billing** /'bɪlɪŋ/ *noun* the writing of invoices or bills

**bill of exchange** /,bɪl əv ɪks'tʃeɪndʒ/ *noun* a document that tells a bank to pay a person, usually used in payments in foreign currency

**bill of lading** /,bɪl əv 'leɪdɪŋ/ *noun* a list of goods being shipped, which the transporter gives to the person sending the goods to show that the goods have been loaded

**bimetallic plate** /,baɪmetəlɪk 'pleɪt/, **bimetal plate** *noun* a printing plate made of two metals, with the printing surface and characters of one metal such as copper on a chromium or steel base

**bin** /bɪn/ *noun* **1.** a large container ○ *The bulk stock is kept in the bins at the back of the warehouse.* **2.** a separate section of shelves in a warehouse

**binary file** /'baɪnəri faɪl/ *noun* a computer file that contains data in a raw or nontext state made up of characters that only a computer can read. Executable programs are stored and transmitted in binary files, as are most numerical data files.

**binary system** /'baɪnəri ,sɪstəm/ *noun* a number system based on two digits only, usually 1 and 0

**bind** /baɪnd/ *verb* to join the pages of a book together and enclose them in a cover (NOTE: **binding** – **bound**)

**binder** /'baɪndə/ *noun* a person or company that specialises in binding books □ **the binder's** the factory which binds books ○ *The sheets were delivered to the binder's last week.* ○ *How soon can you get the jackets to the binder's?*

**binder's board** /'baɪndəz bɔ:d/ *noun* **1.** a stiff board binding, formerly used by publishers to cover books which were then rebound in leather by the owner **2.** board such as millboard, used for binding

**binder's boards** /'baɪndəz bɔ:dz/ *plural noun* *US* a stiff board case covered with cloth

**binder's brass** /'baɪndəz brɑ:s/, **binder's die** *noun* a brass stamp with a design which is stamped on the cover of a book

**binder's pack** /'baɪndəz pæk/ *noun* a pack of books from a bindery ○ *The books are delivered in binder's packs of forty copies.*

**bindery** /'baɪndəri/ *noun* a factory where books are bound

**binding** /'baɪndɪŋ/ *noun* **1.** the cover of a book **2.** the act of putting a cover on a book ■ *adjective* demanding an obligation ○ *The contract was binding in law.*

**binding cloth** /'baɪndɪŋ kləθ/ *noun* cloth used to cover a case in case binding

**binding equipment** /'baɪndɪŋ ɪ ,kwɪpmənt/ *noun* any machine or tool used in the binding process, e.g. for case making, trimming, embossing etc

**binding machine** /'baɪndɪŋ məʃɪn/ *noun* any machine used to bind pages together, normally used to refer to a small machine used to create inexpensive binding (such as comb-binding) in the home or office

**binding offset** /,baɪndɪŋ 'ɒfset/ *noun* an extra wide margin on the inside of a printed page to prevent text being hidden during binding

**binding order** /'baɪndɪŋ ,ɔ:də/ *noun* a request from a publisher to a binder to bind a particular number of copies of a book

**binding shop** /'baɪndɪŋ ʃɒp/ *noun* the section of a printing factory where the books are bound

**binding styles** /'baɪndɪŋ staɪlz/ *noun* the different ways in which books can be bound, e.g. perfect binding, spiral binding, comb binding, half binding, etc

**bin stock** /'bɪn stɒk/ *noun* stock held in a section of a warehouse where it can be reached easily, as opposed to the bulk stock which is held separately until needed

**bio** /'baɪəʊ/ *noun* a biographical work

**biographee** /,baɪɒgrə'fi:/ *noun* somebody whose life is described in a biography

**biographer** /baɪ'ɒgrəfə/ *noun* a person who writes the story of somebody's life

**biographical** /,baɪə'græfɪk(ə)/ *adjective* referring to the story of somebody's life ○ *The biographical details of the author are given on the front flyleaf.*

**biography** /baɪ'ɒgrəfi/ *noun* an account of somebody's life and work written by another person

**bit** /bit/ *noun* a binary digit, 0 or 1

**bite** /baɪt/ *noun* the effect of acid eating into metal when making blocks or engraving plates

**bit image** /'bɪt ɪmɪdʒ/ *noun* a collection of bits that represent the pixels that make up an image on screen or on a printer

**bit map** /'bɪt məp/, **bitmp** /'bɪtmæp/ *noun* 1. an image whose individual pixels can be controlled by changing the value of its stored bit (1 is on, 0 is off; in colour displays, more than one bit is used to provide control for the three colours – Red, Green, Blue) ○ *In Windows, every icon picture is stored as a small bitmap image.*

2. binary representation in which each bit or set of bits corresponds to some object (image, font, etc.) or condition 3. a file format for storing images in which data in the file represents the value of each pixel

**bitmapped font** /,bɪtmæpt 'fɒnt/ *noun* a screen or printer font with characters formed as a pattern of pixels or dots

**bitmapped graphics** /,bɪtmæpt 'græfɪks/ *plural noun* images whose individual pixels can be controlled by changing the value of the stored bits

**bit plane** /'bɪt pleɪn/ *noun* memory which stores the bits that make up a picture

**bits per inch** /,bɪts pɜ: 'ɪntʃ/ *noun* the number of bits that can be recorded per inch of recording medium. Abbr **bpi**

**bits per pixel** /,bɪts pɜ: 'pɪks(ə)/ *noun* the number of bits assigned to store the colour of each pixel; one bit provides black or white, four bits gives 16 colour combinations, eight bits gives 256 colour combinations. Abbr **BPP**

**bits per second** /,bɪts pɜ: 'sekənd/ *noun* the rate at which information is sent, equal to the number of bits transmitted or received per second. Abbr **bps**

**biweekly** /bar'wi:kli/ *noun* a publication that appears every two weeks

**black** /blæk/ *noun* a spot on a printed sheet, caused when part of the leading is too high and touches the paper

**black and white** /,blæk ən 'waɪt/ *noun* printing using black and tints of black only. Abbr **B&W**

**black and white photograph** /,blæk ən waɪt 'fəʊtəgrɑ:f/ *noun* a photograph which uses tones of black to show the image

**black box** /,blæk 'bɒks/ *noun* a device used for converting protocols from one

computer system to another, such as for converting data from a micro to a phototypesetter

**blackening** /'blækənɪŋ/ *noun* a defect in papermaking where the surface of the paper becomes spotted, caused when the paper is too damp when being calendered

**black letter** /,blæk 'letə/ *noun* an old type character based on medieval handwriting. ○ **fraktur**, **gothic**, **Textura** (NOTE: Black letter was the first typeface to be developed by Gutenberg in the 15th century, and was still used in Germany until quite recently. It is commonly used in Europe for mastheads of newspapers.)

**black liquor** /,blæk 'lɪkəl *noun* a liquid left after dissolving fibres during the making of paper

**black list** /'blæk lɪst/ *noun* a list of companies, countries or people who are banned from trading or using goods or services

**blackout** /'blækaʊt/ *noun* the withholding of news or information about a subject, especially by official sources

**black patch** /'blæk pætʃ/ *noun* a piece of black or red film used to make a clear window on camera-ready copy

**black printer** /'blæk ˌprɪntə/, **black plate** *noun* the plate which prints in black, usually with the text of a colour book, and which is changed if the text is changed

**black step** /,blæk 'step/ *noun* a method of ensuring that no signature is out of order or missing when the signatures are gathered together, by printing black marks on the folds of the signature

**black step marks** /,blæk 'step ˌmɑ:ks/ *plural noun* marks like thick black lines printed on the fold of each signature, which move down from the top in each successive signature

**blad** /blæd/ *noun* a dummy copy of a book to show what the binding and part of the text will be like ○ *The reps are showing blads to all the leading bookshop buyers.*

**blade coating** /'bleɪd ˌkəʊtɪŋ/ *noun* a type of coating where the coating liquid is applied to the paper and then spread evenly using a blade

**blag** /blæg/ *verb* to obtain something by asking for a sample for review or testing (*informal*) ○ *When you visit the show, can you blag me a pocket calculator?*

**blank** /blæŋk/ *noun* an empty space in a form ■ *adjective* empty or with nothing on

it ◦ a *blank tape* ◦ a *blank piece of paper* ■ *verb* to make a white space, usually by painting with white ink ◦ *The art department will blank out the extra lines on the line drawing.*

**blanket** /'blæŋkɪt/ *noun* a rubber sheet which goes round the offset cylinder in an offset press and accepts the image to be printed on the paper

COMMENT: The blanket is a layer of different tissues, covered with a fine rubber surface. It must be cleaned carefully before each printing run.

**blanket agreement** /,blæŋkɪt ə'grɪ:mənt/ *noun* an agreement that covers many items

**blanket contamination** /'blæŋkɪt kən,tæmneɪf(ə)n/ *noun* spotting caused by dirt on the blanket

**blanket cylinder** /'blæŋkɪt ,sɪlɪndə/ *noun* a cylinder in an offset press which accepts the image onto the blanket. Also called **offset cylinder**, **transfer cylinder**

**blanket-to-blanket printing** /,blæŋkɪt tə 'blæŋkɪt ,prɪntɪŋ/ *noun* offset printing where both sides of the paper are printed at the same time, using two blanket cylinders and two blankets

**bleach** /bli:tʃ/ *verb* to make something white

**bleached paper** /,bli:tʃt 'peɪpə/ *noun* paper that has been treated with chemicals to make it white

**bleaching** /'bli:tʃɪŋ/ *noun* the process of making paper white, by passing the pulp through a series of bleaching towers, where a solution of chlorine is added

**bleed** /bli:d/ *noun* **1.** a page design where the illustrations run off the edge of the trimmed page ◦ *The double page spreads are all bleeds.* **2.** an illustration that runs off the edge of the paper **3.** overtrimmed margins when binding, cutting off the edge of the type **4.** ink that changes colour, often by chemical reaction when laminating ■ *verb* to print something, or be printed, so that part of it is cut off by the edge of the page

COMMENT: Bleeding has the advantage of increasing the size of illustrations on the paper, but has the disadvantage of needing larger printing sheets in a sheet-fed press, to allow for the extra trim. Normally 3mm of print beyond the trimmed edge should be allowed to make sure the bleed is correct.

**bleed allowance** /'bli:d ə,ləʊəns/ *noun* a margin of blank space that is left at the

edge of a page, so that the text or illustrations will not be cut off

**bleed off** /'bli:d ɒf/ *verb* to run the illustrations to the edge of the trimmed page ◦ *All the illustrations are to be bled off.* ◦ *The bled-off plates are all in one section.*

**bleed-through** /'bli:d θru:/ *noun* a situation in which ink has seeped through to the other side of a printed piece of paper

**blind** /blaɪnd/ *adjective* done without preparation or the relevant information

**blind blocking** /,blaɪnd 'blɒkɪŋ/, **blind embossing** /,blaɪnd 'stæmpɪŋ/ *noun* the process of stamping a design on the cover material without using any ink or gold leaf. Also called **blind stamping**

**blind carbon copy** /,blaɪnd ,kɑ:bən 'kɒpi/ *noun* full form of **bcc**

**blind folio** /,blaɪnd 'fəʊliəʊ/ *noun* a page with no printed page number

**blinding** /'blaɪndɪŋ/, **blinding in** *noun* blind blocking

**blind P** /,blaɪnd 'pi:/ *noun* a printed symbol ( ¶ ) which is used to mark the beginning of a paragraph

**blind page** /,blaɪnd 'peɪdʒ/ *noun* a page such as a half-title with no printed folio number, although the page is included in the total pagination of the book

**blind stamping** /,blaɪnd 'stæmpɪŋ/ *noun* same as **blind blocking**

**blind tooling** /,blaɪnd 'tu:lɪŋ/ *noun* blind blocking with hot stamps to give a dark impression on the surface of a leather binding

**blister** /'blɪstə/ *noun* a bubble which forms on the surface of paper as it dries

**blister pack** /'blɪstə pæk/ *noun* a type of packing where the item for sale is covered with a stiff plastic bubble sealed to a card backing

**block** /blɒk/ *noun* **1.** a piece of metal with a design in relief on the surface, used for printing an illustration by letterpress (NOTE: The US term is **cut**.) **2.** a stamp used to press a design on a cover, with or without metal foil or ink **3.** a wide printed bar ■ *verb* **1.** to stamp a design on the cover of a book ◦ a *gold-blocked cover* **2.** □ **to block in** to sketch roughly the main items of a design

**block capitals** /,blɒk 'kæpɪt(ə)lz/ *plural noun* capital letters

**block diagram** /,blɒk 'daɪəgræm/ *noun* a graphical representation of a system or program operation

**blocking** /'blɒkɪŋ/ *noun* the process of stamping a design on the cover of a book, using gold leaf, foil or ink

**blocking die** /'blɒkɪŋ daɪ/ *noun* a brass for stamping the cover of a book

**blocking foil** /'blɒkɪŋ fɔɪl/ *noun* a film with a layer of gold or other metal, used to stamp designs on a cover

**blocking machine** /'blɒkɪŋ məˌʃiːn/, **blocking press** *noun* a machine which automatically stamps the covers of a run of books with a design and glues the metal foil to it

**block letter** /,blɒk 'letə/ *noun* **1.** a compressed sans serif typeface or individual letter **2.** a capital letter

**blockmaker** /'blɒkmeɪkə/ *noun* a person or company who makes the blocks for printing illustrations

**blockmaking** /'blɒkmeɪkɪŋ/ *noun* the process of making printing blocks

**block markers** /'blɒk ˌmɑːkəz/ *plural noun* two markers inserted at the start and finish of a section of data to indicate a special block which can then be moved or deleted or copied as a single unit

**block out** /,blɒk 'aʊt/ *verb* to cover up a section of type or part of an illustration ○ *The art department will block out the two extra lines.*

**block proof** /'blɒk pruːf/ *noun* a proof contacted from a letterpress block

**block pull** /'blɒk pul/ *noun* a proof taken directly from a block

**blog** /blɒg/ *verb* to create or run a weblog 'Employees are no different to customers. They are besieged by information from an increasing number of sources. It places a greater imperative on management to engage with staff first. In a world of blogs and RSS feeds, communications heads increasingly need to make instant decisions based on the speed at which news travels.' [PR Week]

**blogger** /'blɒgə/ *noun* a person who creates or runs a weblog

**blogosphere** /'blɒgəˌsfɪə/ *noun* the World Wide Web environment in which bloggers communicate with each other

**blogware** /'blɒgweə/ *noun* computer software tools for creating a weblog

**blotting paper** /'blɒtɪŋ ˌpeɪpə/ *noun* absorbent paper, which is not sized or coated in any way, used to soak up excess ink

**blow up** /,bləʊ 'ʌp/ *verb* to enlarge a photograph

**blowup** /'bləʊˌʌp/ *noun* a photograph or illustration greatly enlarged for exhibition purposes

**blue** /bluː/ *noun* *US* a proof taken from a film contacted on coated paper. ◇ **diazo paper, ozalid, vandyke** (NOTE: The usual UK term is **ozalid**.)

**blue key** /'bluː kiː/ *noun* proofs taken from films contacted on coated paper, usually blue, but also possibly brown or black

**blue line key** /'bluː laɪn ˌkiː/ *noun* paper with a key for the page layout drawn in blue which disappears when filmed, on which camera-ready copy or artwork is positioned

**blue pencil** /,bluː ˌpɛnsəl/ *noun* a pencil used to mark corrections

**blue-pencil** /,bluː ˌpɛnsɪl/ *verb* to edit a piece of writing by marking it, in order to shorten, censor or delete it

**blueprint** /'bluːprɪnt/ *noun* **1.** a photographic copy of construction plans usually printed in white on blue paper **2.** a detailed plan of something

**blueprint paper** /'bluːprɪnt ˌpeɪpə/ *noun* special coated paper, used to make blueprints. ◇ **diazo paper**

**Bluetooth** /'bluːtuːθ/ a trade name for a technology that enables portable electronic devices such as mobile phones, to connect with each other and the Internet

**blur** /blɜː/ *noun* an image where the edges or colours are not clear

**blurb** /blɜːb/ *noun* a short piece of writing that praises and promotes something, especially a paragraph on the cover of a book

**blurbwriter** /'blɜːbraɪtə/ *noun* a person, usually a member of an advertising department, who writes blurbs for books

**blurred** /blɜːd/ *adjective* unclear because there is no distinct outline

**.bmp** *suffix* a file extension for a bit map file

**BNB** *abbreviation* British National Bibliography

**board** /bɔːd/ *noun* **1.** thick sturdy material used to form the foundation of book covers, made from pressed fibres and usually covered with cloth or other material. ◇ **art board, ivory board, pulp board, chipboard, grey board, millboard, pasteboard, strawboard** **2.** one piece of this material, cut to size **3.** the controlling

group of people in a company or organisation also known as the board of directors

COMMENT: Board is a stiff paper product used for binding books; heavy board is also used for making rigid boxes and cartons. Boards used in bookbinding can be divided into two groups: (a) boards, usually 180–280gsm, which are used for paperbacks (b) boards used for the front and back covers of cased books, usually covered with paper or a binding material such as cloth or leather.

**board meeting** /'bɔ:d ,mɪtɪŋ/ *noun* a meeting of the directors to discuss company business

**board of directors** /,bɔ:d əv daɪ 'rektəz/ *noun* a group of directors elected by the shareholders to run a company

**board papers** /'bɔ:d ,peɪpəz/ *plural noun* the endpapers, which are glued to the cover boards

**Bodleian** /'bɒdliən/ *noun* the main library of Oxford University, one of England's copyright deposit libraries

**Bodoni** /bɒ'dəʊni/ *noun* a typeface designed by Giambattista Bodoni in the 17th century, with very thick stems and very thin serifs giving a rigid appearance

**body** /'bɒdi/ *noun* **1.** an official group of people **2.** the main part of the text in a document

**body matter** /'bɒdi ,mætə/ *noun* the main section of text excluding prelims and supplements

**body paper** /'bɒdi ,peɪpə/ *noun* thick paper used to make coated paper. Also called **body stock**

**body size** /'bɒdi saɪz/ *noun* **1.** the length of a section of text from top to bottom in points **2.** the size of the metal body of a piece of type, measured from the top of the ascenders to the bottom of the descenders

COMMENT: Both body size and body width are measured in points. The typeface may not be the same size as its body. If an 8pt face is cast on a 10pt body, this will have the effect of giving extra leading between the lines: this would be called '8 on 10 point' or 8/10.

**body stock** /'bɒdi stɒk/ *noun* same as **body paper**

**body type** /'bɒdi taɪp/ *noun* US the font used for the main part of the text, as opposed to the style of type used for headings, notes, etc.

**body width** /'bɒdi wɪðθ/ *noun* the size of the metal body of a piece of type, measured across

**'Boekblad'** *noun* a Dutch magazine dealing with publishing matters

**bogof** /'bɒɡɒf/ *noun* the practice of giving free gifts to customers, e.g. one free item for each one bought. Full form **buy one get one free**

**boil down** /,bɔɪl 'daʊn/ *verb* to condense or summarise something such as information or text

**boilerplate** /'bɔɪləpleɪt/ *noun* US fixed or formulaic language such as that used in legal forms and documents, e.g. powers of attorney and authors' contracts

**boilerplate contract** /'bɔɪləpleɪt ,kɒntrækt/ *noun* a basic standard version of a contract that can be used again and again

**bold** /bɔʊld/ *adjective* having darker, thicker lines than standard type, fonts or lettering ■ *noun* type, fonts or lettering with darker, thicker lines than is standard, used for emphasis ■ *verb* to set, print, or display text in bold type

COMMENT: To show that a piece of text has to be set in boldface, a sub-editor will underline it with a wavy line.

**bold-condensed** /,bɔʊld kən'denst/ *adjective* boldface type which is narrower than normal

**boldface** /'bɔʊldfeɪs/ *adjective, noun, verb* PRINTING same as **bold**

**bolle-a** *noun* the letter 'ä' with a small circle over it (â), used in some Scandinavian languages

**bolts** /bɔʊlts/ *plural noun* the folded edges of the pages of a book which has been gathered and sewn, but not trimmed (NOTE: If a book is bound in this state it is said to be 'uncut', that is, the pages are still folded at the head and foreedge.)

**bond paper** /'bɒnd ,peɪpə/ *noun* good-quality paper weighing 60–100gsm, often used for correspondence

**book** /bʊk/ *noun* a collection of pages containing text and sometimes pictures, bound together inside a cover

**book auction** /'bʊk ,ɔ:kʃ(ə)n/ *noun* a sale of secondhand or rare books, where buyers bid for the books, the person making the highest bid buying the book

**book auction house** /'bʊk ,ɔ:kʃ(ə)n ,haʊs/ *noun* a company that specialises in the sale of old books by auction

**bookbinder** /'bʊk ,baɪndə/ *noun* somebody who binds books, especially as a profession

**bookbinding** /'bʊk ,baɪndɪŋ/ *noun* the art of binding books

**book block** /'bʊk blɒk/ *noun* a book that has been printed, folded, gathered and sewn ready for binding. Also called **text block**

**book bus** /'bʊk bʌs/ *noun* a bus converted to act as a mobile library usually in residential areas

**bookbuyer** /'bʊk,bʌɪə/ *noun* a person who buys books, especially wholesale for a large bookshop

**bookcase** /'bʊkkeɪs/ *noun* a piece of furniture with shelves for books

**book cloth** /'bʊk klɒθ/ *noun* a covering material for cased books, especially library editions

**book club** /'bʊk klʌb/ *noun* a system of buying and selling books by post, usually on specialist subjects

COMMENT: Book clubs do not always charge their members a subscription, though members usually have to guarantee that they will purchase a certain number of books from the club each year. For the publisher, the sale of a title to a book club is a useful (and sometimes crucial) increase to the print run, as it is assumed that most book club members would not purchase the book through a bookshop if it were not offered to them by the club. The publisher usually sells the book to a club at a discount off the normal published price and the club sells it to its members at a similar discount. If the publisher sells the book at 75% off the retail price, the club will resell it at 25% below the retail price. So a book retailing at £16 will be sold by the publisher to the club at £4 and the club will sell it to the members at £12. Some discounts are higher than this, and are similar to remainder prices.

**book club choice** /'bʊk klʌb ʃɔɪs/ *noun* a book that has been chosen by a book club as a special offer for its members  
○ *His novel is the Book Club Choice for November.*

**book club edition** /'bʊk klʌb ɪ ,dɪʃ(ə)n/ *noun* an edition of a book specially printed and bound for a book club for sale to its members

**book club price** /'bʊk klʌb ,praɪs/ *noun* a special price for members of a book club, usually 75% or less of the normal retail price in the publisher's edition

**book club rights** /'bʊk klʌb ,raɪts/ *plural noun* the right to publish a book in a book club edition

**book club selection** /'bʊk klʌb sɪ ,leʃən/ *noun* a book that is specially chosen as a lead title for a book club

**book cover** /'bʊk ,kʌvə/ *noun* a paper cover which is put on a book to protect it or

to make it attractive. Also called **book jacket**, **book wrapper**

**book design** /'bʊk dɪ,zʌɪn/ *noun* the design of a book, both the typography and the page layout

**book designer** /'bʊk dɪ,zʌɪnə/ *noun* a person who designs books

**BookExpo America** /,bʊkeɪkspəʊ ə 'merɪkə/ *noun* a book fair held in Chicago in May/June, formerly called the 'ABA'

**book export** /'bʊk ,ekspɔ:t/ *noun* a book produced in one country and sold in another

**book fair** /'bʊk feə/ *noun* a trade exhibition with the object of publicising, selling and exchanging books

COMMENT: The major international fairs are held all year round. The most important are the London Book Fair (March); the Bologna Book Fair (March/April); the Paris Salon du Livre (March); the BookExpo America (May/June); the Moscow Book Fair (September); the Frankfurt Book Fair (October). There are many other book fairs in various countries; and many specialised fairs as well. Book fairs have existed as meetings for trade since books were invented: the Frankfurt Book Fair existed even in the later Middle Ages. Originally they were places where merchants could buy and sell manuscripts; they have always had an international element, and even the earliest book fairs were patronised by dealers from various countries in Europe. Book fairs can now be divided into two main categories: (a) rights fairs (like the Frankfurt Book Fair, or the London Book Fair), where publishers sell rights in books to publishers from other countries, and also meet agents and representatives; and (b) selling fairs (such as the Geneva Book Fair) where books can be sold to the visitors from the stands.

**book inks** /'bʊk ɪŋks/ *plural noun* inks that are used for printing the text of books

**book jacket** /'bʊk ,dʒæktɪ/ *noun* same as **book cover**

**book learning** /'bʊk ,lɜ:nɪŋ/ *noun* knowledge obtained from books instead of from experience

**booklet** /'bʊklət/ *noun* a small book with a paper cover, often used for information

**book list** /'bʊk lɪst/ *noun* a list of books on a specific subject or by a particular author

**booklore** /'bʊklɔ:/ *noun* information about books, especially their authors and the circumstances of their publication

**bookmaker** /'bʊkmeɪkə/ *noun* a book designer, printer or binder

**bookmark** /'bʊkmɑ:k/ *noun* **1.** a narrow strip of material or paper used to mark the place in a book where the reader has stopped reading temporarily **2.** a code used by a multimedia title or web browser that allows the user to go back to the same point again in the future **3.** the address of an Internet site, saved so that the user can easily return to the site ■ *verb* to add an Internet address to a list of bookmarks

**book market** /'bʊk ,mɑ:kɪt/ *noun* the number of potential buyers for books

**book paper** /'bʊk ,peɪpə/ *noun* special paper used for printing books

**book plate** /'bʊk pleɪt/ *noun* a decorated piece of paper stuck in the front of the book with the name of the owner written or printed on it

**book post** /'bʊk pəʊst/ *noun* specially cheap postage rates for sending books

**book proofs** /'bʊk pru:fz/ *plural noun* page proofs of a book which are bound up in a paper cover, often used as advance proofs

**book publisher** /'bʊk ,pʌblɪʃə/ *noun* a company that publishes books

**book review** /'bʊk rɪ,vju:/ *noun* critical comments on a book, especially when it is first published

**book reviews page** /'bʊk rɪ,vju:z ,peɪdʒ/ *noun* a page in a newspaper which gives reviews of recent books, and usually carries advertisements from publishers

**bookseller** /'bʊksələ/ *noun* a person or company that sells books

**'Bookseller, The'** /ðə 'bʊksələ/ *noun* a journal providing information especially interesting to booksellers and publishers

**Booksellers Association, The** /ðə 'bʊksələz ə,səʊsɪeɪʃ(ə)n/ *noun* an organisation representing the interests of British booksellers. Abbr **BA**

**Booksellers Clearing House** /'bʊksələz 'klɪəriŋ ,haʊs/ *noun* a system used in the UK for payments of publishers' accounts by booksellers. Each bookseller adds together the total of the accounts due to all publishers, and sends them with one cheque to the clearing house, which then consolidates the payments from all the booksellers and settles each publisher's account separately.

**bookselling** /'bʊk,selɪŋ/ *noun* the business of selling books

**bookshop** /'bʊkʃɒp/ *noun* a shop that specialises in selling books

**book signing** /'bʊk ,saɪnɪŋ/ *noun* an occasion on which an author visits a bookshop and signs copies of the book which members of the public have bought

**bookstall** /'bʊkstɔ:l/, **bookstand** /'bʊkstænd/ *noun* a table in a market or fair where books are sold

**bookstore** /'bʊkstɔ:/ *noun* **1.** a space in a library devoted to storage of books and documents not frequently used **2.** *US* same as **bookshop**

**book token** /'bʊk ,təʊkən/ *noun* a card bought to give as a gift which can only be used to buy books

**book trade** /'bʊk treɪd/ *noun* the business of buying and selling books

**Book Trust** /'bʊk trʌst/ *noun* an independent body, formerly known as the National Book League, which promotes books and reading and also offers an information service

**book value** /'bʊk ,vælju:/ *noun* the value of an asset as recorded in the company's books

**book wholesaler** /'həʊlseɪl ,bʊksələ/ *noun* same as **wholesale bookseller** (NOTE: *US* English is **book jobber**.)

**bookwork** /'bʊkwɜ:k/ *noun* the keeping of financial records

**bookworm** /'bʊkwɜ:m/ *noun* a person who is very fond of reading

'Cardiff is a city of bookworms, compared to its European counterparts. Each resident takes out an average of seven books a year [from the library] – above the European average – but not a patch on Ljubljana in Slovenia, where the figure is 21 books a year.' [*South Wales Echo*]

**book wrapper** /'bʊk ,ræpəl/ *noun* same as **book cover**

**Boolean** /'bu:liən/ *adjective* using a system of symbolic logic that uses combinations of logical operators such as 'AND', 'OR' and 'NOT' to determine relationships between entities. Boolean operations are extensively used in writing computer programs and in computer searches using keywords.

**boost** /bu:st/ *verb* to increase something  
○ *to boost the market for books*

**booth** /bu:ð/ *noun* *US* a separate section of a commercial fair where one company exhibits its products or services (NOTE: The *GB* English for this is **stand**.)



**borax** /'bɔ:ræks/ *noun* a chemical substance used to develop photographic film quickly

**border** /'bɔ:də/ *noun* a strip, line or band around the edge of something

**born-digital** /,bɔ:n 'dɪdʒɪt(ə)/ *adjective* of a document, created and stored in a digital format and not existing in hard copy

**borrow** /'bɒrəʊ/ *verb* to take something away temporarily with the intention of returning it

**borrower** /'bɒrəʊə/ *noun* a person who borrows something ○ *Borrowers are allowed to keep library books for two weeks.*

**borrowings** /'bɒrəʊɪŋz/ *plural noun* books borrowed from a library

**'Börsenblatt'** *noun* a German weekly magazine dealing with publishing matters

**bottleneck** /'bɒt(ə)lnek/ *noun* a situation in which one section of an operation cannot cope with the amount of work it has to do, and business activity is slowed down as a result ○ *There is a serious bottleneck in the production department.*

**bottom** /'bɒtəm/ *noun* the lowest part or point ○ *The folios are centred at the bottom of each page.*

**bottom line** /,bɒtəm 'laɪn/ *noun* the most important consideration in a discussion

**bottom margin** /,bɒtəm 'mɑ:dʒɪn/ *noun* the margin along the bottom of a page. Also called **foot margin**

**bottom out** /,bɒtəm 'aʊt/ *verb* US to arrange the typeset text so that there are no widows or orphans

**bottom space** /,bɒtəm 'speɪs/ *noun* blank lines at the bottom of a page of printed text

**bought ledger** /'bɔ:t ,ledʒə/ *noun* same as **purchase ledger**

**bound** /baʊnd/ *adjective* used to describe a book or other written document that has a permanent, usually hard, cover

**bounding box** /'baʊndɪŋ bɒks/ *noun* a rectangle that determines the size, position and shape of a graphic image or video clip

**bourgeois** /'bʊʒwɑ:z/ *noun* a type size now no longer used, equivalent to 9 point

**bow** /baʊ/ *verb* to curl or not lie flat

COMMENT: The pages of a book will bow if the book is printed with the grain of the paper running across the page, as opposed to down the page from top to bottom.

**bowdlerise** /'bɔ:dləraɪz/, **bowdlerize** *verb* to change a text by omitting anything which may be thought to be offensive; so called after Thomas Bowdler who in 1818 'cleaned up' an edition of Shakespeare's plays

**bowl** /bəʊl/ *noun* a line forming the rounded part of a letter, such as the round part of a 'b', 'p' or 'c'

**box** /bɒks/ *noun* **1.** a cardboard, wooden or plastic container ○ *The books were sent in strong cardboard boxes.* **2.** a straight rule running round a section of text or an illustration ○ *The sections in boxes give hints on legal problems.*

**box board** /'bɒks bɔ:d/ *noun* the board used for making cardboard boxes

**boxed** /bɒkst/ *adjective* put in a box or sold in a box

**boxed set** /,bɒkst 'set/ *noun* a set of books sold together in a box

**box file** /'bɒks faɪl/ *noun* a cardboard box for holding documents

**box in** /,bɒks 'ɪn/ *verb* to surround a section of text with a rule

**box number** /'bɒks ,nʌmbə/ *noun* a number used as an address, often in reply to an advertisement in a newspaper or magazine

**bpi** *abbreviation* bits per inch

**BPIF** /,bi: pi: aɪ 'ef/ *noun* an organisation representing the interests of British printing companies. Full form **British Printing Industries Federation**

**BPOP** *abbreviation* bulk-packed on pallets

**BPP** *abbreviation* bits per pixel

**BPS, bps** *abbreviation* bits per second

**brace** /breɪs/ *noun* either of a pair of symbols, { }, used singly in printing or writing to group items together in a table or list or as a pair in mathematical formulae. Also called **curly bracket**

**bracketed** /'bræktɪd/ *adjective* joined to the main part of a letter with a curved line

**bracketed serif** /,bræktɪd 'serɪf/ *noun* a serif which is joined to the main part of a letter with a curved line

**bracket together** /,bræktɪ tə'geðə/ *verb* to print brackets round several items to show that they are treated in the same way and separated from the rest of the text

**Braille** /breɪl/ *noun* a system of printing that enables blind people to read by feeling

with their fingers letters which are printed as groups of raised dots

**Braille** /'breɪlə/ *noun* a machine similar to a typewriter that prints Braille

**brake** /breɪk/ *noun* a device which regulates the tension of paper as it runs through a machine

**branch** /brɑːntʃ/ *noun* a local subsection of a business or organisation

**brand** /brænd/ *noun* a carefully-constructed image attached to a company and their products, recognisable by a name or logo

**brand image** /,brænd 'ɪmɪdʒ/ *noun* the picture that people have in their minds of a product associated with the brand name

**brand new** /,brænd 'njuː/ *adjective* completely new, direct from the manufacturer

**brass** /brɑːs/ *noun* an alloy made of copper and zinc

**brass rule** /,brɑːs 'ruːl/ *noun* a rule made of brass, used for long lines or borders in letterpress

**brayer** /'breɪə/ *noun* a roller for putting ink on a plate by hand, when taking proofs

**breach of contract** /,bri:tʃ əv 'kɒntrækt/ *noun* failure to carry out the terms of an agreement

**breach of warranty** /,bri:tʃ əv 'wɒrənti/ *noun* failure to do something that is a part of a contract

**breadcrumbs** /'bredkrʌmz/ *plural noun* a form of navigation on a webpage in which its location is indicated by a hierarchical list of pages above the current one, leading up to the main page

**break** /breɪk/ *noun* **1.** a point at which a word is split at the end of a line ○ *We must check the page proofs for bad breaks.* **2.** a point at which something or somebody stops working ○ *She typed for two hours without a break.* ○ *The print run was held up by several paper breaks.*

**break down** /,breɪk 'daʊn/ *verb* to separate something into smaller parts so that it is easier to deal with

**breakdown** /'breɪkdaʊn/ *noun* a summary, explanation or analysis of data items collected

**breaker** /'breɪkə/ *noun* a vat in which paper pulp is broken and washed before being bleached

**break even** /,breɪk 'i:v(ə)n/ *verb* to make enough money to cover one's

expenses but making neither a profit nor a loss

**break-even point** /'breɪk,i:v(ə)n ,pɔɪnt/ *noun* the point at which sales cover costs, but do not show a profit ○ *The break-even point for this title is 4,562 copies.*

**break line** /'breɪk laɪn/ *noun* the last line, usually a short line, at the end of a paragraph

**break off** /,breɪk 'ɒf/ *noun* an editor's instruction to a typesetter showing that text has to start a new line

**break up** /,breɪk 'ʌp/ *verb* to take a forme of type apart when it is no longer needed and distribute the pieces of type

**breve** /bri:v/ *noun* a symbol used above a vowel to show that it is pronounced short (NOTE: The breve is used particularly in printing Latin poetry.)

**brevier** /brə'viə/ *noun* an old type size equivalent to 8 point

**bricks-and-mortar** /,brɪks ən 'mɔ:tə/ *adjective* conducting business in the traditional way in buildings such as shops and warehouses and not being involved in e-commerce. Compare **clicks-and-mortar**

**bright** /braɪt/ *adjective* clear and light ○ *The jacket must be brighter, with more red and yellow.* ○ *We need a bright design for the title page.*

**bright and unmarked** /,braɪt ən ʌn 'mɑ:kt/ *adjective* of a book, especially a second-hand book, with no fading, dirtying or marks on the pages caused by e.g. fingerprints or smudges

**brighten** /'braɪt(ə)n/ *verb* to make brighter ○ *Can you brighten up this cover design?*

**brilliant** /'brɪljənt/ *noun* an old type size equivalent to 4 point

**bring down** /,brɪŋ 'daʊn/ *verb* **1.** to put something lower down ○ *Can you bring down the illustration to the bottom of the page?* **2.** to make smaller ○ *If we brought the point size down to 7 point, what effect would this have on the extent?* ○ *By bringing the captions down to 4 point, we risk making them illegible.*

**bring forward** /,brɪŋ 'fɔ:wəd/ *verb* to make something happen earlier ○ *The publicity department wants us to bring forward the publication date.*

**bring out** /,brɪŋ 'əʊt/ *verb* to publish a new book ○ *We hope to bring out the series*

*in time for Christmas.* ○ *They brought out a book on British football.*

**brisk** /brɪsk/ *adjective* selling actively ○ *The demand for gardening books is particularly brisk at this time of year.*

**Bristol** /ˈbrɪst(ə)l bɔːd/, **Bristol board** *noun* fine white card made of several sheets stuck together, used especially for printing visiting cards and business cards

**Briticisation, Briticization** *noun* changing the spelling and style of a book written in English from American to British English

**Briticise, Briticize** *verb* to change the spelling and style of a book written in English from American to British

**British** /ˈbrɪtɪʃ/ *adjective* relating to Great Britain

**British Books in Print** /,brɪtɪʃ bʊks ɪn ˈprɪnt/ *noun* a publication containing bibliographical details of all published books in the UK. Abbr **BBIP**

**British National Bibliography** /,brɪtɪʃ ˌnæʃ(ə)nəl ˌbɪbliˈɒɡrəfi/ *noun* an organisation which issues a weekly list in printed form and on CD-ROM of all the books published in Great Britain and produces monthly and annual cumulative indexes. Abbr **BNB**

**British Printing Industries Federation** /,brɪtɪʃ ˈprɪntɪŋ ˌɪndʌstriːz ˌfɛdərɛɪʃ(ə)n/ *noun* full form of **BPIF**

**British Society of Indexers** /,brɪtɪʃ səˌsaɪətɪ əv ˈɪndeksəz/ *noun* a support association for professional indexers. Abbr **BSI**

**British Standards Institution** /,brɪtɪʃ ˈstændədz ˌɪnstɪtjuːʃ(ə)n/ *noun* the approved British body for the preparation and publication of national standards for the production of goods and services. Abbr **BSI**

**British Talking Book Service for the Blind** *noun* an organisation which arranges for written materials to be recorded on to audio tape so that blind people can listen to them

**British traditional market** /,brɪtɪʃ trə ˈdɪʃ(ə)nəl ˌmɑːkɪt/ *noun* the areas of the world representing the old British Empire, including Australia, New Zealand, Canada, India and much of Africa and the Caribbean. ◊ **European rights**

COMMENT: Publishing contracts between British and American companies formerly allotted the British traditional market to the British publisher, leaving the USA itself (and

usually Canada) to the American publisher. This arrangement is now not so common, and territories like Australia are becoming 'open' or indeed are the subject of special territorial licences.

**broad** /brɔːd/ *adjective* comprehensive in content, knowledge, experience, ability or application

**broadband** /ˈbrɔːdbænd/ *noun* a connection to the Internet that allows it to remain connected while still using phone and fax facilities on the same line, since many signals can be transmitted simultaneously ■ *adjective* able to transfer large amounts of data at high speed

**broadcast** /ˈbrɔːdkɑːst/ *noun* a programme made for transmission on radio or television ■ *verb* 1. to send out words, music or signals by radio waves 2. to make something widely known

**broadcasting rights** /ˈbrɔːdkɑːstɪŋ raɪts/ *noun* the right to perform a play or to read sections of a book or other work on radio

**broad fold** /ˈbrɔːd fəʊld/ *noun* a way of folding sheets of printed paper to form a book, so that the grain of the paper runs from top to bottom of a page, parallel to the spine of the book

**broadsheet** /ˈbrɔːdʃiːt/ *noun* anything printed on large sheets of paper, but especially one of the more serious newspapers

**broadside** /ˈbrɔːdsaɪd/ *noun* 1. an uncut sheet of paper 2. paper which has printing on one side only and is not folded, such as an advertising poster 3. *US* a publicity leaflet 4. *US* a landscape page, which is printed sideways reading from bottom to top, used for tables and charts

**brochure** /ˈbrɔʊʃə/ *noun* a magazine or booklet with pictures giving information about a product or service

COMMENT: A brochure usually has only a few pages (typically 8 or 16) and is not sewn, but can be saddle-stitched. It usually has a self-cover.

**brochure site** /ˈbrɔʊʃə saɪt/ *noun* a website that gives details of a company's products and contact information

**broke** /brɔʊk/ *noun* odd bits of paper collected during the papermaking process and reused

**broken line** /,brɔʊkən ˈlaɪn/ *noun* a line made of a series of dashes

**broken ream** /,brɔʊkən ˈriːm/ *noun* paper left from a ream which has not been used up on the previous job

**bromide paper** /'brəʊmaɪd ˌpeɪpə/, **bromide** /'brəʊmaɪd/ *noun* photosensitive paper used to make bromide prints

**bromide print** /'brəʊmaɪd/, **bromide** /'brəʊmaɪd prɪnt/ *noun* a photographic print from a typeset film, a positive photographic print from a negative or the finished print from a phototypesetting machine printed on shiny photographic paper ○ *The typesetter has sent us the bromides for checking.* ○ *Can you supply a bromide of the corrections to pages 124 and 125?*

**bronzing** /'brɒnzɪŋ/ *noun* the process of sprinkling metal dust on freshly printed or varnished sheets to give a metallic effect

**brown paper** /ˌbraʊn ˈpeɪpə/ *noun* thick paper for wrapping parcels

**browse** /braʊz/ *verb* **1.** to look through a book, magazine, database or shop in a casual way without definite intentions **2.** to view data in a database or online system

**browser** /'braʊzə/ *noun* a software program that is used to navigate through World Wide Web pages stored on the Internet. ◊ **web browser**

**browsing** /'braʊzɪŋ/ *noun* the act of a user moving through text or a multimedia application in no particular order

**brush coating** /'brʌʃ ˌkəʊtɪŋ/ *noun* the process of coating paper by painting it with brushes in a special machine

**brush up** /ˌbrʌʃ ˈʌp/ *verb* to refresh or renew one's knowledge of or skill in something

**B series** /'biː ˌsɪəriːz/, **B sizes** *plural noun* ISO recommended paper sizes for posters and other large printed items, the basic size being 1414 x 1000mm. ◊ **A series, C series**

**BSI** *abbreviation* **1.** British Society of Indexers **2.** British Standards Institution

**bubble** /'bʌb(ə)l/ *noun* a round shape containing the 'spoken' words in a cartoon

**Buchmesse** /'bʊxməsə/ *noun* a German book fair, such as the Frankfurt Book Fair

**buckle** /'bʌk(ə)l/ *verb* to swell because of heat

**buckle folder** /'bʌk(ə)l ˌfəʊldə/ *noun* a device for folding paper where the sheet is made to buckle by pulling it through rollers against a metal plate

**buckle folding** /'bʌk(ə)l ˌfəʊldɪŋ/ *noun* a method of folding paper where the sheet

is made to buckle by pulling it through rollers against a metal plate

**buckling** /'bʌkɪŋ/ *noun* distortion and bending of film due to heat or dryness

**buckram** /'bʌkrəm/ *noun* a coarse cotton or linen fabric that has been stiffened with starch, gum or latex, used in bookbinding

**budget** /'bʌdʒɪt/ *noun* a financial plan showing how much money is available and how it is proposed to spend it ■ *verb* to allow pre-determined amounts of money for specific purposes

**budgetary control** /ˌɪbʌdʒɪt(ə)rɪ kən ˈtrəʊl/ *noun* the act of keeping a check on spending

**budget variance** /ˌɪbʌdʒɪt ˈveəriəns/ *noun* the difference between the cost as estimated for a budget and the actual cost

**buff** /bʌf/ *adjective* having a pale brown colour, as of manilla envelopes

**buffer** /'bʌfə/ *noun* a temporary storage area for data being transmitted between two devices that function at different speeds. A buffer enables a faster device such as a computer to complete sending the data and begin another task without waiting for a slower device such as a printer.

**bug** /bʌg/ *noun* **1.** a problem or mistake in a computer program **2.** a tracking or surveillance device

**build** /bɪld/ *verb* to make a list by publishing a series of titles ○ *The new editor has a lot of list-building experience.*

**build into** /'bɪld ɪntuː/ *verb* to add something to a thing that is being set up ○ *You must build all the forecasts into the budget.*

**build up** /ˌbɪld ˈʌp/ *verb* **1.** to create something by adding pieces together ○ *He bought several small lists and gradually built up a publishing company.* **2.** to expand something gradually ○ *to build up a profitable business* ○ *to build up a team of salesmen*

**bulk** /bʌlk/ *noun* the thickness of paper ■ *verb* □ **to bulk up** to use bulky paper to make a book appear thicker ○ *The book is only 96 pages but we bulked it up so that we can price it at £9.99.*

COMMENT: In Europe, paper bulk is measured either in microns (the thickness of one leaf) or by giving a volume factor which gives the bulk in millimetres of 200 pages of 100gsm. In the USA, bulk is measured by the number of pages per inch of thickness (p.p.i.). Hardwood pulp produces paper which is bulkier than

softwood. Bulky mechanicals are used particularly for paperbacks. Light bulky paper (such as antique featherweight) is used for children's books.

**bulk buying** /ˌbʌlk ˈbaɪɪŋ/ *noun* the act of buying a large quantity of something to obtain a cheaper price. Also called **bulk purchase**

**bulk factor** /ˈbʌlk ˌfæktə/ *noun* *US* a way of measuring paper bulk according to the number of pages of a particular type of paper which make one inch in height

**bulking** /ˈbʌlkɪŋ/ *noun* the general thickness of a book

**bulking dummy** /ˈbʌlkɪŋ ˌdʌmi/ *noun* a dummy book, made with the correct paper and binding, to test its weight, bulk and overall appearance

**bulking index** /ˈbʌlkɪŋ ˌɪndeks/ *noun* *US* a measurement of paper bulk, calculated by dividing the thickness in p.p.i. by the basis weight. See Comment at **bulk**

**bulking number** /ˈbʌlkɪŋ ˌnʌmbə/ *noun* a measurement of the number of sheets per inch

**bulking paper** /ˈbʌlkɪŋ ˌpeɪpə/ *noun* specially thick paper which is used to make a book thicker

**bulk order** /ˌbʌlk ˈɔːdə/ *noun* an order for a large quantity of material

**bulk-packed on pallets** /ˌbʌlk ˌpækt ɒn ˈpælɪts/ *adjective* packed loose on pallets but shrink-wrapped for security ○ *Paper is often bulk-packed on pallets as distinct from ream-wrapped.* Abbr **BPOP**

**bulk purchase** /ˌbʌlk ˈpɜːtʃɪs/ *noun* same as **bulk buying**

**bulk shipment** /ˌbʌlk ˈʃɪpmənt/ *noun* a shipment of a large quantity of goods

**bulk stock** /ˈbʌlk stɒk/ *noun* a large quantity of stock of a book, held in a separate part of the warehouse from the bin stock

**bulk wrapping** /ˈbʌlk ˌræpɪŋ/ *noun* the wrapping of several copies of a magazine or small book for dispatch

**bulky** /ˈbʌlki/ *adjective* referring to paper which is thick and heavy ○ *We used especially bulky paper for the children's books.*

**bullet** /ˈbʊlɪt/ *noun* a large printed dot used to highlight items in a printed list

**bulletin board** /ˈbʊlɪtɪn bɔːd/ *noun* an electronic discussion network and information database

**bullet point** /ˈbʊlɪt pɔɪnt/ *noun* PRINTING same as **bullet**

**bumf** /bʌmf/ *noun* unwanted or uninteresting printed material, especially official forms and documents

**bump colour** /ˈbʌmp ˌkʌlə/ *noun* a special colour added to a four-colour separation to enhance tonal range

**bundled service** /ˌbʌnd(ə)ld ˈsɜːvɪs/ *noun* a collection of several different services sold as a package

**bundling** /ˈbʌndlɪŋ/ *noun* **1.** the act of tying items up into bundles for transport, such as packs of newspapers or magazines **2.** the act of stacking printed and folded sections for storage until required, with the foredge alternately to the right and left side of the stack so that the pile stays flat **3. US** the act of pressing sewn signatures so that they lie flat

**burin** /ˈbʊəriŋ/ *noun* a tool like a needle used to engrave on copper plates

**burn** /bɜːn/ *noun* the length of exposure of a metal plate ■ *verb* to copy data on to a CD-ROM or DVD-ROM. It can then be used to transport the content or to create multiple copies.

**burnish** /ˈbɜːnɪʃ/ *verb* to smooth out any wrinkles in a paste-up board where the galleys have been affixed

**burnishing** /ˈbɜːnɪʃɪŋ/ *noun* **1.** the process of making gold or silver stamping sharper by running the paper through the press a second time, with copper foil covering the die **2.** the process of polishing the gold or silver leaf on edges of books to give it a brighter appearance

**burst binding** /ˌbɜːst ˈbaɪndɪŋ/ *noun* a type of perfect binding where the collated pages are slashed in the spines before the glue and covers are put on

**burster** /ˈbɜːstə/ *noun* a machine that cuts continuous stationery into separate sheets

**burst test** /ˈbɜːst test/ *noun* a test of the strength of paper

**burst tester** /ˈbɜːst ˌtestə/ *noun* a device for testing the strength of paper

**bus** /bʌs/ *noun* **1.** a communication link consisting of a set of leads or wires which connects different parts of a computer hardware system, and over which data is transmitted and received by various circuits in the system **2.** a central source of information which supplies several devices

**business card** /ˈbɪznɪs kɑːd/ *noun* a small card giving the name and business details of a person

**business college** /'bɪznɪs ˌkɒlɪdʒ/ *noun* a college which teaches general business methods

**business expenses** /'bɪznɪs ɪk ˌspensɪz/ *plural noun* money spent on running a business, not on stock or assets

**business plan** /'bɪznɪs plæn/ *noun* a proposal for a new business, presented to a bank or other institution when asking for a loan

**butt register** /'bʌt ˌredʒɪstə/ *noun* a printed register in which adjacent printed areas meet precisely at the edges, without overlap or a gap between them. Compare **lap register**

**buy** /baɪ/ *verb* to get something by paying money ○ *to buy wholesale and sell retail* ○ *to buy for cash* ○ *He bought 10 tonnes of paper.* ○ *The company has been bought by its leading supplier.*

**buy around** /ˌbaɪ ə'raʊnd/ *verb* to buy stock of books in contravention of exclusive market arrangements ○ *Some Australian bookstores may try to buy around to get books more cheaply than from the exclusive distributors.*

**buyer** /'baɪə/ *noun* **1.** a person who buys something **2.** a person who buys goods

from a wholesaler, which are then stocked by a large store **3.** a publisher who buys the reprint rights in a book from the original publisher, especially the right to reprint the book in another country

**buyers' market** /'baɪəz ˌmɑːkɪt/ *noun* a market in which products are sold cheaply because there are few buyers

**buy in** /ˌbaɪ 'ɪn/ *verb* to buy a book ready made and publish it, rather than editing it from the manuscript ○ *We rely on bought-in titles to build up the list.*

**buying** /'baɪɪŋ/ *noun* the act of getting something in exchange for money

**buying department** /'baɪɪŋ dɪ ˌpɑːtmənt/ *noun* a department in a company which buys raw materials or goods for use in the company

**buying forward** /ˌbaɪɪŋ 'fɔːwəd/ *noun* same as **forward buying**

**byline** /'baɪlaɪn/ *noun* a line giving the name of the author of a newspaper or magazine article

**byte** /baɪt/ *noun* a measurement used to express data or memory capacity of a computer

# C

© *symbol* a symbol denoting copyright, placed by law before the name of the owner of the copyright and the year of first publication

COMMENT: The symbol adopted by the Universal Copyright Convention in Geneva in 1952. Publications bearing the symbol are automatically covered by the convention. The copyright line in a book should give the © followed by the name of the copyright holder and the date.

**C** *abbreviation* **1.** PUBL chapter **2.** HIST circa

**C1S** *abbreviation* coated one side

**C2S** *abbreviation* coated two sides

**CAD** /kæd/ *abbreviation* computer-aided design

**CAD/CAM** /'kæd kæm/ *noun* interaction between computers used for designing products and those used for manufacturing them

**caesura** /sɪ'sjʊərə/ *noun* a break in a line of poetry

**caked** /keikt/ *adjective* relating to type that has become stuck together

**calculation** /,kælkjʊ'leɪʃ(ə)n/ *noun* the answer to a problem in mathematics

**calendar** /'kælɪndə/ *noun* a printed table or chart which shows the days, weeks and months of the year

**calendar month** /'kælɪndə mʌnθ/ *noun* a period of time, usually 30 or 31 days, measured according to an established western calendar rather than natural changes of the moon

**calendar year** /,kælɪndə 'jɪə/ *noun* a period of time, usually 12 months, measured according to an established western calendar rather than natural changes of the moon

**calender** /'kæləndə/ *noun* a series of pairs of rollers through which paper is passed to give it a smooth finish ■ *verb* to pass paper through rollers so that it has a

shiny finish ○ *The book is printed on calendered paper.*

**calendering** /'kæləndərɪŋ/ *noun* the process of rolling paper to give it a smooth finish. ○ **supercalendering**

**calender stack** /'kæləndə stæk/ *noun* a set of rollers for calendering paper

**calf** /kɑ:f/ *noun* a soft leather used for binding books

**calf cloth** /'kɑ:f klɒθ/ *noun* imitation leather made of woven material

**California job case** /,kælɪ'fɔ:niə ,dʒɒb keɪs/ *noun* a case for metal type, where the upper and lower case characters are on the same level, now rarely used

**caliper** /'kælɪpə/ *noun* **1.** a type of measuring instrument which calculates the thickness of paper **2.** the thickness of paper

COMMENT: In the UK, paper was formerly measured in mils (1 mil = one thousandth of an inch), but it is now measured in microns (1 micron = one thousandth of a millimetre). Mils are still used in the USA.

**call** /kɔ:l/ *noun* **1.** a conversation on the telephone **2.** a visit to somebody's house ○ *The reps make six calls a day.*

**calligrapher** /kə'lıgrəfə/ *noun* a person who specialises in drawing letters

**calligraphic pen** /'kælıgrəfık pen/ *noun* a pen with a special nib, used for fine drawing of letters

**calligraphy** /kə'lıgrəfi/ *noun* the artistic use of handwriting

**call-out** /'kɔ:l ,aʊt/ *noun* a piece of text which identifies some part of an illustration, often connected to that part by an arrow or line

**call rate** /'kɔ:l reɪt/ *noun* the number of calls per day or per week made by a salesperson

**call up** /,kɔ:l 'ʌp/ *verb* to instruct a computer to find and display a particular piece of information

**camera** /'kæm(ə)rə/ *noun* a machine which takes photographs, especially in printing, a machine which takes photographs of the made-up pages of a book

**camera-ready** /'kæm(ə)rə ,redi/ *adjective* relating to material in its final publishable format, ready to be photographed or electronically scanned for the purpose of preparing printing plates

**camera-ready copy** /,kæm(ə)rə ,redi 'kɒpi/, **camera-ready paste-up** /,kæm(ə)rə ,redi 'peɪst ,ʌp/ *noun* a typescript which is ready to be photographed as part of book production. Abbr **CRC**, **CRPU**

**Cameron press** /'kæm(ə)rən pres/ *noun* a type of rotary letterpress printing machine, in which plastic plates are attached to an endless belt, as opposed to cylinders

**campaign** /kæm'peɪn/ *noun* a planned method of working

**cancel** /'kæns(ə)l/ *verb* to cause something such as a cheque or reservation to be no longer valid ■ *noun* a set of printed pages (or a single leaf) which take the place of other pages in a printed book ○ *We printed a four-page cancel for the prelims of the book club edition.*

**cancellation** /,kænsə'leɪʃ(ə)n/ *noun* an instruction to say that something is no longer needed

**cancellation clause** /,kænsə'leɪʃ(ə)n klɔ:z/ *noun* a clause in a contract which states the terms on which the contract may be cancelled

**c&l** *abbreviation* caps and lower case

**c&sc** *abbreviation* caps and small caps

**cap** /kæp/ *abbreviation* capital letter

**capacity** /kə'pæsɪti/ *noun* **1.** the amount that something can hold **2.** (*in industry*) the amount that can be produced or work that can be done

**cap height** /'kæp haɪt/ *noun* the height of a capital letter from the base line to the top

**capital** /'kæpɪt(ə)l/ *noun* money that is used to set up a business or invested to make more money

**capital assets** /,kæpɪt(ə)l 'æsɛts/ *plural noun* property such as machines or equipment which a company owns and uses

**capital equipment** /,kæpɪt(ə)l ɪ 'kwɪpmənt/ *noun* equipment which a factory or office uses to work

**capital expenditure** /,kæpɪt(ə)l ɪk 'spendɪtʃə/ *noun* money spent on equipment or buildings

**capitalisation** /,kæpɪt(ə)laɪ'zeɪʃ(ə)n/, **capitalization** *noun* the act of putting a word into capital letters

**capitalise** /'kæpɪtəlaɪz/, **capitalize** /'kæpɪt(ə)laɪz/ *verb* **1.** to write a word in capital letters ○ *The name of the company is always capitalised in notices to shareholders.* **2.** to supply money to a working company

**capitalise on** /'kæpɪt(ə)laɪz ɒn/ *verb* to make a profit from ○ *They capitalised on the popularity of the author's TV show.*

**capital letter** /,kæpɪt(ə)l 'letə/ *noun* the upper case form of a letter used at the beginning of sentences and names, e.g. A, B, C as opposed to a, b, c. Abbr **cap**

**cap line** /'kæp laɪn/ *noun* a line marking the top of a series of capital letters

**caps and lower case** *noun* a style of setting where the first letters of the main words are in capitals, and the rest of the words in lower case. Abbr **c&l**

**caps and small caps, caps and smalls** *plural noun* capitals and small capitals, a style of setting where the first letter of each word is a capital, and all the other letters are small capitals. Abbr **c&sc**

**caps lock** /'kæps lɒk/ *noun* a key on a keyboard that allows all characters to be entered as capitals

**caption** /'kæpʃən/ *noun* a note or heading to a picture or illustration ■ *verb* to print a caption

**captive market** /,kæptɪv 'mɑ:kɪt/ *noun* a market in which one supplier has a monopoly and buyers have no choice over the product that they must purchase

**capture** /'kæptʃəl/ *verb* to obtain control over something ○ *to capture the market*

**carbon black** /'kɑ:bən blæk/ *noun* a very black pigment used in making printing ink

**carbon process** /'kɑ:bən ,prəʊses/ *noun* a colour correction process used in gravure, involving three-colour carbon tissues. Also called **wet carbon process**

**carbon tissue** /,kɑ:bən 'tɪʃu:/ *noun* **1.** thin paper with a coating of carbon powder **2.** a sheet of light-sensitive material used in photogravure

**Carbro process** /'kɑ:brəʊ ,prəʊses/ *noun* a colour correction process used in gravure printing, where each process



colour is carried on gelatine to allow the colour to be checked

**card** /kɑ:d/ *noun* a piece of thick, stiff paper

**cardboard** /'kɑ:dbɔ:d/ *noun* thick, stiff paper used for making boxes

**cardboard box** /,kɑ:dbɔ:d 'bɒks/ *noun* a box made of cardboard

**cardboard tube** /,kɑ:dbɔ:d 'tju:b/ *noun* a tube made of cardboard, used for sending posters or covers rolled up inside

**card chase** /'kɑ:d tʃeɪs/ *noun* a small chase for type or plates to print business cards and other small items of stationery

**card index** /'kɑ:d ,ɪndeks/ *noun* a series of cards, usually standard size 12.5 x 7.5 cm, used to record holdings and kept in specially designed drawers or boxes

**card-index** /'kɑ:d ,ɪndeks/ *verb* to put information onto a card index

**card-index file** /'kɑ:d ,ɪndeks faɪl/ *noun* information kept on filing cards

**card-indexing** /'kɑ:d ,ɪndeksɪŋ/ *noun* the act of putting information onto a card index ○ *No one can understand her card-indexing system.*

**carding** /'kɑ:dɪŋ/ *noun* the act of putting strips of card or thin leading between type to give extra space or to make a page longer

**caret mark** /'kærət mɑ:k/, **caret sign** /'kærət saɪn/ *noun* a proofreading symbol to indicate that something should be inserted into the text

**caricature** /'kærɪkətʃʊə/ *noun* a funny drawing which exaggerates a person's appearance ■ *verb* to draw a caricature of somebody

**carnet** /'kɑ:neɪ/ *noun* an international document which allows dutiable goods to cross several European countries by road without paying duty until the goods reach their final destination

**carriage** /'kærɪdʒ/ *noun* **1.** the transporting of goods from one place to another, or the cost of the transport of goods ○ *to pay for carriage* ○ *to allow 10% for carriage* ○ *Carriage is 15% of the total cost.* **2.** a mechanical section of a printer that correctly feeds, spaces or moves paper that is being printed **3.** the section of a printing press which holds and moves the forme

**carriage forward** /,kærɪdʒ 'fɔ:wəd/ *adjective* relating to a deal where the customer will pay for the shipping when the goods arrive

**carriage free** /,kærɪdʒ 'fri:/ *adjective* relating to a deal where the customer does not pay for the shipping

**carriage paid** /,kærɪdʒ 'peɪd/ *adjective* relating to a deal where the seller has paid for the shipping

**carriage prepaid** /,kærɪdʒ ,pri:'peɪd/ *adjective* relating to a deal where transport costs have been paid in advance

**carriage return** /,kærɪdʒ rɪ'tʃ:ɪn/ *noun* a signal or key that moves the cursor or printhead to the beginning of the next line of print or display. Abbr **CR**

**carriage return key** /,kærɪdʒ rɪ'tʃ:ɪn ,ki:/ *noun* a key that marks the end of a line, when the machine goes to start a new line and the cursor or printhead moves to the beginning of the next line on screen or in printing

**carriage return/line feed** /,kærɪdʒ rɪ ,tʃ:ɪn 'laɪn ,fi:d/ *noun* a key that moves the cursor or printhead to the beginning of the next line and moves the paper or text up by one line. Abbr **CR/LF**

**carrier** /'kæriə/ *noun* **1.** a company that transports goods ○ *We only use reputable carriers.* **2.** a substance that holds the ink for photocopying or printing processes **3.** a device that holds a section of microfilm

**carry** /'kæri/ *verb* **1.** to transport something from one place to another **2.** to contain or broadcast information ○ *The newspaper carried a full report on the event.*

**car stock** /'kɑ: stɒk/ *noun* the stock of books that a rep carries in the back of his or her car, in order to be able to supply bookshops quickly

**cartographer** /kɑ:'tɒgrəfə/ *noun* a person who draws maps

**cartographical** /,kɑ:tə'græfɪk(ə)/ *adjective* relating to maps

**cartography** /kɑ:'tɒgrəfi/ *noun* the art of drawing maps

**carton** /'kɑ:t(ə)n/ *noun* **1.** thick cardboard ○ *a folder made of carton* **2.** a box made of cardboard

**cartoon** /kɑ:'tu:n/ *noun* **1.** the first draft of a drawing done on paper which can be transferred to larger paintings **2.** a comic or satirical drawing ○ *a cartoon book* or *a book of cartoons* ○ *The gardening title is illustrated by cartoons.* **3.** an animated film made by photographing a series of drawings

**cartoon character** /kɑ:'tu:n ,kæriktə/ *noun* a character who appears in cartoons, such as Asterix or Donald Duck  
**cartoonist** /kɑ:'tu:nɪst/ *noun* a person who draws cartoons

**cartouche** /kɑ:'tu:ʃ/ *noun* a decorative box which frames a text

**cartridge** /'kɑ:trɪdʒ/ *noun* a removable device made of a closed box containing a disk, tape, program or data

**cartridge fonts** /'kɑ:trɪdʒ fɒnts/ *plural noun* hardware which can be attached to a printer, providing a choice of typefaces, but still limited to the typefaces and styles included in the cartridge

**cartridge paper** /'kɑ:trɪdʒ ,peɪpə/ *noun* strong, thick, usually white paper used for drawing

COMMENT: Cartridge paper is so called because it was originally used for making cartridges for bullets. It is made from chemical pulp, sized, and is very white.

**cascading stylesheet** /kæskædɪŋ 'stɑ:ljɪ:t/ *noun* a method of describing the font, spacing, and colour of text within a webpage and storing this information in a style sheet that can be applied to any text within the page. Abbr **CSS**

**case** /keɪs/ *noun* 1. a stiff cardboard cover glued onto a book formed of two pieces of cardboard and the spine ○ *The library edition has a case and jacket.* ○ *Have you remembered to order the blocking for the spine of the case?* 2. a cardboard or wooden box for packing and carrying goods 3. a box in which metal type is kept, divided into sections for the various pieces of type ■ *verb* 1. to bind a book in a stiff cardboard cover 2. to pack something in a case

**case binding** /'keɪs ,baɪndɪŋ/ *noun* 1. a stiff cardboard cover ○ *The trade edition has a case binding.* 2. the action of binding a book in a hard cardboard cover

**casebound** /'keɪsbaʊnd/ *adjective* PUBL same as **hardback**. † **paperback**, **cloth-bound**

**case change** /'keɪs tʃeɪndʒ/ *noun* a key used to change from upper to lower case on a word processor

**cased book** /,keɪst 'bʊk/ *noun* a book that is bound in a hard cover

**casein glue** /'keɪsɪn glu:/ *noun* a glue used in bookbinding and in making coated papers, which is almost acid-free

**case-making machine** /'keɪs ,meɪkɪŋ mə,'ʃi:n/ *noun* a machine for

cutting the cardboard which forms the cover of a book

**cash book** /'kæʃ bʊk/ *noun* a book in which a record is kept of income and expenditure

**cash budget** /'kæʃ ,bʌdʒɪt/ *noun* a plan of cash income and expenditure

**cash flow** /'kæʃ fləʊ/ *noun* the movement of money in and out of a business

**cash in hand** /,kæʃ ɪn 'hænd/ *noun* same as **balance in hand**

**cash sale** /'kæʃ seɪl/ *noun* an act of selling something for cash

**cash terms** /'kæʃ tɜ:mz/ *plural noun* lower terms which apply if the customer pays cash

**casing** /'keɪsɪŋ/, **casing in** *noun* the act of putting a hard cover on a book, attaching it by glueing it to the endpapers and the hinge flaps

**casing-in machine** /,keɪsɪŋ 'ɪn mə ,ʃi:n/ *noun* a machine that attaches cases to book blocks

**Caslon** /'kæzlɒn/ *noun* a typeface designed by William Caslon, the first major English typefounder, in the 17th century

**cassette** /kə'set/ *noun* a small rectangular plastic container for magnetic tape which can be used for recording and playing back speech or music

**cassie** /'kæsi/ *noun* dirty or torn paper in a ream, usually the first and last sheets in the pile

**cast** /kɑ:st/ *verb* to make a piece of type out of hot metal

**cast-coated paper** /'kɑ:st ,kəʊtɪd ,peɪpə/ *noun* shiny coated paper, which has been dried under pressure from hot rollers

**caster** /'kɑ:stə/, **casting machine** *noun* a machine that produces metal type, e.g. the Monotype or Linotype machines

**casting box** /'kɑ:stɪŋ bɒks/ *noun* a special box in which metal printing plates are cast

**casting off** /'kɑ:stɪŋ ɒf/, **casting up** *noun* the act of calculating the amount of space required to print text in a particular font, and thus the number of pages in the finished book

**cast off** /,kɑ:st 'ɒf/ *verb* to calculate the amount of space needed to print a text in a particular font

**cast-off** /'kɑ:st ɒf/ *noun* a calculation of the extent of a book, that is the number of

pages required to print a text in a particular typeface and point size, done by counting the characters including the punctuation marks and spaces

**cast-up** /'kɑ:st ʌp/ *noun* a calculation of the amount of setting needed for a book including spaces and headings, which leads to an estimate of typesetting costs

**casual work** /'kæʒuəl wɜ:k/ *noun* jobs done by people employed for a short time

**catalogue** /'kæt(ə)lɒg/ *noun* **1.** a list of priced and illustrated items for sale, presented in book form or in other formats including CD-ROM or video **2.** a list of the holdings in a library, usually arranged according to subject, title or author ■ *verb* **1.** to classify and list items to form a catalogue **2.** to enter something in a catalogue

**catalogue price** /'kæt(ə)lɒg praɪs/ *noun* the price of something as marked in a catalogue

**cataloguer** /'kætəlɒgə/ *noun* a person who catalogues books in a library

**Cataloguing in Publication** /,kætəlɒgɪŋ ɪn ˌpʌblɪ'keɪʃ(ə)n/ *noun* a system whereby new books are catalogued before publication by the British Library or by the Library of Congress based on details about each book supplied by the publisher. Abbr **CIP**

**catchline** /'kætʃlaɪn/ *noun* a headline which is written at the top of a page of manuscript or printed at the top of proofs, and discarded when the proofs are made up into pages

**catch mount** /'kætʃ maʊnt/ *noun* a special mount which allows a page to be removed from the imposed forme and another page put in its place

**catch stitch** /'kætʃ stɪtʃ/ *noun* same as **kettlestitch**

**catch up** /,kætʃ 'ʌp/ *noun* a situation where the non-image areas of a lithographic print take in ink. Also called **scumming**

**catchword** /'kætʃwɜ:d/ *noun* **1.** a word printed at the top of a page in a dictionary or other reference book, usually the first or last entry for that page **2.** the first word of a page of printed text repeated at the bottom right-hand corner of the previous page, originally placed there to draw the binder's attention to it

**category** /'kætɪg(ə)ri/ *noun* a division or class in a system used to group items according to their type

**cat for** /'keɪtə fɔ:/ *verb* to provide what people need

**cathode ray tube** /,kæθəʊd 'reɪ ˌtju:ɪb/ *noun* an output device used in a VDU or phototypesetter for displaying text, figures or graphics. Abbr **CRT**

COMMENT: A CRT consists of a vacuum tube, one end of which is flat and coated with phosphor; the other end contains an electron beam source. Characters become visible when the electron beam makes the phosphor coating glow.

**caveat** /'kæviæt/ *noun* a warning

**caveat emptor** /,kæviæt 'emptɔ:/ *phrase* a phrase meaning that the buyer is personally responsible for checking that what they buy is in good order (NOTE: The Latin phrase means 'let the buyer beware'.)

**cc<sup>1</sup>** /,si: 'si:/ *noun* **1.** used at the ends of letters, memos and reports to indicate that an identical copy has been sent to the named people **2.** a feature of electronic mail software that allows you to send a copy of a message to another user ► full form **carbon copy**

**cc<sup>2</sup>** *abbreviation* copies

**CCD** *noun* an electronic device that has an array of tiny elements whose electrical charge changes with light; each element represents a pixel and its state can be examined to record the light intensity at that point; used in some scanners and video cameras. Full form **charge-coupled device**

**CCTV** *abbreviation* closed circuit television

**CD burner** /,si: 'di: ˌbɜ:nə/ *noun* COMPUT same as **CD writer**

**CD-I** /,si: 'di: aɪ/ *noun* a compact disc with electronic information that can be changed by the user. Full form **compact disc interactive**

**CD-ROM** /,si: di: 'rɒm/ *noun* an electronic method of storing large quantities of information which can be read by laser. Full form **compact disc – read only memory**

**CD-ROM drive** /,si: di: 'rɒm ˌdraɪv/, **CD-ROM player** /,si: di: 'rɒm ˌpleɪə/ *noun* a disk drive that allows a computer to read data stored on a CD-ROM, in which the player spins the disc and uses a laser beam to read etched patterns on the surface of the CD-ROM that represent data bits

**CD-RW** /,si: di: α: 'dʌb(ə)lju:/ *noun* a compact disc that can have its contents erased and something else recorded onto it

many times. Full form **compact disc rewritable**

**CD-WO** /,si: ˈdʌb(ə)l ju: ˈəʊ/ *noun* CD-ROM disc and drive technology that allows a user to write data to the disc once only and is useful for storing archived documents or for testing a CD-ROM before it is duplicated. Full form **compact disc write once**

**CD writer** /,si: ˈdi: ˈraɪtə/ *noun* a piece of equipment used to record data permanently onto a compact disc

**cede** /si:d/ *verb* to give up something such as a right ○ *The author has ceded the film rights to a well-known charity.* ◊ **cession**

**cedilla** /səˈdɪlə/ *noun* a small mark (,) used in some languages under a letter to change its pronunciation, e.g. under the letter c in French to soften it

**cell** /sel/ *noun* a space for information in a table such as a computer spreadsheet, formed where a row and a column intersect

**cello foil** /ˈseləʊ ˈfɔɪl/ *noun* vinyl foil, a thin material for blocking on plastic book covers

**cellophane** /ˈseləfeɪn/ a trade name for a transparent plastic film ○ *The books are packed in cellophane wrapping.*

**cellulose** /ˈseljʊləʊs/ *noun* a chemical substance which is a compound of carbon, hydrogen and oxygen

COMMENT: Cellulose forms the fibres in plants, and so becomes the fibre which constitutes paper. Cellulose fibres have the following properties: they are inert, that is, they do not react easily with other chemical substances; they absorb water and so can be made into the liquid pulp which when dried forms paper; they are colourless, transparent and very strong.

**cellulose acetate** /,seljʊləʊs ˈæstɪtət/ *noun* a sheet of transparent film used for making overlays

**cellulose film** /ˈseljʊləʊs fɪlm/ *noun* a transparent film made from cellulose

**sensor** /ˈsensə/ *noun* a person who decides what may be published, shown or distributed to the general public ■ *verb* to edit published material or films with regard to what is considered decent for selling, showing or distributing to the general public

**ensorship** /ˈsensəʃɪp/ *noun* prohibition of the production, distribution or sale of items considered to be objectionable on political, religious or moral grounds

**centimetre** /ˈsentɪmɪ:tə/ *noun* one hundredth part of a metre. Abbr **cm** (NOTE: The US spelling is **centimeter.**)

**centralisation** /,sentərəlaɪˈzeɪʃ(ə)n/, **centralization** *noun* organisation of everything from a central point

**centralise** /ˈsentərəlaɪz/, **centralize** *verb* to organise something from a central point ○ *All purchasing has been centralised in our main office.* ○ *The group benefits from a highly centralised organisational structure.*

**central processing unit** /,sentərəl ˈprəʊsesɪŋ ˈju:ni:t/ *noun* the circuits which form the main part of a computer. Abbr **CPU**

**central purchasing** /,sentərəl ˈpɜ:tʃɪsɪŋ/ *noun* purchasing organised by a central office for all branches of a company

**centre** /ˈsentə/ *noun* **1.** a point in the middle of an area ○ *The illustration should be in the centre of the page.* ○ *The folio numbers should be in the bottom centre.* **2.** a group of items in an account ■ *verb* **1.** to put something in the middle ○ *The text is centred, but the headings should be ranged left.* **2.** to arrange a piece of text so that the middle of the text is in the middle of the line on the page

**centred dot** /,sentəd ˈdɒt/ *noun* a dot which is raised above the base line to the middle of the x-height, used in some countries as a decimal point, as an indication of a new paragraph or section, and also in the USA as a way of indicating syllables in headwords in a dictionary

**centrefold** /ˈsentəfəʊld/ *noun* a double page in the middle of a newspaper or magazine ○ *We have placed an ad on the centrefold of the next issue.*

**centre heading** /ˈsentə ˈhedɪŋ/ *noun* a heading at the middle of the top of a page

**centre holes** /ˈsentə ˈhəʊlz/ *plural noun* location holes along the centre of punched tape

**centre margin ring** /,sentə ˈmɑ:dʒɪn ˈrɪŋ/ *noun* a metal ring round the edge of the cylinder holding printing plates

**centre marks** /ˈsentə mɑ:ks/ *noun* lines on a double-page spread which indicate where it is to be folded or cut

**centre notes** /ˈsentə nəʊts/ *plural noun* notes printed in the centre of a page between two columns of type

**centre spread** /,sɛntə 'sprɛd/ *noun* a double page spread which is in the middle of a signature

**centre sprocket feed** /,sɛntə 'sprɒkɪt ,fi:d/ *noun* central paper tape sprocket holes that line up with coding hole positions

**centrifugal pulp cleaner** /,sɛntrɪ 'fju:g(ə)l ,pʌlp ,kli:nə/ *noun* a type of spinning drum which separates dirt from wood pulp as it is prepared for paper-making

**centring** /'sɛntərɪŋ/ *noun* the act of putting text in the centre of a page ○ *Centering of headings is easily done, using this function key.*

**Century** /'sɛntʃəri/ *noun* an American typeface designed for the 'Century' magazine in 1895 by Theodore Lowe de Vinne, now mainly used in a form called 'Century Schoolbook'

**CEO** *abbreviation* Chief Executive Officer

**cerfs** *plural noun* another spelling of **kerfs**

**certificate** /sə'tɪfɪkət/ *noun* an official document given to confirm facts ○ *birth certificate* ○ *health certificate* ○ *degree certificate*

**certificate of approval** /sə'tɪfɪkət əv ə'pru:v(ə)l/ *noun* a document showing that an item has been officially approved

**certificate of origin** /sə'tɪfɪkət əv 'ɒrɪdʒɪn/ *noun* a document showing where goods were made

**certified copy** /,sɜ:tɪfaɪd 'kɒpi/ *noun* a document which is certified as being the same as another

**cession** /'seʃ(ə)n/ *noun* the giving up of a right to somebody. ▻ **cede**

**cessionary** /'seʃ(ə)nəri/ *noun* a person to whom a right has been transferred

**cf** *abbreviation* used to refer to a footnote or to another part of the text. Full form **confer**

**C format paperback** /,si: ,fɔ:mæt 'peɪpəbæk/ *noun* a paperback with the format 234 x 156mm

**CGA** *noun* a video display standard developed by IBM which provided low-resolution text and graphics, now superseded by EGA and VGA. Full form **colour graphics adapter**

**chad** /tʃæd/ *noun* little round pieces of paper which are removed when holes are punched in tape

**chain** /tʃeɪn/ *noun* a series of stores belonging to the same company ○ *a chain of newsagents* ○ *the chairman of a large paperback chain* ○ *He runs a chain of specialist shops.*

**chain lines** /'tʃeɪn laɪnz/, **chain marks** *plural noun* faint lines which run across laid paper, made by the wire mesh in the papermaking machine

**chain store** /'tʃeɪn stɔ:z/ *noun* one store in a chain

**chairman and managing director** /tʃeəməŋ əŋ ,mænɪdʒɪŋ daɪ'rektə/ *noun* a managing director who is also chairman of the board of directors

**chalking** /'tʃɔ:kɪŋ/ *noun* **1.** a printing fault where the ink dries and flakes off instead of being incorporated into the paper **2.** the process of dusting leaves with powdered chalk before applying glue to gild the edges, which prevents the leaves sticking together

**Chamber of Commerce** /tʃeɪmbər əv 'kɒmɜ:s/ *noun* a group of local businesspeople who meet to discuss problems which they have in common and to promote business in their town

**chancery** /'tʃɑ:nɜəri/ *noun* a type of italic, e.g. Bembo

**Chancery script** /'tʃɑ:nɜəri skɪpt/ *noun* a 15th-century Italian writing style, used for official documents, from which italic type was derived

**channel** /'tʃæŋ(ə)l/ *noun* **1.** the spoken, written or electronic means by which something is passed on **2.** a major interest area on the Internet that is easily accessible **3. (in graphics)** one layer of an image that can be worked on separately or which can be used to create special effects

**channel of distribution** /,tʃæŋ(ə)l əv ,dɪstrɪ'bju:ʃ(ə)n/ *noun* a way of sending goods from the manufacturer to the retailer

**chapbook** /'tʃæpbʊk/ *noun* a small booklet of poems, ballads or stories, originally sold by travelling pedlars

**chapel** /'tʃæp(ə)l/ *noun* **1.** a branch of a trade union in printing and journalism **2.** a meeting of a printers' or journalists' chapel

**chapter** /'tʃæptə/ *noun* one of the divisions of a book or document

**chapter drop** /'tʃæptə drɒp/ *noun* the number of blank lines or millimetres between the top of the type area and a chapter title

**chapter heading** /'tʃæptə ,hedɪŋ/, **chapter head, chapter title** *noun* the title and number of a chapter which is printed in larger letters at the beginning of the chapter  
 ○ *Chapter headings are in 15 point Univers, and are dropped 20mm.*

**chapter opening** /'tʃæptə ,əʊp(ə)nɪŋ/ *noun* the beginning of a chapter, usually marked with a chapter title and a suitable chapter drop

**character** /'kærɪktə/ *noun* a single letter, number or symbol that can be displayed on a computer screen or printer and represents one byte of data

COMMENT: Characters are important properties in themselves, and can be merchandised in many ways. Publishers who represent the original copyright holders in characters can license the production of dolls, calendars, playing cards, soap, cups, etc., in the form of the characters. Vice versa, a film or TV company which holds the copyright in a screen character, may license a publisher to publish books about the character.

**character assembly** /'kærɪktə ə ,sembli/ *noun* a method of designing characters in pixels on a computer screen

**character block** /'kærɪktə blɒk/ *noun* the pattern of dots that will make up a character on a screen or printer

**character byte** /'kærɪktə baɪt/ *noun* a byte of data containing the character code and any error check bits

**character generation** /'kærɪktə ,dʒenəreɪʃ(ə)n/ *noun* the formation of characters either by computer or from film

**character height** /'kærɪktə haɪt/ *noun* a measurement in millimetres from the bottom of the character to the top. Also called **letter height**

**character key** /'kærɪktə ki:/ *noun* a word-processor control used to process text one character at a time

**character matrix** /'kærɪktə ,meɪtrɪks/ *noun* a pattern of dots that makes up a displayed character

**character printer** /'kærɪktə ,prɪntə/ *noun* a device that prints characters one at a time

**character recognition** /,kærɪktə ,rekəg'nɪʃ(ə)n/ *noun* a system that reads written or printed characters into a computer by recognising their shapes

**character rounding** /'kærɪktə ,raʊndɪŋ/ *noun* the act of making a displayed character more pleasant to look at, within the limits of pixel size

**character skew** /'kærɪktə sku:/ *noun* the angle by which an incorrectly-positioned character is misaligned with the others

**characters per inch** /,kærɪktəz pɜːr 'ɪntʃ/ *noun* the number of printed characters which fit within the space of one inch on a line, used as a guide to the total extent of a book. Abbr **cpi**

**characters per line** /,kærɪktəs pɜːr 'laɪn/ *noun* the number of characters estimated to be in each line, used as a guide to the total extent of a book. Abbr **cpl**

**characters per second** /,kærɪktəz pə 'sekənd/ *noun* the number of characters which are transmitted or printed per second. Abbr **cps**

**charge** /tʃɑːdʒ/ *verb* to ask people to pay for goods or services ○ *He charges £10 an hour.* ■ *noun* money which must be paid for something such as a service ○ *to make no charge for delivery* ○ *There is a small charge for rental.*

**charge-coupled device** /,tʃɑːdʒ ,kʌp(ə)ld dɪ'vaɪs/ full form of **CCD**

**charges forward** /,tʃɑːdʒɪz 'fɔːwəd/ *plural noun* charges which will be paid by the customer

**chart** /tʃɑːt/ *noun* a visual representation of information

**charter** /'tʃɑːtə/ *noun* an official document giving rights to a person, organisation or community

**charter bookseller** /'tʃɑːtə ,bʊksələ/ *noun* a bookseller who stocks a wide range of titles and who has special terms from publishers

**chase** /tʃeɪs/ *noun* a metal frame in which metal type and blocks are placed and held ready to print by letterpress ■ *verb* **1.** to try to speed up work by asking how it is progressing ○ *We are trying to chase up the accounts department for the cheque.* ○ *We will chase your order with the production department.* **2.** to gild the edges of a book

**chaser** /'tʃeɪsə/ *noun* a letter to remind somebody of something, especially to remind a customer that an invoice has not been paid

**CHC** *abbreviation* cyclohexylamine carbonate

**CHC paper** /,siː ɜːtʃ 'siː ,peɪpəl/ *noun* paper impregnated with CHC, used to deacidify the pages of old books

**cheap edition** /'tʃi:p ɪ,dɪf(ə)n/ *noun* a special edition of a book which is sold at a lower price than the normal edition

**check** /tʃek/ *noun* an inspection of something to make sure it is correct ■ *verb* to look at something closely to make sure there are no mistakes

**check digit** /'tʃek ,dɪdʒɪt/ *noun* a number added to a numeric code to enable a computer program to detect any errors in the code

**check into** /,tʃek 'ɪntʊ/ *verb* to investigate something in order to get more information about it or to establish its truth or accuracy

**checklist** /'tʃeklɪst/ *noun* **1.** a list which acts as a reminder of things to be done or accounted for **2.** a list used to identify items from a minimum amount of information

**check sample** /'tʃek ,sɑ:mp(ə)/ *noun* a sample to be used to see if a consignment is acceptable

**chemac** /'kemæk/ *noun* a binder's die used for blocking book covers which is cheaper and made of softer metal than a brass, so not used for long runs

**chemical ghosting** /,kemɪk(ə)l 'gəʊstɪŋ/ *noun* faint images which appear on printed sheets, as an effect of the chemicals in the ink

**chemically pure paper** /,kemɪkli ,pjuə 'peɪpəl/ *noun* paper which is acid-free, used to repair or protect old books or maps

**chemical paper** /'kemɪk(ə)l ,peɪpəl/ *noun* paper made from chemical pulp

**chemical pulp** /'kemɪk(ə)l pʌlp/ *noun* pulp which has been produced using chemicals rather than being broken down mechanically. Compare **groundwood pulp**

**cheque** /tʃek/ *noun* a method of paying money from a bank account, by filling in a standard form and without using coins or notes (NOTE: The US spelling is **check**.)

**cheque account** /'tʃek ə,kəʊnt/ *noun* a bank account which allows the customer to write cheques

**cheque paper** /'tʃek ,peɪpəl/ *noun* special paper for printing cheques, sensitised to prevent fraud

**chevrons** /'ʃevrənz/ *plural noun* same as **guillemets**

**chick lit** /'tʃɪk lɪt/ *noun* a genre of fiction considered to appeal primarily to young women

**chief executive** /,tʃi:f ɪg'zekjʊtɪv/ *noun* an executive director in charge of a company

**Chief Executive Officer** /,tʃi:f ɪg ,zekjʊtɪv 'ɒfɪsəl/ *noun* US a director in charge of all a company's operations. Abbr **CEO**

**children's annual** /'tʃɪldrənz ,ænjʊəl/ *noun* a book published each year usually at Christmas, with stories, games and articles, intended for children and often based on a popular TV series or cartoon character

**children's editor** /'tʃɪldrənz ,edɪtəl/ *noun* a person responsible for publishing books for children

**children's fiction** /'tʃɪldrənz ,fɪkʃən/ *noun* stories for children

**china clay** /'tʃaɪnə ,kleɪ/ *noun* kaolin, fine white clay used for loading and coating paper

**chinagraph pencil** /'tʃaɪnəgrɑ:f ,pens(ə)l/ *noun* a pencil used for making clear marks on film or negative ozalids

**chipboard** /'tʃɪpbɔ:d/ *noun* cheap rough board used for making boxes and binding cases

**chlorine number** /'klɔ:ri:n ,nʌmbə/ *noun* the amount of chlorine which is absorbed by a sample of pulp, used to calculate the amount required to add to produce a white paper

**choice** /tʃɔɪs/ *noun* **1.** something which is chosen ○ *You must give the customer time to make his choice.* **2.** a range of items to choose from ○ *We have only a limited choice of suppliers.* ○ *The shop carries a good choice of papers.*

**choke** /tʃəʊk/ *noun* to slightly reduce a pigmented area being printed to allow for the ink spreading

**choose** /tʃu:z/ *verb* to decide to do a particular thing or to buy a particular item as opposed to something else ○ *There were several good candidates to choose from.* ○ *They chose the only female applicant as sales director.* ○ *The book club has chosen his novel as their Christmas special.*

**Christmas gift book** /,krɪsməs 'gɪft ,bʊk/ *noun* a special book which is given as a present at Christmas

**Christmas list** /'krɪsməs ,lɪst/ *noun* a list of books specially produced for sale at Christmas

**chroma** /'krəʊmə/ *noun* the depth or saturation of a hue, as compared to a medium neutral grey

**chromolithography** /,krəʊməʊli 'θɒgrəfi/ *noun* colour printing by lithography, each colour requiring a separately drawn plate

**chromo paper** /'krəʊməʊs ,peɪpəl/ *noun* expensive paper, heavily coated on one side, used for block proofing or printing

**chronological order** /,krɒnələdʒɪk(ə)l 'ɔ:də/ *noun* the arrangement of things such as records, files or invoices in order of their dates

'...during a state audit his company's seven party planners spent days combing through customer records when they could have been out selling. One suggestion: Make extra copies of invoices and file them in chronological order. 'The lesson is to be so anally prepared you can say immediately, "I've got it",' Mr. Kelly says.' [*Crain's Chicago Business*]

**chumship** /'tʃʌmʃɪp/ *noun* a group of composers working together on the same job

**cicero** /'sɪsərəʊ/ *noun* a point size, more or less the equivalent of a pica, used in Europe, but not in Britain or the USA. Compare **didot**

**CIEL\*a\*b\*** *noun* a numerical scaled system of describing all colours visible to the human eye in relation to each other

**c.i.f.** *abbreviation* cost, insurance and freight ○ *The books can be supplied at £1.30 ex works from Singapore or £1.45 c.i.f. London.*

**CIP** *abbreviation* Cataloguing in Publication

**circular** /'sɜ:kjʊlə/ *noun* a letter or advertisement sent to a large number of people at the same time

**circularise** /'sɜ:kjʊləraɪz/, **circularize** *verb* to send a circular to ○ *The committee has agreed to circularise the members.* ○ *They circularised all their customers with a new list of prices.*

**circular letter** /,sɜ:kjʊlə 'letə/ *noun* a letter sent to a large number of people conveying the same information

**circular letter of credit** /,sɜ:kjʊlə ,letə əv 'kredɪt/ *noun* a letter of credit sent to all branches of the bank that issues it

**circulate** /'sɜ:kjʊleɪt/ *verb* to send information to a group of people ○ *They circulated a new list of prices to all their customers.*

**circulating library** /'sɜ:kjʊleɪtɪŋ ,laɪbrəri/ *noun* a library run on a commercial basis, where the members pay to borrow books

**circulation** /,sɜ:kjʊ'leɪʃ(ə)n/ *noun* **1.** the number of copies of a newspaper or magazine sold each time it is produced **2.** distribution of written materials such as journals or books to people who may be interested in them

**circumflex accent** /'sɜ:kəmfleks ,æksənt/ *noun* a mark (^) used over a vowel in some languages to show pronunciation

**citation** /saɪ'teɪʃ(ə)n/ *noun* a formal word for a quotation or reference

**cite** /saɪt/ *verb* to quote or mention something especially as proof of a point

**civil law** /,sɪv(ə)l 'lɔ:/ *noun* laws relating to people's rights and agreements between individuals

**claim form** /'kleɪm fɔ:m/ *noun* a form that has to be filled in when making an insurance claim

**clamp** /klæmp/ *noun* a device that holds something tightly

**clamp allowance** /'klæmp ə,laʊəns/ *noun* the part of the paper which is held by clamp bars and is not used for printing

**clamp bar** /'klæmp bɑ:/ *noun* a metal bar which holds the paper in a press as it is being printed

**class** /kla:s/ *noun* a division of a classification scheme

**classic** /'klæsɪk/ *noun* a famous work of literature ○ *'The Lord of the Flies' has become a modern classic.* ○ *They have published a series of nineteenth-century classics.*

**classical** /'klæsɪk(ə)l/ *adjective* consisting of or involving the study of the ancient Greek and Latin languages and literature

**classicism** /'klæsɪsɪz(ə)m/ *noun* the study or knowledge of ancient Greece and Rome

**classicist** /'klæsɪsɪst/ *noun* a scholar of ancient Greek and Latin

**classics** /'klæsɪks/ *noun* the academic study of the languages, literature and history of ancient Greece and Rome



**classification** /,klæsɪfɪ'keɪf(ə)n/ *noun*

**1.** a division or category within a system according to their degrees of similarity **2.** the process of putting things into groups according to similarities or relationships

**classification system** /,klæsɪfɪ'keɪf(ə)n ,sɪstəm/, **classification**

**scheme** /,klæsɪfɪ'keɪf(ə)n skɪm/ *noun* a system of organising things by dividing them into groups based on their similarities  
 ○ *In libraries books are often arranged according to the Dewey decimal classification system.*

**classified advertisements**

/,klæsɪfaɪd əd'vɜ:tɪsmənts/ *plural noun* advertisements listed in a newspaper under special headings, such as 'Property for sale' or 'Jobs wanted'

**classified catalogue** /,klæsɪfaɪd 'kæt(ə)lɒg/ *noun* a list of contents arranged according to the classification system used to control them

**classified directory** /,klæsɪfaɪd daɪ'rekt(ə)rɪ/ *noun* a book which lists businesses grouped under various headings such as computer shops or newsagents

**classified index** /'klæsɪfaɪd ,ɪndeks/ *noun* a list of holdings organised under general headings rather than in one alphabetical sequence  
 ○ *In a classified index, publishers would appear under the general heading 'Publishers' and not in the usual alphabetical order of their names.*

**classify** /'klæsɪfaɪ/ *verb* **1.** to place things into a sequence according to a classification scheme **2.** to restrict the distribution of a document for reasons of security

**clause** /klo:z/ *noun* a section of a contract  
 ○ *There are ten clauses in the contract.*  
 ○ *According to clause six, payments will not be due until next year.*

**clean** /kli:n/ *adjective* without any mistakes  
 ○ *The estimate for typesetting assumes the publisher will submit clean copy.*

**clean copy** /,kli:n 'kɒpi/ *noun* a manuscript or text for typesetting which has no alterations and is easy to read

**clean proof** /,kli:n 'pru:f/ *noun* a proof which does not need any corrections

**clear** /klɪə/ *adjective* easily understood  
 ○ *You will have to make it clear to the staff that productivity is falling.* ■ **verb** **1.** to delete data from a computer display or storage device **2.** to clear goods through customs to have all documentation passed

by customs so that goods can leave the country

**clearance certificate** /'klɪərəns sə ,tʃɪkət/ *noun* a document showing that goods have been passed by customs

**clearing** /'klɪərɪŋ/ *noun* the removing of formes after a book is printed, by distributing the type and preparing the formes for another job

**clearing house** /'klɪərɪŋ haʊs/ *noun* **1.** an agency or central office where information from various sources is pooled **2.** a central office where orders from many sources are consolidated

**clear profit** /,klɪə 'prɒfɪt/ *noun* profit after all expenses have been paid  
 ○ *We made \$6,000 clear profit on the sale.*

**clerical** /'klerɪk(ə)/ *adjective* relating to tasks done in an office or by a clerk

**cliché** /'kli:ʃeɪ/ *noun* French word for a printing block

**clicker** /'klɪkə/ *noun* an old term for a foreman compositor

**click rate** /'klɪk reɪt/ *noun* same as **click-through rate**

**clicks and bricks** /,klɪks ən 'brɪks/ *noun* a way of doing business that combines e-commerce and traditional shops

**clicks-and-mortar** /,klɪks ən 'mɔ:tə/ *adjective* conducting business both through e-commerce and also in the traditional way in buildings such as stores and warehouses

**click-through** /'klɪk θru:z/ *noun* an act of clicking on a banner or other on-screen advertising that takes the user through to the advertiser's website

**click-through rate** /'klɪk θru: ,reɪt/ *noun* a method of charging an advertiser for the display of a banner advertisement on a website. Also called **click rate** (NOTE: Each time a visitor clicks on a displayed advertisement which links to the advertiser's main site, the advertiser is charged a fee. A click-through rate of just a few percent is common and most advertisers have to pay per thousand impressions of their banner ad, sometimes written CTM (click-through per thousand).)

**client** /'klaɪənt/ *noun* **1.** a person using the services of a professional organisation **2.** a computer that is connected to a network or the Internet, or that is using the resources of another computer. ◇ **gopher**

**clip art** /'klɪp ɑ:t/ *noun* pre-packaged artwork, available on software for use in documents produced on a computer

**clipping** /'klɪpɪŋ/ *noun* US same as **cutting**

**clipping path** /'klɪpɪŋ pɑ:θ/ *noun* a mask which is used in graphics software to hide some portion of an image, such as the background

**close** /kləʊz/ *verb* **1.** to end **2.** to stop doing business for the day ○ *The office closes at 5.30.* ○ *We close early on Saturdays.* **3.** □ to **close inverted commas** to indicate the end of a quotation

**closed circuit television** /,kləʊzd ,sɜ:kɪt 'telɪvɪʒ(ə)n/ *noun* an internal video system often used for security purposes or for relaying conferences. Abbr **CCTV**

**closed market** /,kləʊzd 'mɑ:kɪt/ *noun* a market in which a supplier deals with only one agent or distributor and does not supply any others direct

**closed signature** /,kləʊzd 'sɪɡnɪʃə/ *noun* a signature where the bolts have not been cut

**close up** /,kləʊz 'ʌp/ *verb* to reduce the space between characters or lines ○ *If the text is closed up a little we will save a page.*

**closeup** /'kləʊs,ʌp/ *noun* photography taken a very short distance away from the subject ○ *We need a closeup of the lottery winner to put on the front cover.*

**closing bid** /'kləʊzɪŋ bɪd/ *noun* in an auction, the last bid or the bid which is successful

**closing stock** /,kləʊzɪŋ 'stɒk/ *noun* details of stock at the end of an accounting period

**closing time** /'kləʊzɪŋ taɪm/ *noun* the time that an establishment such as a shop, library or bar closes and people have to leave

**cloth** /klɒθ/ *noun* material used to cover a hardbound book ○ *The book is bound in green cloth or is in a green cloth binding.*

**cloth boards** /'klɒθ bɔ:dz/ *plural noun* a cover made of stiff board covered with cloth

**clothbound** /'klɒθbaʊnd/ *adjective* used to describe books which are covered in a specific type of material made originally from natural fibres, now often synthetic

**cloth joint** /'klɒθ dʒɔɪnt/ *noun* a strip of linen pasted along the fold of the endpaper to strengthen the joint

**cloth-lined paper** /,klɒθ laɪnd 'peɪpə/ *noun* paper with cloth pasted on the back, used for folding maps

**cloze test** /'kləʊz test/ *noun* a test of comprehension and grammar in which a language student supplies appropriate missing words omitted from a text

**club line** /'klʌb laɪn/ *noun* the first line of a paragraph which appears at the bottom of a page. Compare **widow** (NOTE: Another term for this is **orphan**.)

**clumps** /klʌmpz/ *plural noun* metal spacers or leads, cast on thicker bodies, used to space out type matter

**cm** *abbreviation* centimetre

**CMYK** /,si: em waɪ 'keɪ/ *adjective* a method of describing a colour by the percentage content of its four component colours. Full form **cyan-magenta-yellow-key**. Also called **YMCK**

**co-** /kəʊ/ *prefix* working or acting together. ◇ **co-edition**, **coproduction**, **copublish**

**coarse** /kɔ:s/ *adjective* **1.** referring to paper which has a rough surface **2.** referring to a screen with wide spaces between the lines ▶ compare **fine**

COMMENT: A coarse screen is used when printing halftones on coarse paper, as in newspapers; it can be up to about 80 lines per inch.

**coarse grain** /'kɔ:s greɪn/ *noun* larger dots giving a rougher picture

**coat** /kəʊt/ *verb* to cover something with a layer of clay, paint or varnish

**coated one side** /,kəʊtɪd wʌn 'saɪd/ *noun* coated paper with the coating on one side only, suitable for posters or covers. Abbr **C1S**

**coated paper** /,kəʊtɪd 'peɪpə/ *noun* art paper or shiny paper, coated on one or both sides with a mixture of china clay and size, used for illustrations, especially halftones (NOTE: The US term is **enamel paper**.)

**coated two sides** /,kəʊtɪd tu: 'saɪdz/ *noun* coated paper with the coating on both sides. Abbr **C2S** (NOTE: US English is also **enamel paper**.)

**coating** /'kəʊtɪŋ/ *noun* the act of treating paper with a mixture of clay and size. ◇ **brush coating**

**coating binder** /'kəʊtɪŋ ,baɪndə/ *noun* the substance in coating slip which makes it adhere to the surface of the paper

**coating machine** /'kəʊtɪŋ məʃiːn/ *noun* a machine that applies the coating to paper

**coauthor** /kəʊ'ɔːθə/ *noun* an author who writes something jointly with one or more other authors ■ *verb* to write a book with another author ○ *She coauthored the book on Churchill.*

**Cobb sizing test** /'kɒb saɪzɪŋ ˌtest/ *noun* a test to measure the rate of absorption of water by paper

COMMENT: The Cobb test is used to measure absorption by the surface only (as opposed to the penetration of water right through paper or board).

**COBOL** /'kəʊbəl/ *noun* a computer programming language. Full form **common business-oriented language**

**cockle** /'kɒk(ə)l/ *noun* a bump or wrinkle on the edge of a sheet of paper caused by damp ■ *verb* to bulge and wrinkle ○ *The paper has cockled and will have to be dried.*

**cockroach** /'kɒkrəʊtʃ/ *noun* a text which has been set in lower case only

**cock-up** /'kɒk ʌp/ *noun* **1.** a letter printed in superscript **2.** an initial capital which is larger than the rest of the line

**coda** /'kəʊdə/ *noun* an additional section at the end of a text such as a literary work or speech that is not necessary to its structure but gives additional information

**code** /kəʊd/ *noun* a group of numbers or letters used to identify something. ◊

**barcode**

**codicil** /'kəʊdɪsɪl/ *noun* an appendix or supplement to a text

**co-edit** /,kəʊ 'edɪt/ *verb* to edit a book with another person

**co-edition** /'kəʊ ɪ,dɪʃ(ə)n/ *noun* the publication of a book by two publishing companies in different countries, where the first company has originated the work and then sells sheets to the second publisher (or licenses the second publisher to reprint the book locally) ○ *We have sold co-editions of our book on garden flowers to publishers in France and Greece.*

COMMENT: Note the difference in meaning between 'co-edit' and 'co-edition'.

**co-editor** /,kəʊ 'edɪtə/ *noun* a person who has edited a book with another person

**coffee table book** /'kɒfi ˌteɪb(ə)l bʊk/ *noun* a glossy book with many colour illustrations, designed to be browsed through rather than read in full

**cold** /kəʊld/ *adjective* **1.** not hot **2.** without being prepared

**cold call** /,kəʊld 'kɔːl/ *noun* a sales visit where the salesperson has no appointment and the client is not an established customer

**cold composition** /,kəʊld ˌkɒmpə 'zɪʃ(ə)n/, **cold metal setting, cold type** /'kəʊld taɪp/ *noun* the use of hand set type, typewritten material, or other material made by a machine which prints by striking the paper, as a basis for printing

**cold melt** /'kəʊld melt/ *noun* a glue used for binding which does not need to be heated

**cold set ink** /'kəʊld set ɪŋk/ *noun* ink which sets on the paper without being dried under heat

**collaborate** /kə'ləbəreɪt/ *verb* to work together ○ *She collaborated with a French film star on a book on the cinema.*

**collaboration** /kə'ləbə'reɪʃ(ə)n/ *noun* working together ○ *Their collaboration on the project was very profitable.*

**collaborator** /kə'ləbəreɪtə/ *noun* a person who works with another to produce a literary or artistic work

**collage** /'kɒləʒ/ *noun* an illustration made by sticking together various materials such as photographs, line drawings and pieces of fabric

**collate** /kə'leɪt/ *verb* **1.** to gather pieces of information together **2.** to organise materials into a specific order and check that they are complete

**collating** /kə'keɪtɪŋ/ *noun* the act of checking the gathered sections of a book or of checking a text

**collating machine** /kə'keɪtɪŋ məʃiːn/ *noun* a machine that collates signatures of a book or pages of a document in the correct order ready for binding

**collating marks** /kə'leɪtɪŋ ˌmɑːks/ *plural noun* marks printed on the spine of a signature so that the binder can see if they have been collated in correct order

**collating sequence** /kə'leɪtɪŋ ˌsɪːkwəns/ *noun* an order in which signatures are stacked for printing

**collation** /kə'leɪʃ(ə)n/ *noun* **1.** a detailed comparison between different items or forms of information **2.** the assembling of pieces of paper in the right order, particularly the sections of a book prior to binding **3.** the act of compiling a technical description of a book, including its bibliographical

details and information about its physical construction

**collator** /kə'leɪtə/ *noun* a machine which takes sheets or printed signatures and puts them in order for stapling or binding

**collect** /kə'lekt/ *verb* **1.** to bring things together to form a group ○ *the collected works of Shakespeare* ○ *He collects books about trains.* **2.** to take things away from a place ○ *We have to collect the stock from the warehouse.* ■ *adverb, adjective* US in which the person receiving a telephone call agrees to pay for it ○ *to make a collect call* ○ *He called his office collect.*

**collecting cylinder** /kə'lektɪŋ ,sɪlɪndə/ *noun* a cylinder which collects the printed sheets from a web press before they are folded

**collection** /kə'leɪkʃən/ *noun* a group of similar or related things such as the stock of a special library

**collection charge** /kə'leɪkʃən tʃɑ:dʒ/, **collection rate** *noun* a charge for collecting something

**collective** /kə'lektɪv/ *noun* a group such as an audience, class or library ■ *adjective* working together

**collective authorship** /kə'lektɪv 'ɔ:θəʃɪp/ *noun* a situation where a group of people have written a work together

**collector** /kə'lektə/ *noun* a person who collects things ○ *He is a collector of books on bees.*

**college** /'kɒlɪdʒ/ *noun* **1.** an educational institution for higher education, especially one offering courses in specialised or practical subjects **2.** the building or buildings of a college

**college bookstore** /'kɒlɪdʒ 'bʊkstɔ:/ *noun* a specialised bookshop attached to a college, where the students can buy books

**College electro** /'kɒlɪdʒ ɪ'lektɹəʊ/ *noun* a special type of electro developed at the London College of Printing

**collodion** /kə'ləʊdɪən/ *noun* a highly flammable solvent formerly used to develop photographic plates

**collotype** /'kɒləʊtaɪp/ *noun* a rare printing process, where illustrations are printed from a glass surface coated with hardened gelatine, used especially for art books and reproductions of paintings

COMMENT: Collotype printing follows the same principle as lithography. The image on the surface of the gelatine attracts greasy ink, while the blank parts are damp and repel the ink. The result is a continuous

tone, hence its suitability for reproducing original paintings.

**colon** /'kɒləʊn/ *noun* a punctuation mark (:), used chiefly to introduce lists ○ *The titles were: Rumpelstiltskin, Cinderella and Little Red Riding Hood.*

**colophon** /'kɒləfɒn/ *noun* **1.** the symbol or emblem that is printed on a book and represents a publisher or publisher's imprint **2.** the details of the title, printer, publisher and publication date given at the end of a book. Colophons are commonly found in early printed books and in modern private press editions.

COMMENT: Usually the publisher's colophon will appear on the title page and spine of a book, and on all publicity matter; a printer's colophon is likely to appear on private press books and other art books, and is often printed on the last page of the book.

**colour** /'kʌlə/ *noun* the lightness or darkness of a particular typeface, when compared to other faces

**colour bar** /'kʌlə bɑ:/ *noun* a strip of bars of colour in the margin of a four-colour proof, used to check that the tones of the colours are correct and to allow the density of the colour reproduction to be checked

**colour chart** /'kʌlə tʃɑ:t/ *noun* a chart showing different colours available for printing

**colour coding** /'kʌlə ,kəʊdɪŋ/ *noun* a system of organising items by labelling similar contents with the same colour

COMMENT: A manuscript may be marked up in colour by the sub-editor, with, for example, chapter headings indicated in green, paragraph headings in purple, etc., making sure always that an explanation of the colours and the typography required is given on the first pages of the MS for the compositor to follow. For corrections to proofs, normal colour coding is that the printer marks his corrections in green; any corrections noticed by the publisher or author which they believe to be mistakes made by the printer are marked in red; all other changes are shown in blue or black.

**colour comp print** /'kʌlə kɒmp ,prɪnt/ *noun* a print taken from a colour transparency

**colour correction** /'kʌlə kə'rekʃ(ə)n/ *noun* the correction of faulty colours manually, by changes to the colour separations

**colour depth** /'kʌlə depθ/ *noun* the number of bits used to describe the colour of a pixel

**coloured** /'kʌləd/ *adjective* in colour

**coloured edges** /,kʌləd 'edʒɪz/,  
**coloured top** *plural noun* the edges or top of the pages of a book block which have been dyed with colour

**colour-fast red** /,kʌlə fɑ:st 'red/ *noun* a red colour which is not affected by light or chemicals

**colour film** /'kʌlə fɪlm/ *noun* film for printing in colour

**colour filter** /'kʌlə ,fɪltə/ *noun* a sheet of coloured glass or plastic placed in front of a camera, which cuts off some colours and lets others pass, used in making colour separations

**colour graphics adapter** /,kʌlə 'græfɪks ə,dæptə/ *noun* full form of **CGA**

**colouring book** /'kʌləɪŋ 'bʊk/ *noun* a children's book of black and white drawings, which a child can colour in

**colour masking** /'kʌlə ,mɑ:skɪŋ/ *noun* the correcting of faults in colour printing by masking the separations

**colour matching** /'kʌlə ,mætfɪŋ/ *noun* the preparation of colours according to specifications on a standard system of swatches, as in the Pantone system

**colour negative** /'kʌlə ,negətɪv/ *noun* photographed colour film where the colours are replaced by their complements

**colour palette** /,kʌlə 'pælət/ *noun* a range of colours which can be used on a printer or display

**colour photograph** /,kʌlə 'fəʊtəgrɑ:f/ *noun* a photograph which reproduces the subject in colour

**colour plate** /'kʌlə pleɪt/ *noun* a plate printed in colour in a book

**colour-plate book** /'kʌlə pleɪt 'bʊk/ *noun* a book with colour plates, usually an antiquarian book

**colour primaries** /'kʌlə ,praɪm(ə)rɪ:z/ *plural noun* same as **primary colours**

**colour printer** /,kʌlə 'prɪntə/ *noun* a printer that can produce hard copy in colour, such as colour ink-jet, colour dot-matrix and thermal-transfer printers

**colour proof** /'kʌlə pru:f/ *noun* a proof in colour ○ *The printer has submitted colour proofs of the jacket.*

**colour register** /'kʌlə ,redʒɪstə/ *noun* the correct positioning of each colour on the previous one, so that the final result is perfect

**colour separation** /,kʌlə ,sepə'reɪf(ə)n/ *noun* 1. separation of the various

colours from a design into the process colours to make a series of four films for printing 2. film for a single colour

COMMENT: The colours are separated by electronic scanning or by photographing the original using filters to isolate each colour in turn. Each colour is then printed as a separate proof for checking purposes: this is a colour separation negative.

**colour separations** /'kʌlə ,sepəreɪf(ə)nz/ *plural noun* overlays prepared by an artist for the various colours needed in a design

**colour swatch** /'kʌlə swɒtʃ/ *noun* a sample of colour given by an artist for the printer to match

**colour tool** /'kʌlə tu:l/ *noun* a utility or icon in a graphics or DTP application that allows the user to create custom colours by specifying the CMYK or RGB values and then draw or fill an area with this colour

**colour transparency** /,kʌlə trænspə'rensɪ/ *noun* a small photograph on positive colour film which can be used to print from. Abbr **C/T**

**column** /'kɒləm/ *noun* 1. a vertical section of writing in a book, newspaper or magazine 2. a regular section or article in a newspaper or magazine by the same writer or on the same subject

**columnar** /kə'lʌmnə/ *adjective* in columns

**columnar graph** /kə'lʌmnə 'grɑ:f/ *noun* a graph on which values are shown as vertical or horizontal bars

**columnar working** /kə'lʌmnə 'wɜ:kɪŋ/ *noun* a method of data presentation in which information is shown in columns

**column balancing** /'kɒləm ,bælənsɪŋ/ *noun* the automatic adjustment of columns on a page, so that they are the same length

**column break** /'kɒləm breɪk/ *noun* a bad break which occurs in a column

**column-centimetre** /,kɒləm 'sentɪmɪ:tə/, **column-inch** *noun* the depth in centimetres or inches of a space in a newspaper column, used for calculating charges for advertising

**columnist** /'kɒləmnɪst/ *noun* a journalist who writes a regular column for a newspaper or magazine

**column rule** /'kɒləm ru:l/ *noun* a rule running down the page of a newspaper from top to bottom, separating the columns

**columns across** /,kɒləmz ə'krɒs/ *adjective* printing a newspaper with the columns running across the cylinder

**columns around** /,kɒləmz ə'raʊnd/ *adjective* printing a newspaper with the columns running round the plate cylinder

**comb binding** /'kəʊm baɪndɪŋ/ *noun* a type of mechanical binding, where loose pages are attached by the teeth of a plastic comb, which are then rolled round to form a spine

**combination line and halftone** /,kɒmbɪneɪf(ə)n ˌlaɪn ən 'hɑ:ftəʊn/, **combination plate** *noun* a plate which uses both line artwork or text and photographs in the same design

**combined halftone and line** /kəʊm baɪnd ˌhɑ:ftəʊn ən 'laɪn/ *adjective* referring to an illustration which uses both halftones and line artwork in the same design

**coming-and-going** /,kʌmɪŋ ən 'gəʊɪŋ/ *noun* a method of printing two copies of a book at the same time, with the pages joined head to head. ◊ **fore and aft, printed head-to-head, printed head-to-tail, two-up**

**comma** /'kɒmə/ *noun* a punctuation (,) used to show the natural breaks in written sentences

**commentary** /'kɒmənt(ə)rɪ/ *noun* a text which comments on another text ◊ *a series of commentaries on the books of the Bible* ◊ *He has written a commentary on Shakespeare's 'Hamlet'.*

**commerce** /'kɒmɜ:s/ *noun* the buying and selling of goods and services

**commercial** /kə'mɜ:ʃ(ə)l/ *adjective* relating to buying and selling things ◊ *Sample only – of no commercial value.* ■ *noun* an advertisement on television

**commercial a** /kə'mɜ:ʃ(ə)l eɪ/ *noun* a printing sign (@) which means 'at'

**commercial artist** /kə'mɜ:ʃ(ə)l 'ɑ:tɪst/ *noun* an artist who designs advertisements such as posters for payment

**commercial college** /kə'mɜ:ʃ(ə)l ˌkɒlɪdʒ/ *noun* a college which teaches business studies

**commercial course** /kə'mɜ:ʃ(ə)l kɔ:s/ *noun* a course where business skills are studied

**commercial directory** /kə'mɜ:ʃ(ə)l daɪ'rekt(ə)rɪ/ *noun* same as **trade directory**

**commercial law** /kə'mɜ:ʃ(ə)l 'lɔ:l/ *noun* laws regarding the conduct of business

**commercial lawyer** /kə'mɜ:ʃ(ə)l 'lɔ:jl/ *noun* a person who specialises in company law or who advises companies on legal problems

**commercial printer** /kə'mɜ:ʃ(ə)l 'prɪntə/ *noun* a printing company which prints for business clients other than publishers

**commercial traveller** /kə'mɜ:ʃ(ə)l 'træv(ə)lə/ *noun* a salesperson who travels round an area visiting customers on behalf of their company

**commission** /kə'mɪʃ(ə)n/ *noun* **1.** money paid to a salesperson or an agent, usually a percentage of the sales made ◊ *She gets 10% commission on everything she sells.* **2.** a job given to a person or company to do ◊ *He has an interesting commission – to write a history of museums.* **3.** a group of people officially appointed to examine a problem ◊ *The government has appointed a commission of inquiry to look into the problems of small exporters.* ◊ *He is the chairman of the government commission on export subsidies.* ■ *verb* to arrange for somebody to do some work in exchange for payment ◊ *He was commissioned to design a new logo.* □ **to commission a book** to ask an author to write a book ◊ *She has commissioned a series of books on world history.* ◊ *They never publish works submitted on spec, and commission everything in their list.*

**commission agent** /kə'mɪʃ(ə)n ˌeɪdʒənt/ *noun* an agent who is paid by commission, not by fee

**commissioning editor** /kə'mɪʃənɪŋ 'edɪtə/ *noun* a person who asks authors to write books for the part of the publisher's list for which he or she is responsible

**commission rep** /kə'mɪʃ(ə)n rep/, **commission salesman** *noun* a salesperson who is not paid a salary, but receives a commission on sales

**commission sale** /kə'mɪʃ(ə)n seɪl/ *noun* a sale where the salesperson is paid a commission. Also called **sale on commission**

**commitment** /kə'mɪtmənt/ *noun* a task which you undertake to do

**common business-oriented language** *noun* full form of **COBOL**

**common pricing** /,kɒmən 'praɪsɪŋ/ *noun* the illegal fixing of prices by several businesses so that they all charge the same price

**common query language** /,kɒmən 'kwɪəri ,læŋgwɪdʒ/ *noun* a formal language used to interrogate a database. Abbr **SQL**

**commons** /'kɒmənz/ *plural noun* data stored in the memory of one computer that is available to all computers linked to it by a network

**communication** /kə,mju:nɪ'keɪʃ(ə)n/ *noun* **1.** the exchange of information between people, e.g. by means of speaking, writing or using a common system of signs or behaviour **2.** a spoken or written message **3.** the act of giving information

**communicative** /kə'mju:nɪkətɪv/ *adjective* **1.** relating to communication or to systems for communication **2.** (in foreign language teaching) stressing the importance of language as a tool for communicating information and ideas

**communiqué** /kə'mju:nɪkeɪ/ *noun* an official announcement, especially to the press or public

**comp** /kɒmp/ *abbreviation* **1.** compositor **2.** comprehensive layout

**compact disc interactive** /,kɒmpækt dɪsk ,ɪntər'æktɪv/ *noun* full form of **CD-I**

**compact disc – read only memory** /,kɒmpækt ,dɪsk ,rɪ:d ,əʊnli 'mem(ə)rɪ/ *noun* full form of **CD-ROM**

**compact disc write once** /,kɒmpækt dɪsk ,raɪt 'wʌnz/ *noun* full form of **CD-WO**

**compact video disc** /,kɒmpækt 'vɪdɪəʊ ,dɪsk/ *noun* a compact disc that plays both sound and pictures

**companies' register** /,kʌmpənɪz 'redʒɪstə/ *noun* a list of companies, showing their directors and registered addresses. Also called **register of companies**

**companion** /kəm'pænjən/ *noun* a guide or handbook on a particular subject

**companionship** /kəm'pænjənʃɪp/ *noun* a group of composers working together on the same job

**company law** /,kʌmp(ə)nɪ 'lɔ:z/ *noun* laws which refer to the way companies work

**compatibility** /kəm,pætɪ'bɪlɪtɪ/ *noun* (of two devices or programs) the ability to function together

**COMMENT:** By conforming to the standards of another manufacturer or organisation, compatibility of hardware and software allows programs and devices to be interchanged without modification; text, for example, can be written on one machine using a word-processing package and edited on another machine using a page make-up package.

**compatible** /kəm'pætɪb(ə)l/ *adjective* working well together

**compendious** /kəm'pendiəs/ *adjective* containing a wide range of information in a concise form

**compendium** /kəm'pendiəm/ *noun* a book in which two or more previously published books are brought together

**compensating guard** /'kɒmpənsɛɪtɪŋ ɡɑ:d/ *noun* same as **guard**

**compensating roller** /'kɒmpənsɛɪtɪŋ ,rəʊlə/ *noun* a roller in a web-fed press which compensates for the uneven tension in the reel of paper. ♠ **jockey roller**

**competence** /'kɒmpɪt(ə)ns/ *noun* knowledge of a language that enables somebody to speak and understand it

**competing** /kəm'pɪ:tɪŋ/ *adjective* in competition with somebody or something else

**competing firms** /kəm'pɪ:tɪŋ fɜ:zmz/ *plural noun* firms which are in competition with each other

**competition** /,kɒmpə'tɪʃ(ə)n/ *noun* **1.** a situation where two or more companies with similar products try to persuade people to buy theirs **2.** an informal test of skill or ability ○ *The children's library ran a competition to see who read the most books during the school holiday.* □ **the competition** companies which are trying to compete with your product

**competitive** /kəm'petɪtɪv/ *adjective* offered at the same low or cheaper price than similar goods

**competitively priced** /kəm,petɪtɪvli 'praɪst/ *adjective* sold at a low price which competes with that of similar products from other companies

**competitive pricing** /kəm,petɪtɪv 'praɪsɪŋ/ *noun* the practice of putting a low price on a product so that it competes with similar products from other companies

**compilation** /,kɒmpɪ'leɪʃ(ə)n/ *noun* a work produced by combining material from other books or documents

**compile** /kəm'paɪl/ *verb* to put together different pieces of information in order to make them into one document

**compiler** /kəm'paɪlə/ *noun* a person who collects and edits material taken from various sources for publication as a new work

**complementary colours** /,kɒmplɪment(ə)ri 'kʌləz/ *plural noun* two colours that when optically combined produce white

**completion** /kəm'pli:ʃ(ə)n/ *noun* the point at which something is finished

**completion date** /kəm'pli:ʃ(ə)n deɪt/ *noun* the date by which something must be finished

**complimentary** /,kɒmplɪ'ment(ə)ri/ *adjective* free or given as a present ○ *The author got three complimentary copies of his book.* ○ *He asked for a complimentary copy to be sent to his father.*

**compliments slip** /'kɒmplɪmənts slɪp/ *noun* a piece of paper with the name of the company printed on it, sent with a book, document or gift instead of a letter

**comp list** /'kɒmp lɪst/ *noun* a list of people who receive complimentary copies

**compose** /kəm'pəʊz/ *verb* **1.** to create a musical or literary work **2.** to put text into type ready for printing, using any method, such as hot metal setting or photocomposition

**composing frame** /kəm'pəʊzɪŋ freɪm/ *noun* a compositor's storage unit, with cases for different types

**composing machine** /kəm'pəʊzɪŋ mə'ʃi:n/ *noun* a machine which sets type automatically in hot metal, from instructions given on a paper tape, punched by the compositor using a keyboard

**composing room** /kəm'pəʊzɪŋ ru:m/ *noun* the section of a printer's works or of a newspaper where the text is typeset and made up into pages

**composing stick** /kəm'pəʊzɪŋ stɪk/ *noun* a narrow metal holder in which the compositor places the pieces of type as he or she sets each line

**composite artwork** /'kɒmpəzɪt ,ɑ:tʷɜ:z:k/ *noun* artwork which includes various elements such as text, halftones and sketch maps

**composite block** /'kɒmpəzɪt blɒk/ *noun* a printing block with halftones and line blocks or parts of different blocks

**composite separations** /,kɒmpəzɪt ,sepə'reɪʃ(ə)nz/ *plural noun* a digital file of the separations of a piece of artwork, all of which are stored together. Compare **preseparated files**

**composition** /,kɒmpə'zɪʃ(ə)n/ *noun* the way that the parts of something are put together

**composition costs** /,kɒmpə'zɪʃ(ə)n ,kɒsts/ *plural noun* the cost of typesetting a book

**composition size** /,kɒmpə'zɪʃ(ə)n saɪz/ *noun* a printing type size which can be set by machine, as opposed to display sizes

**compositor** /kəm'pɒzɪtə/ *noun* **1.** a person who sets up the required type prior to printing, either by hand using metal type or by keyboarding (NOTE: The US term is **typographer**.) **2.** US a person who makes corrections to metal type or who sets technical material. Abbr **comp**

**comprehensive** /,kɒmpri'hensɪv/ *adjective* covering all the possible aspects of a subject

**comprehensive layout** /,kɒmpri'hensɪv ,leɪaʊt/, **comprehensive** /,kɒmpri'hensɪv/ *noun* US finished artwork such as graphics, photographs or illustrations, used as part of a printed output. Abbr **comp** (NOTE: The UK term is **visual**.)

**compression** /kəm'preʃ(ə)n/ *noun* the process of reducing the size of a computer file by encoding the data in a more efficient form

**compression ratio** /kəm'preʃ(ə)n ,reɪʃɪəʊ/ *noun* the ratio of the size of an original, uncompressed file to the final, compressed file that has been more efficiently encoded

**comptometer** /kɒmp'tɒmɪtə/ *noun* a machine which counts automatically

**compulsory** /kəm'pʌlsəri/ *adjective* forced or ordered

**compulsory liquidation** /kəm ,pʌlsəri ,lɪkwɪ'teɪʃ(ə)n/ *noun* liquidation which is ordered by a court

**computer** /kəm'pjʊ:tə/ *noun* an electronic machine that processes data very quickly using a stored program

COMMENT: Computers are now used in all stages of book and magazine production. The original text is keyboarded (often by an



author or journalist); a sub-editor may code it for typesetting, and it is passed via disk, a network or an ftp site to a typesetting computer. The typesetting computer has been programmed to recognise certain codes and output text in certain typefaces, point sizes, formats, etc., according to the codes inserted by the editors or compositors. Finally, the printing process itself is computerised, with inbuilt computers in the printing and binding machines programmed to accept printing instructions.

**computer-aided design** /kəmˌpju:tər ˌeɪdɪd dɪˈzaɪn/ *noun* the use of a computer and graphics terminal to help a designer in his or her work. Abbr **CAD**

**computer-assisted composition** /kəmˌpju:tər əˈsɪstɪd ˌkɒmpəˈzɪʃ(ə)n/ *noun* composition using digitally recorded text, which generates characters and automatically inserts spaces, as well as hyphenating, justifying and paginating

**computer-assisted design** /kəmˌpju:tər əˈsɪstɪd dɪˈzaɪn/ *noun* same as **computer-aided design**

**computer department** /kəmˌpju:tə dɪˌpɑ:tmənt/ *noun* a department in a company which manages the company's computers

**computer error** /kəmˌpju:tər ˈerə/ *noun* a mistake made by a computer

**computer file** /kəmˌpju:tə faɪl/ *noun* a block of information saved on a computer, with its own name

**computer-generated** /kəmˌpju:tə ˌdʒenereɪtɪd/ *adjective* produced using a computer ○ *The book is illustrated with computer-generated graphics.*

**computer hardware** /kəmˌpju:tə ˈhɑ:dweə/ *noun* machines used in data processing, including the computers, keyboards, monitors and printers, but not the programs

**computer indexing** /kəmˌpju:tər ˈɪndeksɪŋ/ *noun* automated methods of producing indexes

**computerised** /kəmˌpju:təraɪzɪd/, **computerized** *adjective* changed from a manual system to an automated system ○ *a computerised invoicing system* ○ *The book was set using computerised typesetting.*

**computer language** /kəmˌpju:tə ˌlæŋɡwɪdʒ/ *noun* a language made up of numbers and characters used to give instructions to a computer

COMMENT: There are three types of computer languages: machine code, assembler and high-level language. The higher the level the language is, the easier

it is to program and understand, but the slower it is to execute. Common high-level languages are BASIC, C, COBOL, FORTRAN, PASCAL, PROLOG.

**computer listing** /kəmˌpju:tə ˈlɪstɪŋ/ *noun* a printout of a list of items taken from data stored in a computer

**computer-literate** /kəmˌpju:tə ˈlɪt(ə)rət/ *adjective* having a good understanding and experience of working with computers

**computer magazine** /kəmˌpju:tə məɡəˈzi:n/ *noun* a magazine with articles on computers and programs

**computer network** /kəmˌpju:tə ˌnetwɜ:k/ *noun* shared use of a series of interconnected computers, peripherals and terminals

**computer program** /kəmˌpju:tə ˌprəʊɡræm/ *noun* instructions to a computer, telling it to do a particular piece of work

**computer programmer** /kəmˌpju:tə ˌprəʊɡræmə/ *noun* a person who writes computer programs

**computer programming** /kəmˌpju:tə ˌprəʊɡræmɪŋ/ *noun* the job of writing programs for computers

**computer services** /kəmˌpju:tə ˈsɜ:vɪsɪz/ *plural noun* 1. support services for computer users 2. work done on a computer for clients by experts

**computer setting** /kəˈmpju:tə ˌsetɪŋ/ *noun* typesetting using a computerised typesetting machine

**computer stationery** /kəmˌpju:tə ˈsteɪʃ(ə)n(ə)rɪ/ *noun* paper specially made for use in a computer printer

**computer system** /kəmˌpju:tə ˌsɪstəm/ *noun* a set of programs and commands which run a computer

**computer tape** /kəmˌpju:tə teɪp/ *noun* a magnetic tape used in computers

**computer terminal** /kəmˌpju:tə ˌtɜ:mɪn(ə)l/ *noun* a keyboard and screen by which information can be put into a computer or called up from a database ○ *a computer system consisting of a micro-processor and six terminals*

**computer time** /kəmˌpju:tə taɪm/ *noun* the time when a computer is being used, paid for at an hourly rate

**computer to plate** /kəmˌpju:tə tə ˈpleɪt/ *noun* a system by which the publisher supplies the printer with text on disk, usually in PostScript format, and the printer outputs it direct to plate, without

going through the CRC and film stages.  
Abbr **CTP**

**computer typesetting** /kəm'pjutə'taɪpsetɪŋ/ *noun* typesetting which is done automatically by a computer, using instructions keyed on disk or tape

**computing** /kəm'pjutɪŋ/ *noun* the activity of using computers or computer software

**concertina fold** /,kɒnsə'ti:nə fəʊld/ *noun* same as **accordion fold**

**conciliation** /kən,sɪli'eɪʃ(ə)n/ *noun* the act of bringing together the parties in a dispute so that the dispute can be settled

**concise** /kən'saɪs/ *adjective* using as few words as possible to give the necessary information

**conclude** /kən'klu:d/ *verb* to complete something successfully ○ *We have concluded a distribution agreement with a German distributor.*

**concordance** /kən'kɔ:d(ə)ns/ *noun* an alphabetical index of all the words in a document ○ *a concordance to the Bible* ○ *a Shakespeare concordance*

'Logos Bible Software, for example, licenses 50 Bible translations and 5,000 reference works, such as commentaries and concordances, that the company bundles into quickly searchable electronic libraries.' [*The Boston Globe*]

**condense** /kən'dens/ *verb* to make something shorter, e.g. to make text take up less space ○ *The printer was asked to condense the text to 96 pages.* ○ *The book is a condensed version of the novel.*

**condensed** /kən'dens/ *adjective, noun* typeface with narrower characters than normal, taking less room on the line ○ *The headwords are set in bold Univers condensed.*

**condition** /kən'dɪʃ(ə)n/ *noun* something that must happen before something else is possible □ **on condition that** provided that ○ *They were granted the lease on condition that they paid the legal costs.* ■ *verb* to prepare paper for printing by exposing it to the temperature and humidity levels in the pressroom

**conditional** /kən'dɪʃ(ə)n(ə)l/ *adjective* provided that particular things take place ○ *He made a conditional offer.*

**conditions of employment** /kən'dɪʃ(ə)nz əv ɪm'plɔɪmənt/, **conditions of service** *plural noun* the terms of a contract of employment

**conditions of sale** /kən,dɪʃ(ə)nz əv 'seɪl/ *noun* the agreed ways in which a sale takes place, such as discounts and credit terms

**conduct** /kən'dʌkt/ *verb* to carry something out ○ *They had to conduct the conversation in Russian.* ○ *The chairman conducted the negotiations very efficiently.*

**confectioners, tobacconists and newsagents** full form of **CTN**

**conferencing** /'kɒnf(ə)rənsɪŋ/ *noun* the holding of a conference, meeting or discussion in which the participants are linked by telephone, by telephone and video equipment or by computer

**confidence** /'kɒnfɪd(ə)ns/ *noun* the state of being able to trust or feel sure about somebody or something ○ *The sales teams do not have much confidence in their manager.* ○ *His confidence that the book would sell well was justified.*

**confident** /'kɒnfɪd(ə)nt/ *adjective* certain or sure ○ *I am confident the turnover will increase rapidly.* ○ *Are you confident the sales team is capable of handling this product?*

**confidential** /,kɒnfɪ'denʃəl/ *adjective* intended to be kept secret ○ *As this information is confidential you must not give it to anyone else.*

**confidentiality** /,kɒnfɪdenʃi'ælti/ *noun* the fact of being secret ○ *He broke confidentiality by telling a rival firm about the plans.*

**confirm** /kən'fɜ:m/ *verb* to state that something is definite or true

**confirmation** /,kɒnfə'meɪʃən/ *noun* **1.** the act of checking that something is definite **2.** something which confirms the truth of something ○ *He received confirmation from the bank that the cheque had been cleared.*

**confiscate** /'kɒnfɪskeɪt/ *verb* to remove private property as a punishment ○ *The police are allowed to confiscate pornographic material.*

**conflate** /kən'fleɪt/ *verb* **1.** to bring several pieces of text together to form one piece **2.** *US* to bring together various parts of a book, such as text pages, colour illustrations or insert maps, before the book is bound (NOTE: The UK term is **collate**.)

**conflict of interest** /,kɒnfɪkt əv 'ɪntrəst/ *noun* a situation where somebody may profit personally from decisions which they take in their official capacity

**conglomerate** /kən'glɒmərət/ *noun* a group of subsidiary companies which are linked together, but make very different types of products ○ *The design studio is part of a large printing conglomerate.*

**conifer** /'kɒnɪfəl/ *noun* a tree growing in temperate regions which grows fast and produces the softwood which is extensively used in papermaking

**conjecture** /kən'dʒektʃəl/ *noun* a conclusion, judgment or statement based on incomplete or inconclusive information

**connect** /kə'nekt/ *verb* to join two things together

**connected dots** /kə'nektɪd 'dɒts/ *plural noun* a block of halftone dots, which are joined together

**connection** /kə'nekʃən/ *noun* something that joins or links two or more things ○ *There is no connection between us and the American company of the same name.* ○ *Both the authors are published by the same company; that is the only connection between them.*

**connections** /kə'nekʃ(ə)nz/ *plural noun* customers, contacts or other people you know ○ *He has useful connections in the printing industry.*

**connectivity** /,kɒnek'tɪvɪti/ *noun* the ability to communicate with another system or piece of hardware or software, or with an Internet site

**connect time** /kə'nekt taɪm/ *noun* the period of time a user is logged on to a remote computer, e.g. when browsing the Internet

**consideration** /kən,sɪdə'reɪʃ(ə)n/ *noun* **1.** serious thought ○ *We are giving consideration to moving the head office to Scotland.* **2.** something valuable exchanged as part of a contract

**consign** /kən'saɪn/ *verb* □ **to consign goods to someone** to send goods to somebody for them to use or to sell for you

**consignation** /,kɒnsaɪ'neɪʃ(ə)n/ *noun* an act of consigning goods

**consignee** /,kɒnsaɪ'ni:/ *noun* somebody who receives goods for their own use or to sell for the sender

**consignment** /kən'saɪnmənt/ *noun* the delivery of goods □ **books sent on consignment** books sent overseas, where they will be kept by another company to be sold on the publisher's behalf for a commission. The consignee will send back sales reports and sales revenue, less

commission, to the consignor at regular intervals.

COMMENT: On consignment deals are rarely favoured by accounting staff: it is difficult to establish whether a sale has been made, and the stock may have to be considered as if it were unsold warehouse stock. Ownership of the stock can prove difficult to establish in the case where the consignee goes into liquidation or is taken over (especially if, as usual, the consignee is in another country, operating under another legal system), and counting stock for valuation purposes is impossible.

**consignment note** /kən'saɪnmənt nəʊt/ *noun* a note saying that goods have been sent

**consignor** /kən'saɪnə/ *noun* a person who consigns goods to somebody

**consistency** /kən'sɪstənsi/ *noun* **1.** being reliably always the same ○ *A house style is designed to impose consistency on all the publisher's list.* **2.** the state of being liquid or solid, especially the percentage of fibre in paper pulp ○ *The consistency of the pulp will depend on the amount of water added.*

**consolidate** /kən'sɒlɪdeɪt/ *verb* **1.** to put the accounts of several subsidiary companies into the accounts of the main group **2.** to group goods together for shipping

**consolidated accounts** /kən'sɒlɪdeɪtɪd ə'kaʊnts/ *plural noun* the accounts of subsidiary companies grouped together into the accounts of the parent company

**consolidated shipment** /kən'sɒlɪdeɪtɪd 'ʃɪpmənt/ *noun* goods from different companies grouped together into a single shipment

**consolidation** /kən'sɒlɪdeɪʃ(ə)n/ *noun* grouping goods together for shipping

**consortium** /kən'sɔ:tɪəm/ *noun* a group of companies or organisations working together for a common purpose

**constat** *abbreviation* continuous stationery

**consultancy** /kən'sʌltənsi/ *noun* the act of giving specialist advice ○ *a consultancy firm* ○ *He offers a consultancy service.*

**consultant** /kən'sʌltənt/ *noun* an expert who gives advice in a professional field

**consumable** /kən'sju:məb(ə)l/ *noun* material such as paper or ink which is used up in a process

**consumable textbook** /kən 'sju:məb(ə)l 'tekstbʊk/ *noun* a school book with blank spaces in which the student writes notes or answers, and which cannot be reused by another student

**consumer panel** /kən'sju:mə ,pæn(ə)l/ *noun* a group of consumers who report on goods they have used so that the manufacturer can improve the goods, or use the consumers' reports in advertising

**consumer protection** /kən'sju:mə prə'tekʃən/ *noun* the act of protecting consumers against unfair or illegal traders

**cont.** *abbreviation* PUBL contents

**contact** /'kɒntækt/ *noun* the act of touching something ■ *verb* to touch something ○ *The print is made when the film contacts the paper.*

**contact negative** /'kɒntækt 'negətɪv/ *noun* a film that can be used to produce a print without any reduction or enlargement

**contact print** /'kɒntækt prɪnt/ *noun* a print made where the paper touches the negative, and which is therefore exactly the same size as the negative

**contact printing** /'kɒntækt 'prɪntɪŋ/ *noun* a photographic printing process in which the negative touches the light-sensitive paper

**contact screen** /'kɒntækt skri:n/ *noun* a type of screen used for making half-tone blocks, where the screen touches the film

**container** /kən'teɪnə/ *noun* **1.** a box, bottle or can which can hold goods ○ *The gas is shipped in strong metal containers.* ○ *The container burst during shipping.* **2.** a very large metal case of a standard size for loading and transporting goods on trucks, trains and ships ○ *container ship* ○ *container terminal* ○ *to ship goods in containers*

**container board** /kən'teɪnə bɔ:d/ *noun* strong cardboard used to make boxes

**containerisation** /kən,tɛɪnərəɪ 'zeɪʃ(ə)n/, **containerization** *noun* putting goods into containers, or shipping in containers

**containerise** /kən'tɛɪnərəɪz/, **containerize** *verb* to put goods into containers, or to ship goods in containers

**content** /'kɒntent/ *noun* information made available by an electronic medium or product

**content management** /'kɒntent ,mæɪnɪdʒmənt/ *noun* the management of

the textual and graphical material contained on a website

'While organisations are building more elaborate content management systems, they are failing to address the need to harness and share knowledge in meaningful ways. The information [in these] is just the thin end of a large and largely unmanageable wedge. The rest of the wedge comprises human interaction like face-to-face conversations, online discussion groups, weblogs, telephone calls, instant messages, emails and so on.' [*Information World Review*]

**content provider** /'kɒntent prə ,vaɪdə/ *noun* a website containing mainly news or information rather than commercial facilities such as shopping or banking, or a business supplying the information for such a website

**contents** /'kɒntents/ *plural noun* **1.** the subject matter of a document or publication **2.** a list at the front of a publication that gives the title and number of the first page of each new chapter or part

**contents list** /'kɒntents lɪst/ *noun* a list of the main chapters in a book, given usually at the beginning. Also called **list of contents**

**contents page** /'kɒntents peɪdʒ/ *noun* a page at the beginning of a document listing the things in it

**content syndication** /'kɒntent ,sɪndɪkeɪʃ(ə)n/ *noun* the act of making content available to be accessed and reproduced by subscribers

**context** /'kɒntekst/ *noun* **1.** a background situation to an event which helps it to be understood □ **out of context** seen as an individual item not related to its background □ **how a word is used in context** how it goes together with other words and phrases to form a sentence **2.** additional information about a product that is considered to be helpful to customers and is shown on a website. For example, reviews by other customers displayed on the site for a particular book.

**continual** /kən'tɪnjuəl/ *adjective* happening again and again ○ *Production was slow because of continual breakdowns in the paper feed.*

**continually** /kən'tɪnjuəli/ *adverb* again and again ○ *The photocopier is continually breaking down.*

**continuation** /kən,tɪnju'eɪʃ(ə)n/ *noun* the act of continuing

**continuation page** /kən,tɪnjʊ'eɪf(ə)n peɪdʒ/ *noun* a page or screen of text that follows on from a main page

**continue** /kən'tɪnjuː/ *verb* to go on doing something or to do something which you were doing earlier ○ *The serial will be continued in our next issue.* ○ *The article is continued on page 98.* ○ *Printing will continue all night.*

**continuity book club** /,kɒntɪ'njuːrɪti bʊk klʌb/ *noun* *US* a book club in which books are sent to members automatically, leaving the member free to return the book if he or she does not want to buy it

**continuity set** /,kɒntɪ'njuːrɪti set/ *noun* a series of volumes of a reference title such as an encyclopedia, which are updated and expanded by regular new publications

**continuous** /kən'tɪnjʊəs/ *adjective* with no end or with no breaks

**continuous feed** /kən,tɪnjʊəs 'fiːd/ *noun* a device which feeds continuous stationery into a computer printer

**continuous sections** /kən,tɪnjʊəs 'sekʃ(ə)nz/ *plural noun* an arrangement of sections of a book where each follows on from the next, as opposed to insetted sections

**continuous stationery** /kən,tɪnjʊəs 'steɪf(ə)n(ə)rɪ/ *noun* paper made as a long sheet used in computer printers. Abbr **constat**

**continuous text** /kən'tɪnjʊəs tekst/ *noun* written matter which continues without any break for illustrations, charts, etc.

**continuous tone** /kən'tɪnjʊəs təʊn/ *noun* an image such as a watercolour painting, where the tone shades between dark and light without being broken up into dots, as opposed to halftones and line drawings

**contone** /'kɒntəʊn/ *abbreviation* continuous tone

**contract** /kən'trækt/ *noun* **1.** a written legal agreement ○ *The contract is binding on both parties.* **2.** □ **to put work out to contract** to decide that work should be done by another company on a contract, rather than employing members of staff to do it ■ *verb* to agree to do some work by contract ○ *to contract to supply 10,000 copies at 0.65p per copy* □ **to contract out of an agreement** to withdraw from an agreement with the written permission of the other party

**COMMENT:** In a publishing contract the publisher is granted the right to publish a work under certain conditions: the payment of a fee or royalty to the author; a definition of the markets in which the publisher can publish and sell the work; the defined right of the publisher to sublicense translations, book club editions, film adaptations, etc., on behalf of the author. For his part, the author guarantees that the book is original (i.e., that it is not copied from another book), is not libellous and that the author does in fact hold the rights to the book.

**contracting party** /kən'træktɪŋ 'pɑːtɪ/ *noun* a person or company which signs a contract

**contract law** /'kɒntrækt lɔː/ *noun* laws relating to agreements

**contract of employment** /,kɒntrækt əv ɪm'plɔɪmənt/ *noun* a contract between management and employee showing the conditions under which the employee works

**contractor** /kən'træktə/ *noun* a person or company which does work according to a written agreement

**contract proof** /'kɒntrækt pruːf/ *noun* a colour, hardcopy representation of the intended printed image made from the films from which the final image carrier will be made

**contractual** /kən'træktʃʊəl/ *adjective* according to a contract ○ *She is under no contractual obligation to buy.* □ **to fulfil your contractual obligations** to do what you have agreed to do in a contract

**contractual liability** /kən'træktʃʊəl ,laɪə'bɪlɪtɪ/ *noun* a legal responsibility for something as stated in a contract

**contractually** /kən'træktʃʊəli/ *adverb* according to a contract ○ *The company is contractually bound to pay his expenses.*

**contract work** /'kɒntrækt wɜːk/ *noun* work done according to a written agreement

**contrary** /'kɒntrəri/ *noun* **1.** the opposite **2.** material such as pitch found in paper, which should not be there

**contrast** /'kɒntrɑːst/ *noun* a big difference between two things which is clear when they are compared

**contrasting** /kən'trɑːstɪŋ/ *adjective* showing sharp differences ○ *a cover design in contrasting colours*

**contrasty** /'kɒntrɑːsti/ *adjective* having too much contrast

**contribute** /kən'trɪbjʊːt/ *verb* to provide part of a whole ○ *to contribute an*

article to a magazine ○ to contribute money to help pay for something

**contributed content website** /kənˈtrɪbjʊːtɪd ˌkɒntent 'websaɪt/ *noun* a website that allows visitors to add their contributions to its content, e.g., to write reviews of books that are advertised on the site

**contribution** /ˌkɒntrɪˈbjʊːf(ə)n/ *noun* a piece of material that forms part of a publication or broadcast

**contributor** /kənˈtrɪbjʊtə/ *noun* a person who contributes to a publication such as a newspaper or anthology

**control** /kənˈtrəʊl/ *noun* the power or authority to make decisions about how something is managed ■ *verb* to organise something so that it works the way you want it to

**control group** /kənˈtrəʊl grʊːp/ *noun* a small group which is used to check a sample group

**control key** /kənˈtrəʊl kiː/ *noun* a key on a computer which works part of a program

**controlled circulation magazine** /kənˌtrəʊld ˌsɜːkjʊleɪf(ə)n ˌmæɡəˈziːn/ *noun* a magazine which is not sold, but given free to a special list of readers

**controller** /kənˈtrəʊlə/ *noun* 1. a person who controls something, especially the finances of a company 2. *US* the chief accountant in a company

**control strip** /kənˈtrəʊl striːp/ *noun* a colour control bar which is printed on the edge of colour proofs

**control systems** /kənˈtrəʊl ˌsɪstəmz/ *plural noun* systems used to check that a computer system is working correctly

**control target** /kənˈtrəʊl ˈtɑːɡɪt/ *noun* an image that contains specific elements designed to highlight variations in repro or printing

**convention** /kənˈvenʃən/ *noun* 1. a large meeting of an organisation or political group 2. an international agreement. ◊

**Berne Convention, Universal Copyright Convention**

COMMENT: Both the Berne Convention and the UCC were drawn up to try to protect copyright from pirates; under the Berne Convention, published material remains in copyright until 50 years after the death of the author and for 25 years after publication under the UCC. In both cases, a work which is copyrighted in one country is automatically covered by the copyright

legislation of all countries signing the convention.

**conversion** /kənˈvɜːʃ(ə)n/ *noun* a change from one computer system to another

**conversion price** /kənˈvɜːʃ(ə)n praɪs/, **conversion rate** /kənˈvɜːʃ(ə)n reɪt/ *noun* the rate at which a currency is changed into a foreign currency

**conversion table** /kənˈvɜːʃ(ə)n ˌteɪb(ə)l/ *noun* a table for converting prices in a foreign currency to those of a local currency, used by some countries to regulate the retail price of imported books

**convert** /kənˈvɜːt/ *verb* to change money of one country for money of another ○ *We converted our pounds into Swiss francs.*

**convertibility** /kənˌvɜːtəˈbɪləti/ *noun* the ability of a currency to be exchanged easily for another

**convertible currency** /kənˌvɜːtəb(ə)l ˈkʌrənsi/ *noun* a currency that can be exchanged for another easily

**converting** /kənˈvɜːtɪŋ/ *noun* the use of paper or board to make stationery or packaging, with very little printing involved

**cookery book** /ˈkʊk(ə)rɪ bʊk/, **cook-book** /ˈkʊkbʊk/ *noun* a book that gives recipes for preparing food (NOTE: **Cook-book** is always used in the US, and the term is becoming much more common in GB English.)

**cookie** /ˈkʊki/ *noun* a computer file containing information about a user that is sent to the central computer with each request. The server uses this information to customise data sent back to the user and to log the user's requests.

**co-operate** /ˌkəʊ ˈɒpəreɪt/ *verb* to work together ○ *The governments are co-operating in the fight against piracy.* ○ *The two firms have co-operated on the computer project.*

**co-operation** /kəʊ ˌɒpəˈreɪʃ(ə)n/ *noun* the act of working together ○ *Without the co-operation of the workforce the project would never have been completed ahead of schedule.*

**co-operative** /kəʊ ˈɒp(ə)rətɪv/ *adjective* willing to work together ○ *The workforce has not been co-operative over the management's productivity plan.*

**co-operative advertising** /kəʊ ˌɒp(ə)rətɪv ˈædvətəɪzɪŋ/ *noun* advertising where two companies share the costs, such as advertising by an agent and the publisher

**coordinate** *noun* /kəʊ'ɔ:dɪnət/ a value from an axis on a graph, used to locate a specific point ■ *verb* /kəʊ'ɔ:dɪneɪt/ to combine different items so that they work well together ○ *She is trying to co-ordinate the typesetting, printing and binding in various locations.*

**copier** /'kɒpiə/ *noun* same as **photocopier**

**copper** /'kɒpə/ *noun* a red metal used for halftone blocks and in engravings

**copperplate** /'kɒpəpleɪt/ *noun* **1.** a plate of copper, used to make engravings **2.** a type of handwriting or script with long ascenders and descenders sloping to the right, used in the 18th century in Britain, and taught as a model in schools

**copperplate printing** /'kɒpəpleɪt ,prɪntɪŋ/ *noun* a printing method that uses a copper plate on which the image is etched, producing a very sharp image

**coproduction** /'kəʊprə,dʌkʃ(ə)n/ *noun* production of a large book or TV show where more than one company shares in the cost

**coproperty** /kəʊ'prɒpəti/ *noun* ownership of property by two or more people together

**coproprietor** /,kəʊprə'praɪətə/ *noun* a person who owns a property with another person or several other people

**copublication** /kəʊ,pʌblɪ'keɪʃ(ə)n/ *noun* the act of copublishing a book. ◊ **co-edition**

**copublish** /kəʊ'pʌblɪʃ/ *verb* to publish a book, together with one or more other companies who are involved in the origination of the book, and then sell it in different markets ○ *We are copublishing the book with a Swedish publisher.*

**copublisher** /kəʊ'pʌblɪʃə/ *noun* a publisher who joins with another to publish a book

**copy** /'kɒpi/ *noun* **1.** something that is made to look exactly the same as the original **2.** the text of a manuscript or advertising material □ **copy for the cover** Same as **cover copy** ■ *verb* to make something look exactly the same as the original

**copy block** /'kɒpi blɒk/ *noun* a block of text which is dealt with as a single part of a design

**copy board** /'kɒpi bɔ:d/ *noun* the part of a camera on which copy is fixed to be photographed

**copy date** /'kɒpi deɪt/ *noun* the date when copy for an article or advertisement has to be delivered to the newspaper or magazine publisher

**copyedit** /'kɒpi,edɪt/ *verb* to do preparation work to a piece of copy before it is published

**copy editing** /'kɒpi ,edɪtɪŋ/ *noun* preparation work by an editor in a publishing company, such as correcting errors, changing the text to fit house style and marking up the typesetting style, to make a manuscript ready for typesetting

**copy editor** /'kɒpi ,edɪtə/ *noun* a person whose job is to check material ready for printing for accuracy and consistency of typeface, punctuation and layout

**copy fitting** /'kɒpi ,fɪtɪŋ/ *noun* the process of deciding on the size of type which will be needed to fit a text into a particular fixed space

**copy-fitting table** /'kɒpi ,fɪtɪŋ ,teɪb(ə)/ *noun* a table showing the space taken by characters in a particular typeface and point size, used for casting off

**copy holder** /'kɒpi ,həʊldə/ *noun* **1.** a person who reads out the original text while a proofreader corrects the proofs **2.** a stand next to a computer, on which the keyboarder puts the copy to be keyboarded

**copy in** /,kɒpi 'ɪn/ *verb* to send a copy to somebody, especially a copy of a letter or other document

**copying** /'kɒpɪŋ/ *noun* the act of making copies ○ *Limited copying from a book is allowed for private reference purposes.* ○ *The company discovered cases of unauthorised copying of copyright material.*

**copy preparation** /'kɒpi ,prɛpəreɪʃ(ə)n/ *noun* the process of marking up copy for the printer

**copy protect** /,kɒpi prə'tekt/ *noun* a switch used to prevent copies of a disk being made

**copy protection** /'kɒpi prə'tekʃən/ *noun* a means of preventing unauthorised duplication of computer software

**copy reader** /'kɒpi ,ri:də/ *noun* a person who checks copy before printing

**copyright** /'kɒpraɪt/ *noun* the legal right, which the creator of an original work has, to only allow copying of the work with permission and sometimes on payment of royalties or a copyright fee □ **work which is out of copyright** work by a writer who

has been dead for fifty years □ **work still in copyright, which is covered by copyright** work by a living writer, or by a writer who has not been dead for fifty years ■ *verb* to confirm the copyright of a written work by inserting a copyright notice and publishing the work ○ *The book was copyrighted in the UK* ■ *adjective* covered by the laws of copyright ○ *It is illegal to photocopy a copyright work.*

COMMENT: Copyright lasts for 50 years after the author's death according to the Berne Convention, and for 25 years according to the Universal Copyright Convention. In the USA, copyright is for 50 years after the death of an author for books published after January 1st, 1978. For books published before that date, the original copyright was for 28 years after the death of the author, and this can be extended for a further 28 year period up to a maximum of 75 years. In 1995, the European Union adopted a copyright term of 70 years after the death of the author. The copyright holder has the right to refuse or to grant permission to copy copyright material, though under the Paris agreement of 1971, the original publishers (representing the author or copyright holder) must, under certain circumstances, grant licences to reprint copyright material. The copyright notice has to include the symbol ©, the name of the copyright holder and the date of the copyright (which is usually the date of first publication). The notice must be printed in the book and usually appears on the reverse of the title page. A copyright notice is also printed on other forms of printed material such as posters. A change in 1995 of the term of copyright in the European Union has created problems for publishers and copyright holders, in cases where the author died more than fifty years but less than seventy years ago. In effect, such authors have returned to copyright, and royalties, etc., are due to their estates until the seventy year term expires. This applies to well-known authors such as Beatrix Potter and James Joyce, as well as to composers, such as Elgar.

**Copyright Act** /'kɒpɪraɪt ækt/ *noun* an Act of Parliament making copyright legal, and controlling the copying of copyright material

**copyright deposit** /,kɒpɪraɪt dɪ'pɒzɪt/ *noun* the deposit of a copy of a published work in a copyright library, usually the main national library, which is part of the formal copyrighting of published material

**copyright fee** /'kɒpɪraɪt fi:/ *noun* money paid to the holder of a copyright for permission to use their work

**copyright holder** /'kɒpɪraɪt ,həʊldə/ *noun* a person or company who holds the

copyright in a published work. Also called **copyright owner**

**copyright infringement** /'kɒpɪraɪt ɪn ,frɪndʒmənt/ *noun* the act of illegally copying or using a work that is covered by copyright law. Also called **infringement of copyright**

**copyright law** /'kɒpɪraɪt lɔ:/ *noun* a law which protects the rights to copyright

**copyright lawyer** /'kɒpɪraɪt ,lɔ:jə/ *noun* a person who specialises in the law concerning copyright

**copyright legislation** /'kɒpɪraɪt ,ledʒɪsleɪʃ(ə)n/ *noun* laws concerning copyright

**copyright licence** /'kɒpɪraɪt ,laɪs(ə)ns/ *noun* official permission to produce, copy and sell works that are protected by copyright law

**copyright notice** /'kɒpɪraɪt ,nəʊtɪs/ *noun* a note in a book showing who owns the copyright and the date of ownership, printed on the verso of the title page

**copyright owner** /'kɒpɪraɪt ,əʊnə/ *noun* same as **copyright holder**

**copy typing** /'kɒpi ,taɪpɪŋ/ *noun* the typing of documents from handwritten originals, not from dictation

**copywriter** /'kɒpɪraɪtə/ *noun* a person who writes the text for advertisements

**copywriting** /'kɒpi ,raɪtɪŋ/ *noun* the writing of copy for advertisements

**CORA** /'kɔ:ɹə/ *noun* the computer typesetting language used by Linotype. Full form **computer orientated reproducer assembly**

**cords** /kɔ:dz/ *plural noun* pieces of hemp string running across the back of a book, to which the signatures are sewn before the case is attached

**core stock** /,kɔ:stɒk/ *noun* same as **basic stock**

**corner** /'kɔ:nə/ *verb* to gain control of a particular market ■ *noun* **1.** a place where two sides join ○ *The carton has to have specially strong corners. **2.** a point where the sides of a page or cover of a book meet ○ *In a half bound book, the spine and corners are covered in a different material from the sides, often leather.**

**corner marks** /'kɔ:nə mɑ:ks/ *plural noun* marks on a piece of artwork or on colour separations, showing where the corners of the printed page fall, so as to help justification or colour register



**corner-rounding machine** /'kɔ:nə ,raʊndɪŋ məʃi:n/ *noun* a machine that rounds the corners of a sewn and gathered book before it is bound

**corona** /kə'reʊnə/ *noun* an electrical discharge that is used to charge the toner within a laser printer

**corona wire** /kə'reʊnə ,waɪə/ *noun* a thin wire that charges the powdered toner particles in a laser printer as they pass across it ○ *If your printouts are smudged, you may have to clean the corona wire.*

**corporate** /'kɔ:p(ə)rət/ *adjective* **1.** owned by one or more large businesses **2.** shared by all the members of an organisation

**corporate image** /,kɔ:p(ə)rət 'ɪmɪdʒ/ *noun* the way in which a company would like the public to think of them

**corporate plan** /,kɔ:p(ə)rət 'plæn/ *noun* a plan for the future work of a whole company

**corporate planning** /,kɔ:p(ə)rət 'plæniŋ/ *noun* the task of planning the future work of a whole company

**corporate profits** /,kɔ:p(ə)rət 'prɒfɪts/ *plural noun* the profits of a corporation

**corporation** /,kɔ:pə'reɪʃ(ə)n/ *noun* a large company or business

**corporation tax** /,kɔ:pə'reɪʃ(ə)n tæks/ *noun* a tax on profits made by companies

**correct** /kə'rekt/ *adjective* accurate and without mistakes ■ *verb* to mark mistakes so that they can be put right

**correction** /kə'rekʃ(ə)n/ *noun* a change which makes something correct ○ *He made some corrections to the text of the preface.* ○ *Corrections are charged to the author.*

COMMENT: Corrections are usually indicated in different coloured inks, to show who is responsible for the alteration: author's and publisher's corrections are marked in blue; printer's errors are marked by the publisher in red; printer's corrections are marked by the printer in green.

**correction marks** /kə'rekʃ(ə)n mə:ks/, **correction signs** *plural noun* signs used to indicate corrections, used by editors and typesetters

**correction overlay** /kə'rekʃ(ə)n ,əʊvəleɪ/ *noun* a film on which corrections can be made to artwork

**correspondence** /,kɔ:rɪ'spɒndəns/ *noun* letters sent and received

**correspondence column** /,kɔ:rɪ 'spɒndəns ,kɒləm/ *noun* the letters page of a newspaper, where letters from readers to the editor are printed

**correspondent** /,kɔ:rɪ'spɒndənt/ *noun* **1.** somebody who writes letters **2.** a television or newspaper reporter on a specialist subject or in a particular area

**corrigenda** /,kɔ:rɪ'gɛndə/ *plural noun* a list of corrections printed in a book

**corrigenda slip** /,kɔ:rɪ'gɛndə ,slɪp/ *noun* a list of corrections of errors in a printed book, printed on a separate slip of paper and inserted in the bound book

**corrigendum** /,kɔ:rɪ'gɛndəm/ *noun* an error to be corrected (NOTE: The plural is **corrigenda**.)

**corrugated** /'kɒrəgeɪtɪd/ *adjective* made with narrow folds on the surface ○ *The books are packed in corrugated board.*

COMMENT: Corrugated paper is formed of several layers of paper which are folded concertina-fashion, in very small folds. If layers of corrugated paper are sandwiched between boards, the result is corrugated board.

**corrupt** /kə'rʌpt/ *adjective* **1.** acting dishonestly or illegally **2.** containing errors ○ *corrupt computer data*

**cost** /kɒst/ *noun* the amount of money needed to buy, do or make something □ **to sell at cost** to sell at a price which is the same as the cost of manufacture or the wholesale cost ■ *verb* **1.** to have a price ○ *How much does the machine cost?* ○ *This book costs £20 in hardback.* **2.** □ **to cost a product** to calculate how much money will be needed to make a product, and so work out its selling price

**cost, insurance and freight** *noun* an estimate of a price, which includes the cost of the goods, the insurance and the transport charges. Abbr **c.i.f.**

**cost accounting** /'kɒst ə,kaʊntɪŋ/ *noun* preparation of special accounts of manufacturing and sales costs

**cost analysis** /'kɒst ə,næləsɪs/ *noun* examination in advance of the costs of a new product

**cost centre** /'kɒst ,sentə/ *noun* a group or machine whose costs can be itemised and to which fixed costs can be allocated

**cost-cutting** /'kɒst ,kʌtɪŋ/ *adjective* reducing costs ○ *We cancelled the order for a new photocopier as a cost-cutting exercise.*

**cost-effective** /,kɒstɪ 'fektɪv/ *adjective* saving money in comparison with the amount of time or money spent

**cost-effectiveness** /,kɒst ɪ 'fektɪvnəs/ *noun* the quality of being cost-effective ○ *Can we calculate the cost-effectiveness of air freight compared with shipping by sea?*

**costing** /'kɒstɪŋ/ *noun* a calculation of the manufacturing costs, the marketing and distribution costs, and also the royalty, which allows the publisher to set the selling price of a book ○ *The costings give us a retail price of \$2.95.* ○ *We cannot do the costing until we have details of all the manufacturing costs.*

**cost-of-living index** /,kɒst əv 'lɪvɪŋ ,ɪndeks/ *noun* a way of measuring the cost of living, shown as a percentage increase on the figure for the previous year

**cost of sales** /,kɒst əv 'seɪlz/ *noun* all the costs of a book sold, including manufacturing costs and the staff costs of the production department, together with the royalty due to the author

**cost per click-through** /,kɒst pə 'klɪk θruː/ *noun* a method of pricing online advertising, based on the principle that the seller gets paid whenever a visitor clicks on an advertisement

**cost per thousand** /kɒst pɜː 'θaʊz(ə)nd/, **cost per mille** *noun* the cost of an advertisement, calculated as the cost for every thousand people reached or the cost of a thousand impressions for a website. Abbr **CPT**, **CTM**

**cost plus** /,kɒst 'plʌs/ *noun* a system of charging, where the selling price of a product is the same as the price paid by the seller, but with a percentage added ○ *We are charging for the editorial work on a cost plus basis.* ○ *The agreement gives a cost plus 25% selling price.*

**cost price** /'kɒst praɪs/ *noun* a selling price which is the same as the price that the seller paid for the item, either the manufacturing price or the wholesale price

**costs** /kɒsts/ *plural noun* the expenses involved in a court case

**cost sheet** /'kɒst ʃiːt/ *noun* a sheet used in a printing works or publisher's office which lists all the costs incurred in a piece of work

**cotton** /'kɒtən/ *noun* thread and woven material from fibres from a tropical plant

COMMENT: Cotton rag was formerly an important source of raw material for

papermaking, and rag paper is strong and white, and of very good quality. Because cotton rag is less easily available and in any case is not sufficient to meet increasing demand for good quality paper, most paper is now made from wood pulp.

**couch** /kaʊtʃ/ *verb* to move newly made wet paper from the wire mesh to a felt mat

**coucher** /'kaʊtʃə/ *noun* an employee who takes the wet paper from the vatman and puts it onto the felt mat

**couching roll** /'kaʊtʃɪŋ rɔʊl/ *noun* a roll which squeezes wet paper as it leaves the mesh

**counter** /'kaʊntə/ *noun* **1.** a long flat surface in a shop for displaying and selling goods **2.** the space inside the curved part of a letter (the bowl), as in a 'b' or 'p' **3.** a device attached to a machine which counts the number of sheets used, books produced, etc.

**counter-** /kaʊntə/ *prefix* against

**counterfoil** /'kaʊntəfɔɪl/ *noun* a slip of paper kept after writing a cheque, invoice or receipt, as a record of the deal which has taken place

**counter pack** /'kaʊntə pæk/ *noun* a box that displays books, designed to be placed on a bookshop counter

**countersign** /'kaʊntəsaɪn/ *verb* to sign a document that has already been signed by somebody else ○ *All cheques have to be countersigned by the finance director.* ○ *The sales director countersigns all my orders.*

**counter staff** /'kaʊntə stɑːf/ *noun* sales staff who serve behind counters

**counting house** /'kaʊntɪŋ haʊs/ *noun* a department in a company which deals with cash

**counting keyboard** /'kaʊntɪŋ ,kiːbɔːd/ *noun* a keyboard which indicates how much space is left on a partly-completed line

**country** /'kʌntri/ *noun* land which is separate and governs itself ○ *The contract covers distribution in the countries of the Common Market.*

**country of origin** /,kʌntri əv 'ɔrɪdʒɪn/ *noun* a country where a product is manufactured

**coupon** /'kuːpɒn/ *noun* **1.** a piece of paper used to represent money **2.** a piece of paper which replaces an order form

**coupon ad** /'kuːpɒn æd/ *noun* an advertisement with a form attached, which is to be cut out and returned to the advertiser

with your name and address for further information

**courier** /'kʊəriə/ *noun* a person who takes parcels and letters from one place to another ■ *verb* to send a package by courier

**course** /kɔ:s/ *noun* **1.** a programme of study or training, especially one that leads to a qualification from an educational institution **2.** one of several distinct units that together form a programme of study leading to a qualification such as a degree

**course book** /'kɔ:s bʊk/ *noun* a book that is used by students and teachers as the basis of a course of study

**court** /kɔ:t/ *noun* the place where a judge listens to a case and decides which of the parties in the argument is legally right ○ *The two parties reached an out-of-court settlement.*

**court case** /'kɔ:t keɪs/ *noun* a legal action or trial

**courtesy discount** /'kɜ:təsi ˌdɪskaʊnt/ *noun* a special discount given by a supplier to a purchaser which is not a discount for resale, such as a special price at which a publisher sells books to authors

**courtesy line** /'kɜ:təsi laɪn/ *noun* a note under a photograph showing the name of the photographer or the organisation which provided the photograph for reproduction

**cover** /'kʌvə/ *noun* **1.** the outside of a book, usually made of thicker paper or card ○ *The book has a leather cover.* ○ *We publish a cheap edition in paper covers.* ○ *The price is usually printed on the bottom right hand corner of the inside front cover.* **2.** the outside of a magazine, sometimes made of specially thick paper or art paper ○ *a magazine with a four-colour cover* ■ *verb* to put a cover on a book or magazine ○ *The book is covered in dark blue simili leather.* ○ *The cheap edition will be paper covered.*

**cover copy** /'kʌvə ˌkɒpi/ *noun* text which is to be printed on the cover

**cover costs** /ˌkʌvə ˈkɒsts/ *verb* to produce enough money in sales to pay for the costs of production ○ *The sales revenue barely covers the costs of advertising or the manufacturing costs.*

**cover design** /'kʌvə dɪˌzain/ *noun* a special design for a book or magazine cover

**cover designer** /'kʌvə dɪˌzainə/ *noun* a person who designs the cover of a book or magazine

**covering letter** /ˌkʌvərɪŋ ˈletə/, **covering note** /ˌkʌvərɪŋ ˈnəʊt/ *noun* a letter or note sent with documents to say why they are being sent

**covering material** /'kʌvərɪŋ məˌtɪəriəl/ *noun* material used to make the cover for a book

**cover paper** /'kʌvə ˌpeɪpə/, **cover stock** *noun* board or thick paper used as the cover for magazines or pamphlets

**cover price** /'kʌvə praɪs/ *noun* the retail price of a book

**cover story** /'kʌvə ˌstɔ:ri/ *noun* a feature article which is illustrated by the picture on the front cover

**cpi**, **CPI** *abbreviation* characters per inch

**cpl**, **CPL** *abbreviation* characters per line

**cps**, **CPS** *abbreviation* characters per second

**CPU** *abbreviation* central processing unit

**CQL** *abbreviation* common query language

**CR** *abbreviation* carriage return

**craft book** /'krɑ:ft bʊk/ *noun* a book dealing with work done by hand such as knitting, sewing or making models

**crash** /kræʃ/ *verb* **1.** to come to a sudden stop as a result of an accident **2.** (*of computer systems*) to stop working ■ *noun* **1.** the sudden failure of a computer system **2.** *US* super, heavy gauze used to make the hinges for a binding

**crash finish** /'kræʃ ˌfɪnɪʃ/ *noun* coarse-grained paper or binding material

**crate** /kreɪt/ *noun* a large wooden box ■ *verb* to put goods into crates

**crawl** /krɔ:l/ *verb* to run at a low speed

**crawler** /'krɔ:lə/ *noun* a computer program that collects online documents and reference links

**crawling** /'krɔ:lɪŋ/ *noun* the shrinking of ink on paper or plastic, because it has not penetrated the surface

**CRC** *abbreviation* camera-ready copy

**cream** /kri:m/ *adjective* yellowish-white in colour

**cream laid paper** /'kri:m leɪd ˌpeɪpə/ *noun* white writing paper with faint lines running across it

**cream wove paper** /'kri:m wəʊv ˌpeɪpə/ *noun* white paper that has been made on a woven wire mesh

**crease** /kri:z/ *noun* **1.** a fold in paper or board, made intentionally ○ *The cover has a crease along the spine.* ○ *The invoice should be torn off at the crease.* **2.** a wrong fold in flat paper ○ *The publisher noted creases in the text paper.* ○ *The creases in the cover were caused by damp.* ■ **verb** **1.** to put a fold into paper or board usually by impressing a line ○ *The cover should be creased at the spine.* ◇ **scoring** **2.** to put a wrong fold into flat paper ○ *The inside covers are creased and torn.* ○ *Creasing is a common fault in very lightweight papers.*

**create** /kri'eit/ *verb* to make something new

**creative printing** /kri'eitiv ,prɪntɪŋ/ *noun* using home software and equipment to print decorative materials such as greetings cards, photographs, transfers etc

**credit** /'kredit/ *noun* **1.** a system of paying for goods some time after you have bought them **2.** acknowledgement of something positive ○ *She gave them credit for their good work.* ■ **verb** to acknowledge something positive

**credit agency** /'kredit ,eɪdʒənsi/, **credit bureau** /'kredit ,bɜ:ərəʊ/ *noun* a company that reports on the creditworthiness of customers to show whether they should be allowed credit

**credit balance** /'kredit ,bæləns/ *noun* a balance in an account showing that more money has been received than is owed

**credit card** /'kredit kɑ:d/ *noun* a plastic card issued by banks to their customers which allows them to buy goods on credit or to borrow money

**credit card sale** /'kredit kɑ:d ,seɪl/ *noun* an act of selling something for credit, using a credit card

**credit column** /'kredit ,kɒləm/ *noun* the right-hand column in accounts showing money received

**credit control** /'kredit kən,t'rəʊl/ *noun* the process of checking that customers pay on time and do not exceed their credit limits

**credit controller** /'kredit kən,t'rəʊlə/ *noun* a person in an accounts department who checks that customers pay invoices on time

**credit entry** /'kredit ,entri/ *noun* an entry on the credit side of an account

**credit facility** /'kredit fə,sɪləti/ *noun* an arrangement with a bank or supplier to have credit so as to buy goods

**credit limit** /'kredit ,lɪmɪt/ *noun* the amount of money which is the maximum you can borrow at one time

**credit line** /'kredit laɪn/ *noun* a printed acknowledgement of the author or source of material that was included in a publication

**credit note** /'kredit nəʊt/ *noun* a note issued by a company stating that faulty goods may be replaced with goods to the same value

**creditor** /'kredɪtə/ *noun* a person who is owed money

**creditors' meeting** /'kredɪtəz ,mi:tɪŋ/ *noun* a meeting of all people to whom a bankrupt company owes money, to decide how to obtain the money owed

**credit rating** /'kredit ,reɪtɪŋ/ *noun* the amount that a credit agency feels a customer should be allowed to borrow

**credits** /'kredɪts/ *plural noun* notes to acknowledge the contributors to a work, e.g. the owner of a copyright or the designer of a book

**credit side** /'kredit saɪd/ *noun* the right-hand side of accounts showing money received

**creditworthiness** /'kredit,wɜ:ðɪnəs/ *noun* the ability of a customer to pay for goods bought on credit ○ *Printers will always want to check on the creditworthiness of a new publisher placing work with them.*

**creditworthy** /'kreditwɜ:ði/ *adjective* relating to a person or organisation that has a good record of paying their bills

**creep** /kri:p/ *noun* **1.** movement of a cylinder blanket on the cylinder **2.** a situation in which folded pages nested inside other folded pages, as in a booklet, are forced outwards by the bulk of the paper so that they extend beyond the edges of the outer pages

**crêpe paper** /'kreɪp ,peɪpə/ *noun* crinkly paper, used as packaging material or as decoration

**crime fiction** /'kraɪm ,fɪkʃ(ə)n/ *noun* a style of fiction about imaginary crimes and detectives

**crime list** /'kraɪm lɪst/ *noun* a series of books on crime or crime fiction ○ *They have a successful crime list.*

**crime novel** /'kraɪm ,nɒv(ə)l/ *noun* a novel concerning a crime, and the solving of it

**critic** /'krɪtɪk/ *noun* a person who writes reviews or gives opinions about books, films, music and art

**critical** /'krɪtɪk(ə)/ *adjective* **1.** expressing opinions about somebody or something, especially poor ones **2.** very serious or dangerous

**criticise** /'krɪtɪsaɪz/, **criticize** *verb* to say that something or somebody is wrong, poor quality or working badly ○ *The MD criticised the sales manager for not improving the volume of sales.* ○ *The design of the new catalogue has been criticised.* ○ *The book was criticised for sloppy proofreading.*

**criticism** /'krɪtɪsɪz(ə)m/ *noun* a serious judgment or expression of disapproval of something

**critique** /krɪ'ti:k/ *noun* a critical review or discussion of something such as a book

**CR/LF** *abbreviation* carriage return/line feed

**CRM** *abbreviation* customer relations management

**crocking** /'krɒkɪŋ/ *noun* flaking of ink after it has dried

**Cromalin** /'krɒməlɪn/ a trade name for a pre-press proofing system using colour toners and a photosensitive substrate, which is cheaper than wet proofs if only one proof is needed

**crop** /krɒp/ *verb* **1.** to cut off parts of an illustration such as a photograph ○ *The photo has been cropped to remove most of the foreground.* ○ *Cropping the photograph makes it look as if the author was all alone in the room.* **2.** to cut off too much paper when binding ○ *The book has been cropped so much that the outside margin has almost disappeared.*

**crop mark** /'krɒp mɑ:k/ *noun* a printed mark that shows the edge of a page or image and allows it to be cut accurately

**cropping** /'krɒpɪŋ/ *noun* the removal of areas of artwork or of a photograph which are not needed ○ *The photographs can be edited by cropping, sizing, touching up, etc.*

**cross** /krɒs/ *verb* to write lines across something

**crossbar** /'krɒsbɑ:/ *noun* a short line crossing the main stem of a letter, such as the line across an 'f'

**crossbars** /'krɒsbɑ:z/ *plural noun* metal cross-pieces which divide a chase into sections

**crosscheck** /'krɒstʃek/ *verb* to evaluate the results of an investigation by checking it by an alternative method ○ *The sub-editor should crosscheck the page references against the index.* ■ *noun* a check made by referring to more than one source

'Duplicate versions get into [the] system... Tracking all invoices, performing cross-checks, and singling out those most likely to represent double payments requires constant human surveillance.' [InformationWeek]

**cross-direction** /,krɒs daɪ'rekʃən/ *noun* the direction across a web or sheet of paper, which is at right angles to the grain

**crossed cheque** /,krɒst 'tʃek/ *noun* a cheque with two lines across it showing that it can only be deposited at a bank and not exchanged for cash

**cross folding** /'krɒs fəʊldɪŋ/ *noun* the folding of paper against the grain

**cross hatching** /'krɒs hæʃtɪŋ/ *noun* a series of lines in two directions to give shading to a line drawing

**crosshead** /'krɒshed/, **crossheading** *noun* the heading of a paragraph or section which is centred over a column, used in magazines to break up long columns of text

**cross-index** /'krɒs ɪndeks/ *verb* **1.** to give a particular item one or more additional entries in an index, under different headings, as cross-references to it **2.** to supply cross-references in something ○ 'Hyde' is cross-indexed to 'Jekyll and Hyde'.

**cross-line screen** /,krɒs laɪn 'skri:n/ *noun* a common screen for making half-tones

**cross marks** /'krɒs mɑ:ks/ *plural noun* little crosses at the corners of sheets or overlays, which indicate where the different films are to be placed to achieve the correct register

**cross off** /,krɒs 'ɒf/ *verb* to remove something from a list ○ *You can cross him off our mailing list.*

**cross out** /,krɒs 'aʊt/ *verb* to put a line through something that has been written ○ *She crossed out £250 and put in £500.* ○ *The paragraph had been crossed out by the author and reinstated by the editor.*

**cross-refer** /,krɒs rɪ'fɜ:/ *verb* to give a note that tells a reader of a book, index or library catalogue to look in another speci-

fied part or on another page of the same work. Also called **cross-reference**

**cross-reference** /,krɒs 'ref(ə)rəns/ *noun* a footnote in a document which tells you that there is other relevant information in another part of the document ■ *verb* to make a reference to another part of the book ○ *The various paper sizes are cross-referenced to the appendix.*

**cross-section** /'krɒs ,sekʃən/ *noun* a representative sample of a group of people or things

**cross-shake** /'krɒs ʃeɪk/ *noun* the act of shaking paper pulp from side to side as it goes into the papermaking machine, thus setting the fibres into a particular direction

**crosstalk** /'krɒstɑ:k/ *noun* unwanted sounds or other signals picked up by one channel of an electronic communications system from another channel, e.g. between telephones or loudspeakers

**crown** /kraʊn/ *noun* a size of book based on an old paper size of 15 x 20 inches or 380 x 508mm, so called because the old paper was originally identified by a watermark of a crown

**Crown copyright** /,kraʊn 'kɒpraɪt/ *noun* the copyright on British government publications, which belongs to the Stationery Office

**crown octavo** /,kraʊn ɒk'tɑ:vəʊ/ *noun* a size of book, formerly 7 1/2 x 5 inches, now 186 x 123mm

**crown quarto** /,kraʊn 'kwɔ:təʊ/ *noun* a size of book, formerly 10 x 7 1/2 inches, now 246 x 186mm

**CRPU** *abbreviation* camera-ready paste-up

**CRT** *abbreviation* cathode ray tube

**crusher panel** /'krʌʃə ,pæŋ(ə)l/ *noun* an area on a book cover blocked ready for title lettering to be blocked over it

**crushing** /'krʌʃɪŋ/ *noun* the process of smashing or pressing a sewn book, so as to remove air from between the pages, before it goes for binding

**C series** /'si: ,sɪəri:z/, **C sizes** *plural noun* ISO standard sizes of paper for envelopes. ◊ **A series, B series**

**CSS** *abbreviation* cascading stylesheet

**C/T** *abbreviation* colour transparency

**CTM** /,si: ti: 'em/ *noun* click through per thousand. ◊ **click-through rate**

**CTN** /,si: ti: 'en/ *plural noun* small retail shops which carry some books, especially popular fiction, guide books and small

reference books. Full form **confectioners, tobacconists and newsagents**

**CTP** *abbreviation* computer to plate

**cubic measure** /,kju:bɪk 'meʒə/ *noun* volume in cubic feet or metres, calculated by multiplying height, width and length

**cumulative index** /,kju:mjʊlətɪv 'ɪndeks/ *noun* an index that is built up by additions to all the previously published entries at specified times

**cure** /kjʊə/ *verb* to dry inks or paper coatings after printing to prevent set-off

**curiosa** /,kjʊəri'əʊsə/ *plural noun* books or other texts dealing with unusual topics, especially erotica

**curl** /kɜ:l/ *verb* to roll into a curved shape ○ *The paper has curled at the edges with damp.* ■ *noun* a measurement of the amount by which paper curls in damp conditions

**current cost accounting** /,kʌrənt 'kɒst ə,kəʊntɪŋ/ *noun* a method of accounting which notes the cost of replacing assets at current prices, rather than valuing assets at their original cost

**current list** /'kʌrənt lɪst/ *noun* a list of titles which are available at the present time

**currently** /'kʌrəntli/ *adverb* at the present time ○ *We are currently preparing the Spring Catalogue.*

**current price** /,kʌrənt 'praɪs/ *noun* today's price

**current rate of exchange** /,kʌrənt reɪt əv ɪks'tʃeɪndʒ/ *noun* today's rate of exchange

**curriculum vitae** /kə,rɪkjʊləm 'vɪ:tɑɪ/ *noun* a brief summary of somebody's personal details, education and career. Abbr **CV**

**curtive** /'kɜ:sɪv/ *noun* a typeface which is similar to handwriting, in that each letter flows on to the next, though without being completely joined

**cursor** /'kɜ:sə/ *noun* a mark on a computer screen which can be moved around and which indicates where anything that is input will appear

**curve** /kɜ:v/ *noun* 1. a line that bends around ○ *The graph shows an upward curve.* 2. a slang term for digital expression of a colour separation specification ■ *verb* to make something bend

**curved electros** /,kɜ:vɪd r'lektroʊz/, **curved plates** *plural noun* plates that are curved to fit on rotary printing presses

**cushion** /'kʊʃ(ə)n/ *noun* a soft pad on which a leatherbound book is placed for tooling

**custom** /'kʌstəm/ *noun* the use of a shop by regular shoppers

**custom-bound** /'kʌstəm baʊnd/ *adjective* bound specially for a customer

**custom-built** /'kʌstəm bɪlt/ *adjective* made specially for one customer. Also called **custom-made**

**customer** /'kʌstəmə/ *noun* a person who buys a product or uses a service

**customer appeal** /'kʌstəmər əˈpi:l/ *noun* what attracts customers to a product

**customer file** /'kʌstəmə faɪl/ *noun* details of a customer kept as a record by a company

**customer profile** /,kʌstəmə 'prəʊfaɪl/ *noun* a description of an average customer for a product or service ○ *The customer profile shows our average buyer to be male, aged 25–30, and employed in the service industries.*

**customer relations management** /,kʌstəmə rɪˈleɪʃ(ə)nz ˌmænɪdʒmənt/ *noun* an approach to management that focuses on building and maintaining long-term relationships with customers through the use of, e.g., loyalty cards, special credit cards and Internet contacts. Abbr **CRM**

**customer service department** /,kʌstəmə 'sɜ:vɪs dɪˌpɑ:tmənt/ *noun* a department in a company which deals with customers and their complaints and orders

**customise** /'kʌstəmaɪz/, **customize** *verb* to adapt something to a particular person's requirements

**custom-made** /,kʌstəm 'meɪd/ *adjective* same as **custom-built**

**custom publishing** /'kʌstəm ˌpʌblɪʃɪŋ/ *noun* publishing done specially for a customer according to their needs, especially of educational materials designed to suit a specific course

**customs** /'kʌstəmz/ *noun* the government department which organises the collection of taxes on imports, or an office of this department at a port or airport ○ *The delivery was delayed at customs.*

**customs broker** /'kʌstəmz ˌbrəʊkə/ *noun* a person or company which takes goods through customs for a shipping company

**customs clearance** /'kʌstəmz ˌklɪərəns/ *noun* a document given by

customs to a shipper to show that customs duty has been paid and the goods can be shipped

**customs declaration** /'kʌstəmz dekləˌreɪʃ(ə)n/ *noun* a statement showing goods being imported on which duty will have to be paid

**customs duty** /'kʌstəmz ˌdʒu:ti/ *noun* a tax paid on goods brought into or taken out of a country

**customs entry point** /,kʌstəmz 'entri pɔɪnt/ *noun* a place at a border between two countries where goods are declared to customs

**customs formalities** /'kʌstəmz fɔ: ˌmærlɪtɪz/ *plural noun* declaration of goods by the shipper and examination of them by customs

**customs officers** /'kʌstəmz ˌɒfɪsəz/, **customs officials** *plural noun* people working for customs

**customs tariff** /'kʌstəmz ˌtærɪf/ *noun* a list of duties to be paid on imported goods

**cut** /kʌt/ *noun* **1.** a sudden lowering of a price, salary or number of jobs ○ *big price cuts* ○ *cuts in salaries* **2.** an act of removing part of a text or photograph ○ *The author objected to making any cuts in his text.* ○ *We will have to make some drastic cuts if the text is to fit into 320 pages.* ○ *The libel lawyers have asked for cuts to be made to chapter two.* **3.** *US* a piece of metal used for printing an illustration (NOTE: The UK term is **block**.) ■ *verb* to delete data on a computer, often in order to insert it somewhere else

**cut-and-paste** /,kʌt ən 'peɪst/ *noun* **1.** a facility of computers allowing data to be deleted in one place and inserted in another **2.** the normal way of doing a paste-up, where the various items are carefully cut out with a scalpel and positioned on a sheet

**cutback** /'kʌtbæk/ *noun* a reduction ○ *cutbacks in government spending*

**cut down** /,kʌt ˈdaʊn/, **cut down on** *verb* to reduce the amount of something used ○ *The office is trying to cut down on electricity consumption.* ○ *We have installed a word processor to cut down on paperwork.*

**cut edges** /,kʌt ˈedʒɪz/ *plural noun* the edges of a book which have been trimmed by a guillotine, i.e. the top, bottom and foreedges

**cut flush** /,kʌt 'flʌʃ/ *adjective* used to describe a book which has been trimmed so that the cover does not stick out further than the pages

**cut in** /,kʌt 'ɪn/ *verb* to cut into a surface

**cut-in index** /,kʌt ɪn 'ɪndeks/ *noun* same as **step index**

**cut-in notes** /,kʌt ɪn 'nəʊts/ *plural noun* printed notes set as a rectangular block of text in the outer edge of a paragraph of a page, with the main text shaped around them

**caption** /'kʌtɪn/ *noun* US the caption to an illustration

**cut lines** /'kʌt laɪnz/ *plural noun* marks showing on a proof, which are left from the edges of film or paper patches on the original copy

**cut marks** /'kʌt mɑ:ks/ *plural noun* US marks on a sheet of paper, showing where it has to be guillotined

**cutoff** /'kʌtɒf/ *noun* **1.** a length of paper cut to make a sheet from a web press, equal to the plate cylinder circumference **2.** paper that has been cut off

**cutoff knife** /'kʌtɒf naɪf/ *noun* a knife that cuts off the sheets on a rotary press

**cutoff rubber** /'kʌtɒf ,rʌbə/ *noun* a strip of rubber against which the cutoff knife cuts the sheets

**cut out** /,kʌt 'aʊt/ *verb* **1.** to remove something from a text by cutting ○ *We have cut out all references to the Queen.* **2.** to remove the background from an illustration, leaving the main part as a silhouette

**cutout** /'kʌtʌʊt/ *noun* **1.** a piece of paper or card which is cut out from a large piece **2.** an illustration where the background has been removed, leaving a silhouette

**cutout book** /'kʌtʌʊt bʊk/ *noun* a children's book where the illustrations can be cut out to make models or figures

**cut sheet feeder** /,kʌt 'ʃi:t ,fi:də/ *noun* a mechanism that automatically feeds single sheets of paper into a printer

**cut size** /'kʌt saɪz/ *noun* a size of paper which is used by home and office printers, convenient for use without the need for cutting or folding, such as A4

**cutter** /'kʌtə/ *noun* a machine that cuts

**cutting** /'kʌtɪŋ/ *noun* a reference to a client, company or author in a newspaper or magazine, which is cut out of the paper and filed for reference (NOTE: The US term is **clipping**.)

**cutting agency** /'kʌtɪŋ ,eɪdʒənsi/, **cutting service** /'kʌtɪŋ ,sɜ:vɪs/ *noun* an office which cuts out references to a client from newspapers and sends them to that person for a fee

**cutting and creasing** /,kʌtɪŋ ən 'kri:ʃɪŋ/ *noun* an operation carried out on a letterpress cylinder machine, using dies to cut and crease paper or card into shapes

**cutting cylinder** /'kʌtɪŋ ,sɪlɪndə/ *noun* a cylinder with knives which cut the printed section from the web

**cutting marks** /'kʌtɪŋ mɑ:ks/ *plural noun* marks printed on the sheet showing where it has to be cut

**CV** *abbreviation* curriculum vitae

**cyan** /'saɪən/ *noun* a special blue, one of the three process colours

**cyan-magenta-yellow-key** /,saɪən mæ,dʒentə ,jeləʊ 'ki:/ *adjective* full form of **CMYK**

**cyberlaw** /'saɪbələ:/ *noun* the body of laws relating to computers, information systems and networks

**cybermarketing** /'saɪbə,mɑ:kɪtɪŋ/ *noun* marketing that uses any kind of Internet-based promotion, e.g. targeted emails, bulletin boards, websites, or sites from which the customer can download files

**cyberphobia** /,saɪbə'fəʊbiə/ *noun* a pathological fear of computers and information technology

**cybershopping** /'saɪbə,ʃɒpɪŋ/ *noun* the activity of making purchases using the Internet

**cyberspace** /'saɪbəspeɪs/ *noun* the notional environment in which electronic information exists or is exchanged ○ *We met by writing to each other on the World Wide Web in cyberspace.*

**cybrary** /'saɪbrəri/ *noun* **1.** a guide to the information available on the World Wide Web on a particular topic **2.** an information-gathering service using the Internet

**cyclical factors** /,sɪklɪk(ə)l 'fæktəz/ *plural noun* the ways in which a trade cycle affects businesses

**cyclohexylamine** **carbonate** /,saɪkləʊheksɪləmi:n 'kɑ:bəneɪt/ *noun* a chemical used to remove the acid from paper. Abbr **CHC**

**cyclopedial** /,saɪklə'pi:diəl/ *noun* PUBL same as **encyclopedia**

**cylinder** /'sɪlɪndə/ *noun* a long, round object, which is usually hollow ○ *The*



*posters are delivered in cardboard cylinders.*

**cylinder brake** /'sɪlɪndə breɪk/ *noun* a device which stops the running of a printing press

**cylinder-dried paper** /'sɪlɪndə draɪd ,peɪpə/ *noun* paper which has been dried by running it over hot cylinders

**cylinder press** /'sɪlɪndə pres/ *noun* a printing press where the paper is carried on a fixed cylinder which presses it onto the flat forme containing the inked type. Also called **flatbed cylinder press**

**Cyrillic alphabet** /sə'rɪlɪk ,æfəbet/ *noun* the Russian alphabet, also used in some other Slavonic languages such as Ukrainian and Bulgarian

# D

**dagger** /'dægə/ *noun* a second reference mark for footnotes. Symbol †

**daily** /'deili/ *adjective* happening every day ■ *noun* a newspaper published every weekday

**damages** /'dæmɪdʒɪz/ *plural noun* money that is paid by court order to somebody to compensate for harm done to them or to their reputation

**damp** /dæmp/ *adjective* slightly wet ■ *noun* □ **the damp** wet conditions ○ *The books have been affected by damp.*

**dampen** /'dæmpən/ *verb* to make something damp

**dampening roller** /'dæmp(ə)nɪŋ ˌrəʊlə/, **damper** /'dæmpə/ *noun* a roller which keeps the plate wet in lithographic printing

**dancing roller** /'dɑːnsɪŋ ˌrəʊlə/ *noun* same as **jockey roller**

**dandy roll** /'dændi rəʊl/, **dandy roller** *noun* a roller covered with wire mesh which presses the wet paper and can make watermarks on it if the mesh has a pattern on it

**dangler** /'dæŋɡlə/ *noun* same as **shelf wobblers**

**dark** /dɑːk/ *adjective* not light ○ *The cover is dark green, with gold lettering.*

**darken** /'dɑːkən/ *verb* to make something darker or to become darker ○ *The picture needs darkening.* ○ *The light cover paper will darken with age.*

**darkroom** /'dɑːkruːm/ *noun* a room protected from daylight and using infrared light only, where films can be developed and printed

**dash** /dæʃ/ *noun* a punctuation mark (-) that is a short horizontal line used to mark off a section of a sentence

**data** /'deɪtə/ *noun* information usually in the form of facts or statistics which can be

analysed ○ *The data is easily available.* (NOTE: **Data** is historically a plural noun but is now usually treated as a singular.)

**data acquisition** /'deɪtə ˌækwɪzɪʃ(ə)n/ *noun* the gathering of data about a particular subject. Also called **data collection**

**data bank** /'deɪtə bæŋk/ *noun* a large store of information, especially kept in or available to a computer, sometimes consisting of several databases

**database** /'deɪtəbeɪs/ *noun* **1.** software which enables the user to organise data for easy retrieval **2.** a collection of data stored in a computer which can be easily and quickly retrieved

**database publishing** /'deɪtəbeɪs ˌpʌblɪʃɪŋ/ *noun* publishing information selected from a database, either online where the user pays for it on a per-page inspection basis, or as a CD-ROM

**database right** /'deɪtəbeɪs raɪt/ *noun* a form of copyright which applies to a collection of data held in a database, which gives it protection from extraction and reuse

**database setting** /'deɪtəbeɪs ˌsetɪŋ/ *noun* typesetting of the information in a database directly from the codes written into the database

**data capture** /'deɪtə ˌkæptʃə/ *noun* the act of collecting data and converting it into a form compatible with computers

**data collection** /'deɪtə kəˌleɪʃən/ *noun* same as **data acquisition**

**data compression** /'deɪtə kəm ˌpreʃ(ə)n/ *noun* a means of reducing the size of blocks of data by removing spaces, empty sections and unused material

**data handling** /'deɪtə ˌhændlɪŋ/ *noun* same as **data preparation**

**data mining** /'deɪtə ˌmaɪnɪŋ/ *noun* the process of locating previously unknown

patterns and relationships within data using a database application, e.g. finding customers with common interests in a retail establishment's database

**data preparation** /'deɪtə ,prepəreɪf(ə)n/ *noun* the conversion of data into a machine-readable format. Also called **data handling**

**data processing** /'deɪtə ,prəʊsesɪŋ/ *noun* the process of selecting and examining data in a computer to produce information in a special form. Abbr **DP**

**data protection** /'deɪtə prə'tekʃən/ *noun* the procedure of making sure that data is not copied by an unauthorised user

**Data Protection Act** /,deɪtə prə'tekʃən ,ækt/ *noun* a piece of legislation passed in 1984 in the UK which requires any owner of a database that contains personal details to register

**data retrieval** /,deɪtə rɪ'tri:v(ə)l/ *noun* the process of searching, selecting and reading data from a stored file

**datasheet** /'deɪtəʃi:t/ *noun* a document accessible on the Internet that gives a detailed description of something, especially a product

**data storage** /'deɪtə ,stɔ:ɪdʒ/ *noun* the ability to store data in the memory of a computer

**data warehouse** /'deɪtə ,weəhəʊs/ *noun* a database used for analysing overall business strategy rather than routine operations

**dateline** /'deɪtləɪn/ *noun* a line at the beginning of a newspaper report, giving the date and place from where the report was filed

**date of publication** /,deɪt əv ,pʌblɪ'keɪʃ(ə)n/ *noun* same as **publication date**

**date of receipt** /,deɪt əv rɪ'si:t/ *noun* the date when something is received

**date stamp** /'deɪt stæmp/ *noun* a stamp with rubber figures which can be moved, used for marking the date on documents

**datum** /'deɪtəm/ *noun* a piece of information (NOTE: **Datum** is the singular of **data**.)

**day glow** /'deɪ gləʊ/ *noun* a range of fluorescent inks

**day release** /,deɪ rɪ'li:s/ *noun* a system of training by which employees are allowed a regular day each week to attend college

**day shift** /'deɪ ʃɪft/ *noun* a shift worked during the daylight hours

**d.c.** *abbreviation* double column

**DCS** *noun* a format developed by Quark Inc that is an extension to the standard EPS format. Full form **Desktop Colour Separations** (NOTE: DCS is used in process colour work and allows CMYK separations to be saved in a format that can be read by other applications.)

**DD** *abbreviation* double density

**DDC** *abbreviation* Dewey decimal classification

**DDS** *abbreviation* Dewey decimal system

**deacidify** /,di:'sɪdɪfaɪ/ *verb* to remove the acid from paper. ♦ **CHC paper**

**dead** /ded/ *adjective* **1.** not alive ○ *The author has been dead for sixty years, so his work is out of copyright.* **2.** not working ○ *The telephone line suddenly went dead.*

**dead copy** /,ded 'kɒpi/ *noun* a manuscript which has been keyboarded and typeset, and therefore is no longer needed

**dead keys** /'ded ki:z/ *plural noun* keys on a keyboard that cause a function to occur rather than a character to print, e.g. the shift key

**dead letters** /'ded ,letəz/ *plural noun* letters still in the case, but which cannot be used because there is no more type left of one letter

**deadline** /'dedlaɪn/ *noun* the stated time or date by which work must be finished

**dead metal** /,ded 'met(ə)l/ *noun* the parts of a metal printing plate which do not print

**dead white** /,ded 'waɪt/ *noun* pure white, without the addition of blue or red which makes it more 'alive'

**deal** /di:l/ *noun* a business agreement, affair or contract ○ *to arrange a copublishing deal* ○ *The sales director set up a deal with a Russian import house.* ○ *The deal will be signed tomorrow.* ○ *They did a deal with an American agent.* ■ **verb** **1.** □ **to deal with** to organise something ○ *Leave it to the filing clerk – he'll deal with it.* □ **to deal with an order** to supply an order **2.** to trade or to buy and sell

**debark** /di:'bɑ:k/ *verb* to remove the bark from wood

**debarked wood** /di:,bɑ:kt 'wʊd/ *noun* wood which has had the bark stripped off, and is ready to be ground into pulp for papermaking

**debit** /'deɪbɪt/ *noun* money which is owed

**debit and credit** /,deɪt ən 'kredɪt/ *noun* money which a company owes and which it receives

**debit balance** /'deɪtɪ bə'leɪns/ *noun* a balance in an account showing that more money is owed than has been received

**debit column** /'deɪtɪ ,kɒləm/ *noun* the left-hand column in accounts showing the money paid or owed to others

**debit entry** /'deɪtɪ ,entri/ *noun* an entry on the debit side of an account

**debit note** /'deɪtɪ nəʊt/ *noun* a note showing that a customer owes money

**debit side** /'deɪtɪ saɪd/ *noun* the left-hand side of an account showing the money paid or owed to others

**deboss** /di:'bɒs/ *v* to press a mould on the top of something so that the surface is depressed. Compare **emboss**

**Debrett** /də'breɪt/ *noun* a publication that lists members of the British aristocracy, including information on related topics such as honours, ranks, titles, forms of address, and etiquette

**debt** /det/ *noun* money owed for goods or services □ **to service a debt** to pay interest on a debt

**debt collection** /'det kə'leɪkʃən/ *noun* the collection of money that is owed

**debt collection agency** /'det kə'leɪkʃən ,eɪdʒənsi/ *noun* a company that collects debts for a commission

**debt collector** /'det kə'leɪktə/ *noun* a person who collects debts

**debtor** /'detə/ *noun* a person or company which owes money

**debtor side** /'detə saɪd/ *noun* the debit side of an account

**debts due** /,dets 'dju:/ *plural noun* money owed which is due for repayment

**debug** /di:'bʌg/ *verb* to test a computer program to locate and correct any errors ○ *They spent weeks debugging the system.*

**decal** /dɪ'kæl/ *noun* a small piece of plastic which sticks to a surface, used often as an advertisement

**deciding factor** /dɪ'saɪdɪŋ 'fæktə/ *noun* the most important factor which influences a decision

**decimal point** /,desɪm(ə)l 'pɔɪnt/ *noun* a dot or comma which separates whole numbers from decimal fractions, e.g. in 2.75

COMMENT: The dot should be raised above the line, though it is never printed in this way by computer printers. Note that the decimal

point is used in English-speaking countries, and that in most other countries the decimal is indicated by a comma.

**decimal system** /'desɪm(ə)l ,sɪstəm/ *noun* a system based on the number 10

**decimal tabbing** /,desɪm(ə)l 'tæbɪŋ/ *noun* the process of adjusting a column of numbers so that the decimal points are aligned vertically

**decipher** /dɪ'saɪfə/ *verb* to work out what something means, even if it is difficult to read or understand

**deckle** /'dek(ə)l/ *noun* **1.** the raised edge of the wire tray in which handmade paper is made, which stops the pulp from running over the edge of the tray **2.** the width of a machine which makes paper, hence the width of a piece of paper as it is made

COMMENT: Handmade paper always has a deckle edge, and this has to be cut off before printing, so that the lay of the paper is the same from sheet to sheet. An artificial deckle edge is given to machine-made writing paper to make it more attractive.

**deckle edged paper** /'dek(ə)l edʒd ,peɪpə/ *noun* paper with a deckle edge

**deckle frame** /'dek(ə)l freɪm/ *noun* a wooden frame holding the wire on which handmade paper is made

**deckle strap** /'dek(ə)l stræp/ *noun* a flat piece of rubber along the edge of the wire mesh in a papermaking machine, which stops the pulp from running over the edge

**decollate** /,di:kə'leɪt/ *verb* to separate continuous stationery into single sheets, or to split two-part or three-part stationery into its separate parts

**decollator** /,di:kə'leɪtə/ *noun* a machine used to separate continuous stationery into single sheets or to split two-part or three-part stationery into separate parts

**decorative** /'dek(ə)rətɪv/ *adjective* of illustrations, photographs or flourishes, intended to brighten and break up the text

**dedicate** /'dedɪkeɪt/ *verb* **1.** to print a special note in a book offering it to somebody, usually a relative or friend, as a token of affection ○ *He dedicated the book of poetry to his wife and daughters.* **2.** to use for one purpose only

**dedicated line** /,dedɪkeɪtɪd 'laɪn/ *noun* a telephone line assigned to a designated user, usually to provide a permanent connection to the Internet

**dedicated word processor** /,dedɪkeɪtɪd 'wɜ:d ,prəʊsesə/ *noun* a

small computer which has been configured to do only word processing

**dedication** /,dedɪ'keɪʃ(ə)n/ *noun* words used to offer a book, work or performance to honour somebody

**deep** /di:p/ *adjective* strong and dark ○ *The book has a deep blue cover with silver lettering.*

**deepen** /'di:pən/ *verb* to make something such as a colour deeper

**deep-etch** /'di:p etʃ/ *verb* to etch the image very slightly below the surface of a printing plate, a process used in offset lithography to give a more intense print

**deep-etched halftone** /,di:p etʃt 'hɑ:ftəʊn/ *noun* a plate etched deeper than normal, often leaving white spaces

**deep Web** /,di:p 'web/ *noun* searchable databases accessible through the Internet, which must be searched using CQL queries and not with an ordinary Web search engine

**defamatory** /dɪ'fæmət(ə)ri/ *adjective* relating to words that are damaging about a person or a person's character ○ *He wrote a series of defamatory articles about the film star in a Sunday paper.* ○ *The minister sued the paper for publishing defamatory articles about his private life.*

**default** /dɪ'fɔ:lt/ *noun* failure to carry out a contract ○ *The company is in default on their repayments.* ■ *verb* to fail to carry out the terms of a contract, especially to fail to pay back a debt

**defect** /'di:fekt/ *noun* a fault in a machine

**defective** /dɪ'fektɪv/ *adjective* not working properly

**defer** /dɪ'fɜ:z/ *verb* to put back or postpone an action to a later date ○ *to defer payment* ○ *The decision has been deferred until the next meeting.*

**deferment** /dɪ'fɜ:mənt/ *noun* the act of putting something back to a later date ○ *deferment of payment* ○ *deferment of a decision*

**define** /dɪ'faɪn/ *verb* to explain the meaning of something

**definition** /,defɪ'nɪʃ(ə)n/ *noun* a statement of meaning, especially in a dictionary

**definitive** /dɪ'fɪnɪtɪv/ *adjective* relating to the final or the best and most complete work on a subject ○ *a definitive edition of Dickens* ○ *This is the definitive biography of Jane Austen.* ○ *They published the definitive work on sixteenth-century printing.*

**degradation** /,degrə'deɪʃ(ə)n/ *noun* a loss of picture or signal quality ○ *Line art can be reproduced on scanners or photocopied without much degradation.*

**degree** /dɪ'ɡri:/ *noun* a qualification awarded by a university or college following successful completion of a course of study or period of research, or a similar qualification granted as an honour

**deink** /dɪ:'ɪŋk/ *verb* to remove the ink from printed paper as part of the recycling process

**dejamming** /dɪ:'dʒæŋɪŋ/ *noun* same as **anti-aliasing**

**del.** *abbreviation* an instruction by a proofreader to a compositor to delete part of a text

**delete** /dɪ'li:t/ *verb* to remove information that has been written down or stored in a computer ■ *noun* **1.** a written sign used in proofreading, to show that a word should be deleted **2.** an instruction given to a computer to remove a section of text

**delete character** /dɪ,li:t 'kærɪktə/ *noun* a special code used to indicate data or text to be removed

**delete key** /dɪ'li:t ki:/ *noun* a computer key that moves the cursor to erase characters, or removes highlighted text

**deletion** /dɪ'li:ʃ(ə)n/ *noun* **1.** the act of deleting something, or something which is deleted ○ *The lawyers demanded the deletion of all references to their client.* **2.** a word or piece of text which has been deleted ○ *There were six deletions from the last page of the index.* ○ *There were so many deletions that the text is now about two pages shorter.*

**'Delibros'** *noun* a Spanish magazine dealing with books and publishers

**deliver** /dɪ'lvɪvə/ *verb* **1.** to transport goods to a customer ○ *When does the binder expect to deliver the bound copies?*

**2.** to give a manuscript to a publisher ○ *The author has to deliver the last chapter by the end of the year.* ○ *The publisher cannot guarantee publication if the manuscript is not delivered on time.*

**delivered price** /dɪ'lvɪvəd praɪs/ *noun* a price which includes packing and transport

**delivery** /dɪ'lvɪv(ə)ri/ *noun* **1.** the handing of a manuscript to a publisher ○ *The second part of the advance on royalties is payable on delivery of the manuscript.* **2.** part of a printing machine where grippers move printed sheets from the machine and stack

them **3.** the goods being delivered ○ *We take in three deliveries a day.* ○ *There were four pallets of books missing in the last delivery.* ○ *The warehouse will close for Christmas and will not accept deliveries after December 20th.* **4.** □ **delivery of goods** the transport of goods to a customer's address ○ *We charge for delivery outside London.* ○ *The delivery date for bound copies has been put back by three weeks.* ○ *We guarantee delivery within 28 days.* ○ *Delivery is not included in the price.*

**delivery instructions** /dɪ'lɪv(ə)ri ɪn ˌstrʌkʃ(ə)nz/ *plural noun* details of how goods are to be shipped and delivered. Also called **shipping instructions**

**delivery note** /dɪ'lɪv(ə)ri nəʊt/ *noun* a list of goods being delivered, given to the customer with the goods

**delivery order** /dɪ'lɪv(ə)ri ˌɔ:də/ *noun* instructions given by the customer to the person holding the goods, to tell them to deliver

**delivery tapes** /dɪ'lɪv(ə)ri teɪps/ *plural noun* broad ribbons which hold the printed sheets as they come out of the press

**delivery time** /dɪ'lɪv(ə)ri taɪm/ *noun* the number of days before something will be delivered

**delivery van** /dɪ'lɪv(ə)ri væn/ *noun* a goods van for delivering goods to retail customers

**de luxe edition** /,dɪ ˈlʌks ɪ,dɪʃ(ə)n/ *noun* a special edition of a book, printed on very good-quality paper and with an expensive binding, selling for a higher price than a standard edition

**demand** /dɪ'mɑ:nd/ *noun* the number of people wanting to buy something ○ *There is not much demand for this item.* ■ *verb* to ask for something in a forceful way

**demographics** /,demə'græfɪks/ *noun* the details of the population of a country, or any community or group, in particular its size, density, distribution, and the birth, death, and marriage rates, which affect marketing

**demy** /'demi/ *noun* a traditional British paper size

**demy octavo** /,demi ɒk'tɑ:vəʊ/ *noun* a book format, formerly 8 3/4 x 5 inches, now 216 x 138mm

**demy quarto** /,demi ˈkwɔ:təʊ/ *noun* a book format, formerly 11 1/4 x 8 3/4 inches, now 279 x 219mm

**densitometer** /,densɪ'tɒmɪtə/ *noun* **1.** a device for measuring the absorption of light, used to calculate the thickness of ink required to print on a particular type of paper **2.** a device for measuring the size of dots in halftones

**density** /'densɪti/ *noun* the level of darkness of an image

COMMENT: Scanner software produces various shades of grey by using different densities or arrangements of black and white dots and/or different sized dots.

**density dial** /'densɪti ˌdaɪəl/ *noun* a knob that controls the density of a printed image ○ *When fading occurs, turn the density dial on the printer to full black.*

**densometer** /den'sɒmɪtə/ *noun* a device used for testing paper porosity by measuring the time taken for a particular volume of air to pass through a sample area of paper

**dentelle** /den'tel/ *noun* gold decoration used on book covers, like a series of little teeth

**department** /dɪ'pɑ:tmənt/ *noun* **1.** a specialised section of a large company **2.** a section in a large store selling one type of product **3.** a section of the British government containing several ministries ○ *the Department of Trade and Industry*

**deposit** /dɪ'pɒzɪt/ *noun* **1.** an amount of money paid in part payment **2.** an amount of money that a person gives when they borrow something and which is returned to them when the item is returned undamaged **3.** documents placed in a record office for safe keeping **4.** a legal requirement for one copy of any published book to be sent to a national deposit library ■ *verb* **1.** to put money into a bank account ○ *to deposit £100 in a current account* **2.** to give a copy of a book to a deposit library as part of the process of publishing the book

**deposit library** /dɪ'pɒzɪt ˌlaɪbrəri/ *noun* a national library to which a publisher has by law to give a copy of each book published

COMMENT: In the British Isles, the deposit libraries are the British Library, the Bodleian Library at Oxford, Cambridge University Library, the National Library of Scotland and the Library of Trinity College Dublin; the Welsh National Library may also receive copies.

**depreciate** /dɪ'pri:ʃi:et/ *verb* **1.** to reduce the value of assets in accounts ○ *We depreciate our company cars over three years.* **2.** to lose value ○ *The pound has depreciated by 5% against the dollar.*

**depreciation** /dɪˌpriːʃi'eɪʃ(ə)n/ *noun* a reduction in value of an asset

COMMENT: Publishers often write down the value of their stocks on the assumption that a book which is several years old is not likely to sell well, and unsold stock is therefore less valuable. Depreciation has the effect of reducing profits in the year in which it is carried out, and increasing profits in subsequent years as the depreciated stock continues to sell. Depreciation does mean that stock can be remaindered without loss.

**depreciation rate** /dɪˌpriːʃi'eɪʃ(ə)n reɪt/ *noun* the rate at which an asset is depreciated each year in the accounts

**depth gauge** /'depθ geɪdʒ/, **depth scale** *noun* a ruler used to measure the space between lines of type

**depth of field** /ˌdepθ əv 'fiːld/ *noun* the amount of a scene that will be in focus when photographed with a particular aperture setting

**depth of focus** /ˌdepθ əv 'fəʊkəs/ *noun* the position of film behind a camera lens that will result in a sharp image

**depth of page** /ˌdepθ əv 'peɪdʒ/ *noun* a measurement of the type area from the headline to the folio at the bottom of the page

**descender** /dɪ'sendə/ *noun* the part of a letter which falls below the base line, as in 'j', 'y', 'p', 'g' and 'q'

**descender line** /dɪ'sendə laɪn/ *noun* a line which marks the lowest level of the descenders in a particular face

**descending letter** /dɪ'sendɪŋ ˌletə/ *noun* a letter that has a descender, such as 'g', 'p' or 'y'

**desensitize** /dɪ'sensətaɪz/, **desensitize** *verb* to wash an offset litho plate with chemicals to make sure the ink will not stick to the non-printing areas

**design** /dɪ'zaɪn/ *verb* to plan what something new will be like ■ *noun* **1.** the planning or drawing of a product before it is manufactured **2.** a drawing which shows how a book or page or cover will look when finished ○ *The designs for the cover were turned down by the author.* ○ *The artist brought a portfolio of page designs to show the art director.*

**designation mark** /ˌdeɪzɪŋ'neɪʃ(ə)n ˌmɑːk/ *noun* a signature mark, letter or number, printed in very small type on the fold of the signature, so that the sequence of sections can be easily checked

**design brief** /dɪ'zaɪn brɪːf/ *noun* instructions to a designer explaining what they should be designing for a particular project and any factors they should bear in mind

**design department** /dɪ'zaɪn dɪ ˌpɑːtmənt/ *noun* a department in a large company which designs the company's products or its advertising

**designer** /dɪ'zaɪnə/ *noun* a person who designs something

**design studio** /dɪ'zaɪn ˌstjuːdiəʊ/ *noun* an independent firm which specialises in creating designs for companies

**desk** /desk/ *noun* a writing table in an office or study

**desk copy** /'desk ˌkɒpi/ *noun* a free copy of a book sent to somebody who may read it to buy rights in it, or to order it in quantity for class use

**desk editor** /'desk ˌedɪtə/ *noun* an editor who works at a desk, preparing copy for the printer, checking proofs and collating corrections

**desk pad** /'desk pæd/ *noun* a pad of paper kept on a desk for writing notes

**desktop** /'desktp/ *noun* a display on a computer screen comprising background and icons representing equipment, programs and files ■ *adjective* relating to something that sits on top of a desk or that can be done on a desk

**Desktop Colour Separations** *plural noun* full form of DCS

**desktop computer** /ˌdesktp kəm ˈpjʊːtə/ *noun* a computer, usually with a keyboard and monitor, which is small enough to be used on a desk

**desktop media** /ˌdesktp ˈmiːdiə/ *noun* a combination of presentation graphics, desktop publishing and multimedia (NOTE: The phrase was originally used by Apple.)

**desktop publishing** /ˌdesktp ˈpʌblɪʃɪŋ/ *noun* the design and layout of text and graphics using a small computer with a specific software application package and a printer. Abbr **DTP**

**destock** /diːstɒk/ *verb* to reduce the amount of stock in a shop or warehouse ○ *Bookstores have been destocking after the Christmas buying season and are returning thousands of copies of unsold paperbacks.*

**detail** /'di:teɪl/ *noun* a small condition or fact ■ *verb* to list or give full information about things

**detailed account** /,di:teɪld ə'kaʊnt/ *noun* an account which lists every item

**detailed drawing** /'di:teɪld ,drɔ:ɪŋ/ *noun* a drawing showing a lot of small details

**detail paper** /'di:teɪl ,peɪpə/ *noun* thin transparent paper used for layouts and tracing

**detective fiction** /drɪ'tektɪv ,fɪkʃən/ *noun* crime fiction, with a detective as the main character

**Deutsche Industrienorm** /,dɔ:ɪtʃə 'ɪndʊstri:,nɔ:m/ *noun* the German industrial standards organisation. Abbr **DIN**

**develop** /dɪ'veləp/ *verb* **1.** to plan and produce something ○ *to develop a new papermaking technique* **2.** to apply a chemical process to exposed photographic film and paper to produce an image

**developer** /dɪ'veləpə/ *noun* a chemical solution used to develop exposed film

**device** /drɪ'vaɪs/ *noun* an ornamental design used by a publisher or printer as part of their logo

**diacritical marks** /,daɪə'krɪtɪk(ə)l ,mɑ:ks/, **diacritics**, **diacriticals** *plural noun* marks made above normal letters to show a change of pronunciation or stress

COMMENT: The commonest diacritics are the accents in European languages and the dots indicating vowels in Arabic.

**diaeresis** /,daɪə'rɪ:sɪs/ *noun* a printed sign, formed of two dots printed above a vowel (ë)

COMMENT: In English the diaeresis is now uncommon, but was used in words such as 'naïve' and 'coördinate' to show that the two vowels were pronounced separately and not as a diphthong; it is still used in many European languages and indicates a change in pronunciation of a vowel. In German it is called the umlaut.

**diagnostics** /,daɪəg'nɒstɪks/ *plural noun* tests that help a user find faults in hardware or software

**diagram** /'daɪəgræm/ *noun* a chart or graph that illustrates something such as a statistical trend ■ *verb* to make a diagram that represents or illustrates something

**diagrammatically** /,daɪəgrə'mæ:tɪkli/ *adverb* using a diagram ○ *The chart shows the population growth diagrammatically.*

**dial** /'daɪəl/ *noun* a round display device, like the face of a clock, on which informa-

tion is shown automatically by the movement of a hand or pointer

**dial micrometer** /'daɪəl maɪ,krɒmɪtə/ *noun* a machine for measuring paper thickness, where the reading is shown on a dial

**dialogue** /'daɪələʊg/ *noun* **1.** a written conversation in a book or play **2.** the exchange of ideas or opinions, especially between those with different viewpoints

**dial-up** /'daɪəl ʌp/ *adjective* requiring a computer modem and telephone line to establish communication with another computer or a network

**diamond** /'daɪəmənd/ *noun* an old size of type, equivalent to 4 1/2 pt

**diapositive** /,daɪə'pɒzɪtɪv/ *noun* a positive transparency

**diary** /'daɪəri/ *noun* **1.** a detailed daily record of the events in a person's life written in a book **2.** a small book with dates and blank spaces used to record appointments

**diary format** /'daɪəri ,fɔ:mæt/ *noun* a paper format similar to that used for diaries, roughly 140 x 85mm

**diazo paper** /daɪ'æzəʊ ,peɪpə/ *noun* treated paper used in the dyeline copying process. Also called **dyeline paper**

**dictate** /dɪk'teɪt/ *verb* to speak words for somebody to write down or for a machine to record

**dictionary** /'dɪkʃən(ə)ri/ *noun* a book or compact disc containing the words of a language arranged alphabetically with their meanings

COMMENT: The term 'dictionary' really applies to a book where the words are defined, but not necessarily explained; an 'encyclopedia' is a book where the words are explained, but not always defined. A 'Dictionary of Gardening' is probably in fact an encyclopedia, since it may give details of how to grow plants, rather than defining what each plant or process is. This present dictionary has many encyclopedic sections, such as this one.

**dictionary article** /'dɪkʃən(ə)ri ,ɑ:tɪk(ə)l/ *noun* a small section of a dictionary, dealing with a single word

**didot** /'dɪdɔʊ/ *noun* **1.** a modern typeface with thick black vertical lines and hairline serifs, designed by Firmin Didot in the 17th century **2.** a system of type sizes used in Europe, but not in the UK or the USA, introduced by F.-A. Didot. Compare **cicero**

COMMENT: The basic didot measurement is a point of 0.376mm, while the British and American point is 0.351mm. The cicero is



the European equivalent to the British pica, but slightly larger (about 12.5 British points or 4.511mm).

**die** /daɪ/ *noun* **1.** a matrix used for making a hot metal character **2.** any metal stamp, used for cutting or stamping

**die case** /'daɪ keɪs/ *noun* a case which holds the matrices for Monotype hot metal die casting

**die casting** /'daɪ ,kɑ:stɪŋ/ *noun* the casting of metal type using hot metal and matrices

**die cutting** /'daɪ ,kʌtɪŋ/ *noun* the use of sharp metal knives to cut out paper or cardboard in different shapes, usually on a letterpress cylinder machine

**dieresis** /,daɪə'reɪsɪs/ *noun* another spelling of **diaeresis**

**die stamping** /'daɪ ,stæmpɪŋ/ *noun* the stamping of relief decorations or text on paper or card, as e.g. an address on stationery

**differential spacing** /,dɪfərənsɪŋ/ *noun* spacing where each character takes a space equivalent to its width, 'm' taking more space than 'i'

**digest** /'daɪdʒest/ *noun* a book which summarises a series of reports, especially one that collects summaries of court decisions and is used as a reference tool by lawyers

**digester** /daɪ'dʒestə/ *noun* a device which mixes ground wood, water and chemicals together and begins the process of papermaking

**digest-size** /'daɪdʒest saɪz/ *adjective* relating to a book which measures 7 x 5 inches, the same format as the 'Reader's Digest'

**digipad** /'dɪdʒɪpæd/ *noun* same as **digitising pad**

**digit** /'dɪdʒɪt/ *noun* any of the numbers from 0 to 9

**digital** /'dɪdʒɪt(ə)l/ *adjective* representing physical quantities in numerical form

**digital divide** /,dɪdʒɪt(ə)l dɪ'vaɪd/ *noun* the difference in opportunities available to people who have access to modern information technology and those who do not

**digital font** /,dɪdʒɪt(ə)l 'fɒnt/ *noun* a font that has been digitised so that it can be stored in a computer

**digital image processing** /,dɪdʒɪt(ə)l 'ɪmɪdʒ ,prəʊsesɪŋ/, **digital image acquisition**, **digital imaging**

/,dɪdʒɪt(ə)l 'ɪmɪdʒɪŋ/ *noun* a wide range of techniques used to generate, process and reproduce images using computers

**digital object identifier** /,dɪdʒɪt(ə)l ,ɒbjekt aɪ'dentɪfaɪə/ *noun* an identifying symbol for a web file that redirects users to any new Internet location for that file. Abbr **DOI**

**digital plotter** /,dɪdʒɪt(ə)l 'plɒtə/ *noun* a plotter that receives the coordinates in digital form which it plots

**digital printing** /,dɪdʒɪt(ə)l 'prɪntɪŋ/ *noun* a method of printing in which the text or images are transferred directly to the paper without the use of film or plates. Also called **direct digital printing**

**digital proofs** /,dɪdʒɪt(ə)l 'pru:fs/ *plural noun* proofs taken from digital files prior to film output at high or low resolution

**digital repository** /,dɪdʒɪt(ə)l rɪ 'pɒzɪt(ə)rɪ/ *noun* a single system for storing and distributing all types of electronic materials

**digital rights management** /,dɪdʒɪt(ə)l 'raɪts ,mænɪdʒmənt/ *noun* the use of technologies to protect against the misuse of copyrighted digital materials. Abbr **DRM**

**digital scanning** /,dɪdʒɪt(ə)l 'skænɪŋ/ *noun* the reading of an image such as a printed character by a computer, done by building it up as a series of dots in the computer memory

**digital video disc** /,dɪdʒɪt(ə)l 'vɪdɪəʊ ,dɪsk/ *noun* full form of **DVD**

**digitisation** /,dɪdʒɪtaɪ'zeɪʃ(ə)n/, **digitization** *noun* the action of converting shapes or signals into digital form

**digitise** /'dɪdʒɪtaɪz/, **digitize** *verb* to change analogue signals such as pictures or sound into numerical data which can be processed by a computer

**digitised letterforms** /,dɪdʒɪtaɪzd 'letəfɔ:mz/ *plural noun* the shapes of characters which have been scanned and then stored as a series of dots in the computer memory

**digitised photograph** /,dɪdʒɪtaɪzd 'fəʊtəgrɑ:f/ *noun* an image or photograph that has been scanned to produce an analogue signal which is then converted to digital form and stored in a computer or displayed on a screen

**digitiser** /'dɪdʒɪtaɪzə/ *noun* a vector graphic input device which can be used to

scan an existing image, capturing x, y coordinates at desired intervals

**digitising pad** /'dɪdʒɪtaɪzɪŋ pæd/ *noun* a sensitive surface that translates the position of a pen into numerical form, so that drawings can be entered into a computer. Also called **digipad**

**digizine** /'dɪdʒiːn/ *noun* a magazine that is delivered in digital form either on the Internet or on a CD-ROM

**di litho** *abbreviation* direct lithography

**dime novel** /'daɪm ,nɒv(ə)l/ *noun* a cheap paperback novel

**dimension** /daɪ'menʃən/ *noun* a measurement of something

**dimensional** /dɪ'menʃənəl/ *adjective* relating to dimensions

**dimensional stability** /daɪ ,menʃ(ə)nəl stə'bɪlɪti/ *noun* a measurement of the ability of paper not to change its dimensions when subjected to heat, water, etc.

**dimension marks** /daɪ'menʃən mə:kz/ *plural noun* marks on CRC showing a section that has to be enlarged or reduced

**DIN** *abbreviation* Deutsche Industrienorm

**dingbats** /'dɪŋbæts/ *plural noun* US ornaments and other symbols (NOTE: The UK term is **printer's flowers**.)

**dinky sheet** /'dɪŋki ʃi:t/ *noun* a narrow web of paper

**diphthong** /'dɪfθɒŋ/ *noun* two vowels which are pronounced together as one sound, sometimes printed together with a ligature, as in 'encyclo

ædia'

**direct** /daɪ'rekt/ *verb* to manage or organise something ○ *He directs our Southeast Asian operations.* ○ *She was directing the development unit until last year.* ■ *adjective* straight or with no interference

**direct access** /daɪ'rekt 'ækses/ *noun* the ability to use information without the need for an intermediary person

**direct connection** /daɪ'rekt kə 'nekʃən/ *noun* a fast permanent connection linking a computer or system to a network such as the Internet. It can be used at any time and is much faster than a dial-up connection.

**direct cost** /daɪ'rekt 'kɒst/ *noun* the production or origination cost of a particular product

**direct digital printing** /daɪ'rekt ,dɪdʒɪt(ə)l 'prɪntɪŋ/ *noun* same as **digital printing**

**direct-entry phototypesetting** /daɪ ,rekt ,entri ,fəʊtəʊ'taɪpsetɪŋ/ *noun* phototypesetting where the text is keyed directly onto a keyboard which allows it to be output as typesetting

**direct impression** /daɪ'rekt ɪm 'preʃ(ə)n/ *noun* a typesetting process where the image is created by something which hits the paper directly

**direct input** /daɪ'rekt 'ɪnpʊt/ *noun* software which allows the keyboarder to input text directly into the computer typesetter

**direction of travel** /daɪ'rekʃən əv 'træv(ə)l/ *noun* the direction in which the web of paper moves, either on a paper-making machine or through a printing press

**directions for use** /daɪ'rekʃənz fə 'ju:s/ *plural noun* instructions showing how to use something

**direct lithography** /daɪ'rekt lɪ 'θɒgrəfi/ *noun* a lithographic process where the image is printed directly from the plate onto the paper. Abbr **di litho**

**direct mail** /daɪ'rekt 'meɪl/ *noun* a system of selling goods by sending publicity material about them through the post

**direct-mail advertising** /daɪ'rekt 'meɪl ,ædvətaɪzɪŋ/ *noun* advertising by sending leaflets to people through the post

**direct marketing** /daɪ'rekt 'mɑ:kɪtɪŋ/ *noun* methods of marketing that bypass retailers, such as mail order, direct-mail advertising, telephone sales, Internet shopping etc.

**director** /daɪ'rektə/ *noun* the top person in the management of a group, company or organisation

**directory** /daɪ'rekt(ə)rɪ/ *noun* a book or database which lists the names and details of people or companies in a specific geographical or subject area

**direct positive** /daɪ'rekt 'pɒzətɪv/ *noun* film produced by direct screening

**direct printing** /daɪ'rekt 'prɪntɪŋ/ *noun* the process of printing directly from a plate onto the paper

**direct processing** /daɪ'rekt 'prəʊsesɪŋ/ *noun* a method of photocopying which requires specially treated paper that captures the image from the original as it is exposed to light

**direct screening** /daɪ,rekt 'skri:nɪŋ/ *noun* a method of originating colour separations, where the original is reproduced as screened separations using a halftone screen

**direct selling** /daɪ,rekt 'selɪŋ/ *noun* the process of selling a product direct to the customer without going through a shop

**dirty copy** /,dɜ:ti 'kɒpi/ *noun* a manuscript or typescript which has a large number of additions and changes, and is difficult to read

**dirty proof** /,dɜ:ti 'pru:f/ *noun* a proof with many keyboarding errors or which has been heavily corrected

**disclaimer** /dɪs'kleɪmə/ *noun* a legal refusal to accept responsibility

COMMENT: Publishers or authors may print disclaimers in their publications: 'the views expressed in the article are those of the author and do not represent the policy of the newspaper'; 'the characters in this novel are fictitious, and are not based on anyone living or dead'. Whether such disclaimers have any legal validity is open to question.

**discount** *noun* /'dɪskaʊnt/ a reduction in the price of something □ **10% discount for quantity purchases** you pay 10% less if you buy a large quantity □ **10% discount for cash, 10% cash discount** you pay 10% less if you pay in cash ■ *verb* /dɪs'kaʊnt/ to reduce prices to increase sales

COMMENT: Discounts vary considerably from country to country. In the UK, the basic discounts given by publishers to booksellers would be about 40%. Higher discounts will be given to wholesalers or large chains of bookshops, and also on mass-market paperbacks. Lower discounts will apply to single copy orders (or a surcharge may be added), and especially to academic books. Educational books have a basic discount of 17.5%, because the bookseller is simply passing on orders for school purchases and is not buying the books speculatively for retail sale. Educational books are usually non-net, so that the bookseller can mark up the price if he or she wishes to hold them in stock and sell them from the shelf to the public.

**discounter** /'dɪskaʊntə/ *noun* a person or company which sells goods at a discount

**discretion** /dɪ'skreʃ(ə)n/ *noun* the ability to deal with confidential situations or information without causing embarrassment ○ *I leave the matter to your discretion.*

**discretionary hyphen** /dɪ'skreʃ(ə)n(ə)ri 'haɪf(ə)n/ *noun* a hyphen inserted by the keyboard, which is

different from the spelling used in the computer's H & J program

**discrimination** /dɪ'skrɪmɪ'neɪʃ(ə)n/ *noun* treatment of people in different ways because of class, religion, race, language, colour or sex

**disinformation** /,dɪsɪnfə'meɪʃ(ə)n/ *noun* false or deliberately misleading information, often put out as propaganda

**disk** /dɪsk/ *noun* a flat, round plastic device coated with magnetised material which can be used to store information readable by a computer. Also called **disc**

**disk inking** /'dɪsk ɪŋkɪŋ/ *noun* a method of inking printing rollers, where the ink is spread from a turning plate

**Disk Operating System** /,dɪsk 'ɒpəreɪtɪŋ ,sɪstəm/ *noun* the section of the operating system in a computer that controls the disk and file management. Abbr **DOS**

**disk ruling** /'dɪsk ,ru:lɪŋ/ *noun* a method of producing ruled paper, using disks to produce the rules

**dispatch** /dɪ'spætʃ/ *noun* 1. the sending of goods to a customer ○ *The fuel shortages held up dispatch for several weeks.* 2. goods which have been sent ○ *The weekly dispatch went off yesterday.* ■ *verb* to send goods to customers

**dispatch department** /dɪ'spætʃ dɪ ,pɑ:tmənt/ *noun* a department in a company which deals with the packing and sending of goods to customers

**dispatcher** /dɪ'spætʃə/ *noun* a person who sends goods to customers

**dispatch note** /dɪ'spætʃ nəʊt/ *noun* a note saying that goods have been sent

**display** /dɪ'spleɪ/ *noun* an exhibition for public viewing ■ *verb* to set up or arrange for something to be viewed

**display advertisement** /dɪ'spleɪ əd ,vɜ:tɪsmənt/ *noun* an advertisement which is well designed to attract attention

**display attribute** /dɪ'spleɪ ,ætrɪbjʊ:t/ *noun* a variable which defines the shape, size or colour of text or graphics displayed in a DTP program

**display board** /dɪ'spleɪ bɔ:d/ *noun* coated coloured board, used as backing for exhibitions or displays

**display cabinet** /dɪ'spleɪ ,kæbɪnət/ *noun* a piece of furniture with a glass top or glass doors for showing goods for sale, used particularly in antiquarian bookshops

**display case** /dɪ'spleɪ keɪs/ *noun* a glass box which protects items but allows them to be seen

**display character** /dɪ'spleɪ ˌkærɪktə/ *noun* a graphical symbol which appears as a printed or displayed item, e.g. one of the letters of the alphabet or a number

**display controller** /dɪ'spleɪ kən ˌtrəʊlə/ *noun* a device that accepts character or graphics codes and instructions, and converts them into dot-matrix patterns that are displayed on a screen

**displayed text** /dɪ'spleɪd ˈtekst/ *noun* text that is laid out by indenting or being placed in a box, so as to make it different from the rest of the text

**display face** /dɪ'spleɪ feɪs/ *noun* a large typeface used for posters, headings in bookwork, etc. Also called **display type**

**display format** /dɪ'spleɪ ˌfɔːmæt/ *noun* the number of characters that can be displayed on a screen, given as lengths of rows and columns

**display highlights** /dɪ'spleɪ ˌhaɪlaɪts/ *plural noun* the emphasis of particular words or paragraphs by changing the colour of the display

**display line** /dɪ'spleɪ laɪn/ *noun* the horizontal printing position for the characters in a line of text

**display material** /dɪ'spleɪ məˌtɪəriəl/ *noun* items that can be used for an exhibition

**display matter** /dɪ'spleɪ ˈmætə/ *noun* typeset material in a display face such as a poster

**display mode** /dɪ'spleɪ məʊd/ *noun* a way of referring to the character set to be used, usually graphics or alphanumeric

**display pack** /dɪ'spleɪ pæk/ *noun* an attractive box for showing goods for sale

**display panel** /dɪ'spleɪ ˌpæn(ə)/ *noun* a flat area for displaying goods in a shop window

**display paper** /dɪ'spleɪ ˌpeɪpə/ *noun* thick paper used to print posters

**Display PostScript** /dɪ'spleɪ ˌpəʊstskɪpt/ a trade name for an extension of PostScript that allows PostScript commands to be interpreted and displayed on screen so that a user can see exactly what will appear on the printer

**display register** /dɪ'spleɪ ˌredʒɪstə/ *noun* a register that contains character or control or graphical data that is to be displayed

**display resolution** /dɪ'spleɪ ˌrezəluːʃ(ə)n/ *noun* the number of pixels per unit area that a display can show clearly

**display screen** /dɪ'spleɪ skriːn/ *noun* the physical part of a visual display unit or monitor, which allows the user to see characters or graphics

**display size** /dɪ'spleɪ saɪz/ *noun* a character size greater than 14 points, used in headlines rather than normal text

**display space** /dɪ'spleɪ speɪs/ *noun* the available memory or amount of screen for showing graphics or text

**display stand** /dɪ'spleɪ stænd/ *noun* a portable board which can be set on legs and used to display information

**display type** /dɪ'spleɪ taɪp/ *noun* same as **display face**

**display unit** /dɪ'spleɪ ˌjuːnɪt/ *noun* **1.** a special stand for showing goods for sale **2.** a computer terminal or piece of equipment that is capable of showing data or information, usually by means of a CRT

**display work** /dɪ'spleɪ wɜːk/ *noun* the printing of posters, headings, etc.

**dissect** /daɪ'sekt/ *verb* to remove the type which is to be printed in another colour, such as highlighted words in a children's dictionary

**disseminate** /dɪ'semɪneɪt/ *verb* to spread news and information widely

**dissemination** /dɪˌsemɪˈneɪʃ(ə)n/ *noun* the act of distributing something such as information throughout an area

**distribute** /dɪ'strɪbjʊːt/ *verb* **1.** to send out goods from a manufacturer's warehouse to retail shops ○ *Smith Ltd distributes for several smaller companies.* ○ *Our books are represented and distributed by J. Smith & Co.* **2.** to break up standing metal type and put each piece back into its case ○ *The book was abandoned and the type was distributed.* **3.** in Monotype and Linotype machines, to melt down cast slugs after they have been used **4.** to spread ink evenly over the surface of a plate, using a distributing roller

**distribution** /ˌdɪstrɪˈbjuːʃ(ə)n/ *noun* the delivery of goods or information to people or organisations

**distribution channel** /ˌdɪstrɪˈbjuːʃ(ə)n ˌtʃænl/ *noun* the method by which things are sent to other people, e.g. e-mail, post or retail shops

**distribution costs** /,dɪstrɪ'bju:f(ə)n ,kɒsts/ *plural noun* the costs involved in distributing books from the warehouse to the customer, including picking, packing and transport

**distribution network** /,dɪstrɪ'bju:f(ə)n ,netwɜ:k/ *noun* a series of points or warehouses from which goods are sent all over a country. Also called **network of distributors**

**distribution rollers** /,dɪstrɪ'bju:f(ə)n ,rəʊləz/ *plural noun* rollers which distribute ink to the inking rollers

**distribution slip** /,dɪstrɪ'bju:f(ə)n slɪp/ *noun* paper attached to a document or a magazine showing all the people in an office who should read it

**distributor** /dɪ'strɪbjʊtə/ *noun* a company that sells goods for another company which makes them

**distributorship** /dɪ'strɪbjʊtəʃɪp/ *noun* the position of being a distributor for a company

**dither** /'dɪðə/ *verb* **1.** to create a curve or line that looks smoother by adding shaded pixels beside the pixels that make up the image **2.** to create the appearance of a new colour by a pattern of coloured pixels that appear, to the eye, to combine and form a new, composite colour

**dithered colour** /,dɪðəd 'kʌlə/ *noun* colour that is made up of a pattern of different coloured pixels

**dittogram** /'dɪtəʊgræm/ *noun* a printing error caused by repeating the same letter twice

**ditto marks** /'dɪtəʊ mɑ:ks/ *plural noun* two small lines similar to double inverted commas set at the base line, used to show that the word above is repeated

**divinity calf** /dɪ'vɪnɪti kɑ:f/ *noun* a type of binding used for religious books, made of dark brown calf leather

**division** /dɪ'vɪz(ə)n/ *noun* a department in a large organisation

**DNS** *abbreviation* COMPUT domain name service

**docket** /'dɒkɪt/ *noun* a slip of paper on which a record can be kept ○ *delivery docket* ○ *job docket* ○ *work docket*

**doctor blade** /'dɒktə bleɪd/ *noun* a soft metal blade pulled across the surface of a gravure printing surface to remove excess ink

**document** /'dɒkjʊmənt/ *noun* any form of information in printed or electronic

form, e.g. maps, manuscripts or computer software

**documentalist** /,dɒkjʊ'mentəlɪst/ *noun* a specialist in documentation

**documentation** /,dɒkjʊmənt'eɪʃ(ə)n/ *noun* documents provided or collected together as evidence or as reference material

**document paper** /'dɒkjʊmənt ,peɪpə/ *noun* special-sized paper used for legal and other documents, which is suitable for writing on

**document reader** /'dɒkjʊmənt ,rɪ:də/ *noun* a mechanism for reading text into a computer

**dog-eared** /'dɒg ,ɪəd/ *adjective* used to describe a book whose corners are bent and worn

**dogleg** /'dɒgleg/ *noun* US a leader line which bends to link the image to the text it refers to

**dogbody** /'dɒgzbɒdi/ *noun* a person who does all types of work in an office for very low wages (*informal*) (NOTE: The US term is **gofer**.)

**DOI** *abbreviation* digital object identifier

**do-it-yourself** /,du: ɪt jə'self/ *adjective* done by an ordinary person, not by a skilled worker. Abbr **DIY**

**do-it-yourself handbook** /,du: ɪt jə'self ,hændbʊk/, **do-it-yourself manual** /,du: ɪt jə'self ,mænjuəl/ *noun* a handbook showing how to do repairs or construction work around the house (NOTE: US English is **how-to book**.)

**do-it-yourself magazine** /,du: ɪt jə'self ,mægəzɪ:n/ *noun* a magazine with articles on repairs or construction work which the average person can do around the house

**do-it-yourself publishing** /,dəʊ ɪt jə'self ,pʌblɪʃɪŋ/ *noun* publishing carried out by an ordinary individual from his or her own home

**dollar** /'dɒlə/ *noun* money used in the USA and other countries

**dolly** /'dɒli/ *noun* a device on wheels, e.g. a mobile microphone

**dolly truck** /'dɒli trʌk/ *noun* a truck which moves reels of paper from the paper store to the printing press

**domain** /dəʊ'meɪn/ *noun* the part of an e-mail address after the @ sign

**domain name** /dəʊ'meɪn neɪm/ *noun* the sequence of words, phrases, abbrevia-

tions or characters that serves as the Internet address of a computer or network

**domain name service** /də'meɪn neɪm ˌsɜːvɪs/ *noun* an Internet service which translates domain names into IP addresses. Abbr **DNS**

**domestic** /də'mestɪk/ *adjective* referring to the home market or the market of the country where the business is situated

**domestic market** /də'mestɪk 'mɑːkɪt/ *noun* a market in the country where a company is based

**domestic production** /də'mestɪk prə'dʌkʃən/ *noun* production of goods in the home market

**domestic sales** /də'mestɪk seɪlz/ *plural noun* same as **home sales**

**door-to-door** /ˌdɔː tə 'dɔː/ *adjective* going from one house to the next, asking the occupiers to buy something ○ *door-to-door encyclopedia selling*

**door-to-door salesman** /ˌdɔː tə dɔː 'seɪlzmən/ *noun* a man who goes from one house to the next, asking people to buy something

**DOS** /dɒs/ *abbreviation* Disk Operating System

**dossier** /'dɒsiɪ/ *noun* a collection of documents relating to a person or topic

**dot** /dɒt/ *noun* **1.** a small round spot **2.** a punctuation mark (.) used to separate the various components of an Internet address

COMMENT: Various shapes of dots are used for halftones, depending on the type of screen. Square dots give sharper edges to the image, while elliptical dots give a smooth gradation between tones.

**dot address** /'dɒt ə'dres/ *noun* the common notation for Internet addresses in the form A.B.C.D., each letter representing, in decimal notation, one byte of a four-byte address. Also called **dotted quad**, **dotted decimal notation**, **dotted quad address**

**dot etching** /'dɒt ˌetʃɪŋ/ *noun* a method of making a halftone darker or lighter, by reducing or increasing the size of the dots by etching them by hand

**dot-for-dot reproduction** /ˌdɒt fə dɒt ˌrɪːprə'dʌkʃ(ə)n/ *noun* reproduction from a printed halftone, where each dot is matched and reproduced

**dot gain** /'dɒt geɪn/ *noun* an occurrence in halftone reproduction where the dots tend to enlarge slightly and may lead to dot spread

**dotless 'i'** /ˌdɒtləs 'aɪ/ *noun* the letter 'i' printed without a dot, used in some faces to give an IPA character, or in order to add a floating accent

**dots per inch** /ˌdɒts pɜːr 'ɪntʃ/ *noun* the standard method used to describe the resolution capabilities of a page printer or scanner ○ *Some laser printers offer high-resolution printing at 400 dpi.* Abbr **d.p.i.**, **dpi**

**dot spread** /'dɒt spred/ *noun* a defect in halftone reproduction where the dots become too large

**double** /'dʌb(ə)/ *adjective* twice or two times the size ■ *noun* a traditional British paper size made when the short side of a sheet is doubled

**double burn** /ˌdʌb(ə)l 'bɜːn/ *noun* an act of exposing two images on a film to give a special effect

**double case** /ˌdʌb(ə)l 'keɪs/ *noun* a case which holds both upper case and lower case type

**double-coated paper** /ˌdʌb(ə)l ˌkəʊtɪd 'peɪpə/ *noun* paper which has been coated twice, giving a very hard gloss

**double column** /ˌdʌb(ə)l 'kɒləm/ *noun* a setting with two columns on the page. Abbr **d.c.**

**double dagger** /ˌdʌb(ə)l 'dæɡə/ *noun* a third reference mark for footnotes

**double document** /ˌdʌb(ə)l 'dɒkjʊmənt/ *noun* an error in photographing documents for microfilm, where the same image appears twice

**double elephant** /ˌdʌb(ə)l 'elɪfənt/ *noun* **1.** a large size of drawing paper (40 x 27 inches) **2.** *US* a book size up to 50 inches high

**double exposure** /ˌdʌb(ə)l ɪk'spəʊʒə/ *noun* two images exposed on the same piece of photographic film, usually used for special effects

**double image** /ˌdʌb(ə)l 'ɪmɪdʒ/ *noun* two pictures formed when the plates are out of register

**double line spacing** /ˌdʌb(ə)l 'laɪn ˌspeɪsɪŋ/ *noun* a style of leaving a white line between lines of text

**double page spread** /ˌdʌb(ə)l peɪdʒ 'spred/ *noun* **1.** a feature or article that fills two facing pages of a newspaper or magazine **2.** two facing pages, designed to be seen together, the illustrations or text forming one whole design. Abbr **DPS**

**double quotation marks** /,dʌb(ə)l 'kwəʊts/, **double quotes**, **double inverted commas** plural noun printed signs (“ ”), used to show that a piece of text has been quoted ○ *The name of the company should be put in double quotes.*

**double rule** /,dʌb(ə)l 'ru:l/ noun a rule made of two lines

**double spacing** /,dʌb(ə)l 'speɪsɪŋ/ noun text typed with an extra white line between each line

**double spread** /,dʌb(ə)l 'spred/ noun PUBL same as **double page spread**

**double tone ink** /,dʌb(ə)l təʊn 'ɪŋk/ noun special ink for printing halftones, which spreads out from the centre of each dot as it dries and gives a stronger picture

**doublure** /dʌb'ljuə/ noun a lining, especially one made of leather or highly decorated, inside the cover of a book

**Dow etching** /'daʊ ˌetʃɪŋ/, **Dow etch process** noun a form of process engraving using magnesium alloy plates instead of zinc, giving very fine lines

**downer** /'daʊnə/ noun a break in the web, which makes the printing press stop

**download** /,daʊn'ləʊd/ verb to move information from one electronic source to another storage device ○ *The printer downloaded the pdf from the ftp site.*

**downloadable** /daʊn'ləʊdəb(ə)l/ adjective available to be downloaded

**downloadable fonts** /,daʊn'ləʊdəb(ə)l 'fɒnts/ plural noun fonts or typefaces stored on a disk, which can be downloaded or sent to a printer and stored in temporary memory or RAM

**downrule** /'daʊnrul/ noun a vertical line used to separate columns of text

**down stroke** /'daʊn strəʊk/ noun a wide heavy section of a character

**downtime** /'daʊntaɪm/ noun time during which a computer is unusable

**DP** abbreviation data processing

**d.p.i.** /,di: pi: 'aɪ/, **dpi** abbreviation dots per inch ○ a 300 d.p.i. black and white A4 monitor ○ a 300 dpi image scanner

**DPS** abbreviation double page spread

**draft** /dra:ft/ noun **1.** a rough form of something written, drawn or planned ○ *The editor has seen the first draft of her new novel.* **2.** a written order for money to be transferred from one bank to another ■ verb to make a first rough plan of a document ○ *She was asked to draft the blurb for*

*the series.* ○ *The contract is still being drafted.*

**drafting machine** /'dra:ftɪŋ məʃi:n/ noun a piece of equipment used in a drawing office, with things such as rules, scales, set squares and a head for attaching a plotting pen, all attached to an angled drawing board

**draft printing** /dra:ft 'prɪntɪŋ/, **draft-quality printing** noun low-quality, high-speed printing

**draftsman** /'dra:ftsmən/, **draughtsman** /'dra:ftsmən/ noun a person who draws plans, especially architectural plans

**drag** /dræg/ verb to move a mouse while holding the button down, so moving an image or icon on screen

**dragon's blood** /'dræɡ(ə)nz blʌd/ noun a red pigment used to cover etching plates to protect the parts that are not to be etched

**drama** /'dra:mə/ noun plays performed in the theatre or on radio or TV, or a single play ○ *They are publishing a contemporary drama series.*

**drama critic** /'dra:mə ˌkrɪtɪk/ noun a reviewer for a newspaper who writes reviews of plays

**dramatisation** /,dræmətaɪ'zeɪʃ(ə)n/, **dramatization** noun **1.** the act of adapting something such as novel for cinema, television or the theatre **2.** a film, television programme or play which has been adapted from a novel

**dramatise** /'dræmətaɪz/, **dramatize** verb to adapt something such as novel for cinema, television or the theatre ○ *The novel was dramatised by J. Smith.*

**draughtsman** /'dra:ftsmən/ noun another spelling of **draftsman**

**draw** /drɔ:/ verb **1.** to make a picture using a pencil or pen ○ *She has drawn the designs for the new covers.* ○ *The maps have all been drawn by hand.* **2.** to pull something ○ *Type which has not been secured may be drawn out of the forme by the printing rollers.*

**drawdown** /'drɔ:daʊn/ noun a way of comparing two printing inks (NOTE: The inks are spread on paper with a spatula and their shades and opacity are compared when dry.)

**drawing** /'drɔ:ɪŋ/ noun a picture which has been drawn by an artist ○ *The book is*

*illustrated with line drawings by the author.*

**drawing board** /'drɔ:ɪŋ bɔ:d/ *noun* a large flat surface on which an artist or designer can draw, sometimes with an adjustable sloping top

**drawing paper** /'drɔ:ɪŋ ,peɪpə/ *noun* white cartridge paper, used by artists

**drawing pin** /'drɔ:ɪŋ pɪn/ *noun* a pin with a flat head used for attaching notices to a board

**drawing program** /'drɔ:ɪŋ ,prɔʊgræm/ *noun* software that allows the user to draw and design on screen. ◊ **paint program**

**drawing tools** /'drɔ:ɪŋ tu:lz/ *plural noun* the range of functions in a paint program that allows the user to draw, normally displayed as icons in a toolbar

**drawn-in** /,drɔ:n 'ɪn/ *adjective* relating to a binding style where the cords are pulled through holes in the cover boards and then glued down

**drawn-on cover** /,drɔ:n ɒn 'kʌvə/ *noun* a binding style where the cover is glued directly onto a book block made of one or more signatures sewn or glued together

**draw up** /,drɔ: 'ʌp/ *verb* to prepare and write out a document

**Dreamweaver** /'dri:mwi:və/ a trade name for a webpage and web application design tool

**dressings** /'dresɪŋ/ *noun* **1.** the act of making ready printing cylinders by packing, to change the density of the impression **2.** the process of loading various fonts into a phototypesetter

**drier** /'draɪə/ *noun* another spelling of **dryer**

**drill** /dri:l/ *verb* to make holes in the margins of leaves for loose-leaf binding

**drilled and strung** /,dri:ld ən 'strʌŋ/ *adjective* bound by making holes through each leaf or signature, and then attaching them together with a thread

**drive** /draɪv/ *noun* **1.** energy or an energetic way of working **2.** a part of a machine which makes other parts work ■ *verb* to make a machine work, or a car or other vehicle go in a particular direction

**driven roller** /,dri:v(ə)n 'rəʊlə/ *noun* a roller in a printing press which is driven by the motor, and which pulls the web through the press

**drive out** /,draɪv 'aʊt/ *verb* to expand the number of pages in a book by increasing the spaces between words or lines

**DRM** *abbreviation* digital rights management

**drop** /drɒp/ *noun* **1.** a fall **2.** the amount of space left when a text starts lower down the page than normal ◊ *There should be a 10mm drop at the beginning of the chapter.*

■ *verb* **1.** to fall ◊ *Sales have dropped by 10%.* **2.** to bring down the text, leaving a blank space ◊ *The chapter entry should be dropped six lines.* **3.** to unlock the forme after printing, so as to release the type which is then ready for distribution **4.** to decide not to do or use something any more ◊ *We decided to drop the title from the Spring list.* ◊ *The education committee have dropped our Geography course from their list of adoptions.*

**drop cap** /'drɒp kæp/ *noun* a large-size initial letter at the beginning of a chapter, which runs down over several lines of text. Also called **drop initial**

**drop-down menu** /,drɒp daʊn 'menju:/ *noun* a vertical list of options that appears on clicking on an item on a computer screen. It remains visible until one of the options has been selected by clicking on it.

**drop folio** /'drɒp ,fəʊliəʊ/ *noun* a page number printed at the foot of the page

**drop guides** /'drɒp gaɪdz/ *plural noun* bars at the side of a paper feed which place the sheets in the correct position

**drop in** /'drɒp 'ɪn/ *verb* to put a block of text or an illustration into a space left in a typeset page

**drop initial** /'drɒp ɪ,nɪʃ(ə)l/ *noun* same as **drop cap**

**drop-out blue** /,drɒp aʊt 'blu:/ *noun* a special blue pencil used to write on bromides or on other artwork, which does not reproduce when filmed

**drop-out halftone** /,drɒp aʊt 'hɑ:ftəʊn/ *noun* a halftone that has no dots on the highlighted sections which are just white paper

**dropped heads** /,drɒpt 'hedz/ *plural noun* chapter heads which begin several lines down the page throughout a book

**drop ship** /,drɒp 'ʃɪp/ *verb* to deliver a large order direct to a customer without going through an agent or distributor, though the invoice for the shipment may be sent to the agent



**drop shipment** /'drɒp ˌfɪpmənt/ *noun* the delivery of a large order from the manufacturer direct to a customer's shop or warehouse, without going through an agent or wholesaler

**drum** /drʌm/ *noun* a large cylinder

**drum plotter** /'drʌm ˌplɒtə/ *noun* a computer output device that consists of a movable pen and a piece of paper wrapped round a drum that rotates, creating patterns and text

**dry end** /'draɪ end/ *noun* the end of a fourdrinier papermaking machine where the wet web of paper is passed between hot rollers to dry it

**dryer** /'draɪə/, **drier** *noun* 1. a machine which dries, especially one for drying ink 2. an ingredient added to ink which speeds up the drying process

**dry indicator test** /'draɪ ˌɪndɪkətə ˌtest/ *noun* a test of the resistance of paper to liquids

**drying cylinder** /'draɪɪŋ ˌsɪlɪndə/ *noun* a heated cylinder over which newly made sheets of paper pass to be dried

**drying time** /'draɪɪŋ taɪm/ *noun* the time taken for ink to dry on a printed sheet

**dry ink** /'draɪ ɪŋk/ *noun* powdered ink used in some photocopiers

**dry litho** /'draɪ ˌlaɪθəʊ/ *noun* an offset plate which does not need dampening to distribute the ink

**dry mounting** /,draɪ ˈmaʊntɪŋ/ *noun* a way of mounting photographs so that they are flat, by using adhesives which stick when pressed

**dry offset** /,draɪ ˈɒfset/ *noun* a letterpress process, using a letterpress plate on an offset litho press

**dry point** /'draɪ pɔɪnt/ *noun* a method of etching with a needle directly onto a copper plate without using acid, used for retouching etched plates

**dry proofing** /,draɪ ˈpruːfɪŋ/ *noun* a method of making colour proofs using dry inks

**dry-transfer lettering** /,draɪ ˌtrænsfɜː ˈletərɪŋ/, **dry-transfer process** *noun* letters or other symbols which are on the back of a sheet of plastic and can be transferred to paper by rubbing

**dry-transfer sheet** /,draɪ ˈtrænsfɜː ˌʃiːt/ *noun* a sheet of letters used for the dry-transfer process

**DTP** *abbreviation* desktop publishing

**dual pricing** /,djuːəl ˈpraɪsɪŋ/ *noun* the method of giving different prices to two books which are substantially the same, e.g. one price for a book sold through retail outlets and a lower price for the same book, with possibly a different cover, sold by mail order. Compare **partial remaindering**

**duck-foot quotes** /,dʌk fʊt ˈkwəʊts/ *plural noun* same as **guillemets**

**duct** /dʌkt/ *noun* a container for ink in a printing machine

**duct roller** /'dʌkt ˌrɒlə/, **ductor roller** *noun* a roller that takes ink and supplies it to the distributing rollers which ink the forme

**due** /djuː/ *adjective* expected to arrive or happen at a particular time □ **due to** because of □ **to fall due, to become due** to be ready for payment

**dues** /djuːz/ *plural noun* books for which orders have been taken, but which cannot be supplied until fresh stock arrives. This is because they are either subscription orders recorded for a new title or orders for a backlist title which is being reprinted.

**dues report** /'djuːz rɪˌpɔːt/ *noun* a listing of titles and the number of dues which have been logged

**duke** /djuːk/ *noun* an old paper size used for notepaper

**dull-coated paper** /,dʌl ˌkəʊtɪd ˈpeɪpə/ *noun* US coated paper which has a matt finish (NOTE: The UK term is **matt art paper**.)

**dummy** /'dʌmi/ *noun* an imitation product to test the reaction of potential customers to its design, especially a book with a cover but blank pages, or with only a few specimen pages showing layouts

**dummy pack** /'dʌmi pæk/ *noun* an empty pack for display in a shop

**dummy text** /,dʌmi ˈtekst/ *noun* jumbled letters or words, or a piece of meaningless or irrelevant text, which is used in the place of real text when putting together a layout. Also called **greeked text, placeholder text**

**dump** /dʌmp/ *verb* □ **to dump goods on a market** to get rid of large quantities of excess goods cheaply in an overseas market

**dump bin** /'dʌmp bɪn/ *noun* a display container like a large box which is filled with goods for sale

**dumping** /'dʌmpɪŋ/ *noun* the act of getting rid of excess goods cheaply in an overseas market ○ *dumping of cheap paperbacks on the European market*

**duodecimo** /,djuə'sdekɪməʊ/ *noun*  
PRINTING same as **twelvemo**

**duotone** /'dju:əʊtəʊn/ *noun* same as **duplex halftone**

**duplex** /'dju:pleks/ *noun* paper made of two sheets of different colour or finish, stuck together back to back

**duplex cut** /'dju:pleks kʌt/ *noun* different widths of paper cut from the same reel

**duplex halftone** /,dju:pleks 'hɑ:ftəʊn/ *noun* a two-colour halftone printed from a monochrome original, the screen angle of each negative being different. Also called **duotone**

**duplicate** *noun* /'dju:plɪkət/ an extra copy of a book or document already in stock ■ *verb* /'dju:plɪkeɪt/ to make an exact copy of something

**duplicate plate** /'dju:plɪkət pleɪt/ *noun* a plate made from the original plate

**duplication** /,dju:plɪ'keɪʃ(ə)n/ *noun* the copying of documents

**duplicator** /'dju:plɪkətə/ *noun* a machine that makes copies of documents

**durable** /'djʊərəb(ə)/ *adjective* lasting a long time ○ *This cover material is not as durable as the previous batch.*

**dust jacket** /'dʌst ,dʒækɪt/, **dust cover** /'dʌst ,kʌvə/ *noun* a paper book cover, often illustrated, which protects the hard binding of the book and can be removed

**dutiable goods** /,dju:tiəb(ə)l 'gʊdz/, **dutiable items** *plural noun* goods on which a customs duty has to be paid

**duty** /'dju:ti/ *noun* a tax which has to be paid

**duty-free** /,dju:ti 'fri:/ *adjective* with no duty to be paid. Also called **free of duty**

**DVD** /,di: vi: 'di:/ *noun* an optical compact disc that can store a large quantity of video, audio or other information. Full form **digital video disc**

**DVD-ROM** /,di: vi: 'di: ,rɒm/ *noun* a high-capacity optical disc on which data can be stored but not altered. Full form **digital video disc read only memory**

**Dvorak keyboard** /'dvɔ:ɾæk ,ki:bɔ:d/ *noun* a keyboard with frequently used keys placed near the centre for quicker typing

**dwel** /dweɪ/ *noun* a short time during which a hand-worked press is in contact with the paper, or when a blocking tool is in contact with cover material

**dye** /daɪ/ *noun* a colouring substance used to give a material a permanent colour ■ *verb* to give a material a permanent colour

**dyeline paper** /'daɪləɪn ,peɪpə/ *noun* same as **diazo paper**

**dyeline print** /'daɪləɪn prɪnt/ *noun* a proof in the form of a print taken directly from film

**dyeline process** /'daɪləɪn ,prəʊses/ *noun* a cheap method of proofing where special coated paper is contacted to film and then developed usually in blue or black

**dye-sublimation** /,daɪ ,sʌblɪ 'meɪʃ(ə)n/ *noun* a method of high-quality printing, using heated sheets of dye which sink into the specially-coated paper

**dye transfer print** /'daɪ ,trænsfɜ: ,prɪnt/ *noun* a full-colour print made from artwork direct onto coated paper, used for display material where only a few copies are required

# E

**E13B** *noun* a font used in magnetic ink printing on cheques

**EAN** *abbreviation* European article number

**e. & o.e.** *abbreviation* words written on an invoice or estimate to show that the company has no responsibility for mistakes in the invoice. Full form **errors and omissions excepted**

**ear** /ɪə/ *noun* the small space at the side of the masthead on a newspaper, used for advertising

**early selling** /ˌɜːli 'selɪŋ/ *noun* the selling of a book by a bookseller before the publication date set by the publisher

**earmark** /'ɪəmə:k/ *verb* to put something on one side for a particular purpose

**earpiece** /'ɪəpi:s/ *noun* a small advertisement placed at the side of the masthead on a newspaper

**easer** /'iːzə/ *noun* a substance added to ink to make it more fluid and less sticky

**e-book** /'iː bʊk/ *noun* a battery-powered portable reading device displaying text on a high-resolution screen. Also called **electronic book**

'Almost every IT expert in the world is agreed that the book faces a revolutionary challenge from e-books and e-paper. Carr says: "In the next five to 10 years, maybe much sooner, we'll see a decent, ultra-lightweight, portable e-paper device that allows book lovers to download titles straight from the internet".' [*The Observer*]

**e-book reader** /'iː bʊk ˌriːdə/ *noun* a piece of software which allows e-books to be read on a PC

**ECGD** *abbreviation* Export Credit Guarantee Department

**e-collaboration** /'iː kəˌlæbərəɪʃ(ə)n/ *noun* collaboration among people or

organisations made possible by means of electronic technologies such as the Internet, video conferencing and wireless devices

**e-commerce** /ˌiː ˈkɒmɜːs/ *noun* the exchange of goods, information, products, or services via an electronic medium such as the Internet

**e-copy** /'iː ˌkɒpi/ *noun* an electronic copy of a document, especially an e-mail text that has a primary destination as an electronic message and a secondary destination as a printed copy

**ed.** *abbreviation* PUBL edition

**edge** /edʒ/ *noun* **1.** one side of a flat thing; for a book, one of the three sides where the paper has been trimmed ○ *The edges of the book are coloured.* ○ *The printer has printed the figures right to the edge of the printout.* **2.** an advantage over somebody else ○ *Having a local office gives us a competitive edge over Smith Ltd.*

**edge enhancement** /'edʒ ɪn ˌhɑːnsmənt/ *noun* same as **unsharp masking**

**edge planing** /'edʒ ˌpleɪnɪŋ/ *noun* the act of cutting the edge of a printing plate

**EDI** *abbreviation* electronic data interchange

**edit** /'edɪt/ *verb* **1.** to change, correct or modify text or films **2.** to prepare a document for publication **3.** □ **to edit down** to reduce the extent of a text by cutting in the editorial department ○ *They edited the autobiography down from 1,000 pages of single-spaced typescript to make a 250-page paperback.* □ **to edit something out** to delete something from the text ○ *He asked the copy editing department to edit out all references to the Prime Minister.*

**edit.** *abbreviation* PUBL edition

**edited** /'edɪtɪd/ *adjective* relating to work consisting of one or several separate items

prepared for publication by somebody other than the author

**editing** /'edɪtɪŋ/ *noun* the process of preparing a manuscript for publication ○ *The book is with the editing department.* ○ *The editing of the text will take at least six months.* ○ *Can the editing be done directly on the screen?*

**editing symbol** /'edɪtɪŋ ˌsɪmb(ə)l/ *noun* a character on microfilm to aid positioning, cutting and editing of the frames

**editing terminal** /'edɪtɪŋ ˌtɜːmɪn(ə)l/ *noun* a computer terminal on which text is shown which can be edited

**edition** /ɪ'dɪʃ(ə)n/ *noun* a particular version of a book, magazine, newspaper or TV or radio programme which is printed or broadcast at one time

**edition binding** /ɪ'dɪʃ(ə)n ˌbaɪndɪŋ/ *noun* a mass-produced binding style where the book is cased, with a plain cloth binding, usually covered with a jacket

**editio princeps** /ɪˌdɪtɪəʊ ˈprɪnsɛps/ *noun* the first printed edition of a piece of writing (NOTE: From the Latin meaning 'first edition'.)

**edit key** /'edɪt kiː/ *noun* a key which starts a function that makes an editor easier to use

**editor** /'edɪtə/ *noun* **1.** a person who changes or corrects text or films **2.** a person in charge of publishing a newspaper or magazine who makes the final decisions about the contents and format

**editorial** /,edɪ'tɔːrɪəl/ *noun* the main article in a newspaper, written by the editor  
 ■ *adjective* relating to an editor

**editorial board** /,edɪ'tɔːrɪəl ˌbɔːd/ *noun* a group of people with the power to make decisions about the contents of documents

**editorial content** /,edɪ'tɔːrɪəl ˌkɒntent/ *noun* creative copy produced for use in a publication

**editorial department** /,edɪ'tɔːrɪəl dɪ ˌpɑːtmənt/ *noun* a department in a publishing company which deals with the in-house editing of books

**editorial duties** /,edɪ'tɔːrɪəl ˌdjuːz/ *noun plural* the work of an editor or copy editor

**editorial process** /,edɪ'tɔːrɪəl ˌprəʊses/ *noun* all the stages of work involved in checking and editing a piece of copy

**editorial schedule** /,edɪ'tɔːrɪəl ˌʃedjuːl/ *noun* a list of dates for all the editorial processes of a book including copy editing, design, author's queries and label checking

**editorial services** /,edɪ'tɔːrɪəl ˌsɜːvɪsɪz/ *noun* work that can be done by an outside person or company, producing or checking editorial content

**editorial team** /,edɪ'tɔːrɪəl ˌtiːm/ *noun* all the people involved in editing a piece of work from initial submission to publication

**editorship** /'edɪtəʃɪp/ *noun* the post of editor, especially on a newspaper

**edit window** /'edɪt ˌwɪndəʊ/ *noun* an area of the screen in which the user can display and edit text or graphics

**EDP** *abbreviation* electronic data processing

**educational** /,edʒu'keɪʃ(ə)nəl/ *adjective* **1.** giving knowledge, instruction or information **2.** relating to or concerned with education ○ *They have a strong educational salesforce.*

**educational contractor** /,edʒu'keɪʃ(ə)nəl kənˌtræktə/ *noun* **1.** a company that has a contract to supply a school with books, stationery and other items **2.** a bookseller who has a contract to supply school books to a local educational authority

**educational list** /,edʒu'keɪʃ(ə)nəl lɪst/ *noun* a group of books published by one publisher for the educational market

**educational publisher** /,edʒu'keɪʃ(ə)nəl ˌpʌblɪʃə/ *noun* a publisher who publishes books for use in schools or colleges ○ *A small educational publisher is for sale.*

**educational representative** /,edʒu'keɪʃ(ə)nəl ˌreprɪzəntətɪv/, **educational rep** *noun* a publisher's representative who visits schools and colleges to show books to teachers

**educational showroom** /,edʒu'keɪʃ(ə)nəl ˌʃəʊrʊm/ *noun* a room where educational books and equipment are on show, so that teachers can look at them and decide what to buy

**educational supplier** /,edʒu'keɪʃ(ə)nəl səˌplaɪə/ *noun* a wholesaler who specialises in supplying educational equipment or books to schools

**edutainment** /,edʒu'teɪnmənt/ *noun* television programmes, computer software

or other media content intended both to entertain and educate users

**effect** /ɪ'fekt/ *noun* **1.** the result of something **2.** meaning ■ *verb* to carry something out □ **to effect a payment** to make a payment

**effective date** /ɪ'fektɪv deɪt/ *noun* the date on which a rule or a contract starts to be applied

**effectiveness** /ɪ'fektɪvənəs/ *noun* the fact of working or producing results ○ *I doubt the effectiveness of advertising learned journals on television.* ◇ **cost-effectiveness**

**effort** /'efət/ *noun* the use of the mind or body to do something ○ *The salespeople made great efforts to increase sales.* ○ *Thanks to the efforts of the finance department, overheads have been reduced.* ○ *If we make a bit more effort, we should clear the backlog of orders.*

**EFL** *abbreviation* EDUC English as a Foreign Language

**e.g.** *abbreviation* for example or such as ○ *The contract is valid in some countries (e.g. France and Belgium) but not in others.* (NOTE: From the Latin phrase 'exempli gratia'.)

**eggshell antique** /'egʃel æn,tɪ:k/ *noun* bulky antique paper with an eggshell finish

**eggshell finish** /'egʃel ,fɪnɪʃ/ *noun* a dull smooth finish to paper which has not been calendered

**EGM** *abbreviation* Extraordinary General Meeting

**Egyptian** /ɪ'dʒɪpʃ(ə)n/ *noun* a typeface with a slab serif

**eighteenmo** /,eɪtɪ:n'məʊ/ *noun* same as **octodecimo**

**18mo** *abbreviation* eighteenmo

**eight to pica leads** /,eɪt tə 'paɪkə ,ledz/ *plural noun* pieces of thin metal leading, eight of which form one pica

**eightvo** /'eɪtvəʊ/ *noun* same as **octavo**

**8vo** *abbreviation* octavo

**e-learning** /'i: ,lɜ:nɪŋ/ *noun* the acquisition of knowledge and skill using electronic technologies such as computer- and Internet-based courseware and local and wide area networks

**electro** /ɪ'lektərəʊ/ *noun* same as **electrotype**

**electronically** /,elek'trɒnɪkli/ *adverb* referring to operations using electronic

methods ○ *The text is electronically transmitted to an outside typesetter.*

**electronic book** /,elektrɒnɪk 'bʊk/ *noun* same as **e-book**

**electronic composition** /,elektrɒnɪk ,kɒmpə'zɪʃ(ə)n/ *noun* text manipulation by computer leading to automatic typesetting and page make-up

**electronic compositor** /,elektrɒnɪk kəm'pɒzɪtə/ *noun* a computer that allows a user to arrange text easily on screen before it is electronically typeset

**electronic data interchange** /,elektrɒnɪk 'deɪtə ,ɪntətʃeɪndʒ/ *noun* a system of sending commercial data over a network or telephone line using an electronic mail system. Abbr **EDI**

**electronic data processing** /,elektrɒnɪk 'deɪtə ,prəʊsesɪŋ/ *noun* computer-based tasks involving the input and manipulation of data, usually using database programs. Abbr **EDP**

**electronic editing** /,elektrɒnɪk 'edɪtɪŋ/ *noun* the electronic selecting and assembling of audio and visual material; there are no mechanical splices, lifts or reprints

**electronic file** /,elektrɒnɪk 'faɪl/ *noun* text in the form of a set of data that can be sent from an editor to the typesetter through a computer network

**electronic journal** /,elektrɒnɪk 'dʒɜ:n(ə)l/ *noun* a journal that is transmitted via a computer network

'Unlike print journals, which libraries own and can keep forever, electronic journals are provided to libraries under a kind of lease. Libraries pay for the privilege of having access to the journals online. But many libraries fear they won't be able to retrieve back issues should this access abruptly end.'  
[*The Chronicle of Higher Education*]

**electronic journalism** /,elektrɒnɪk 'dʒɜ:n(ə)lɪz(ə)m/ *noun* news coverage that is transmitted electronically, e.g. by television or over the Internet

**electronic library** /,elektrɒnɪk 'laɪbrəri/ *noun* texts and documents that are available through a computer network

**electronic magazine** /,elektrɒnɪk ,mæɡə'zi:n/ *noun* a magazine that is distributed online over a computer network rather than being printed on paper

**electronic page composition** /,elektrɒnɪk 'peɪdʒ ,kɒmpəzɪʃ(ə)n/ *noun*

a system comprising colour scanning, retouching and colour correction, proofing, page assembly and output of films by computer methods. Abbr **EPC**

**electronic payment system** /,elekt'rɒnɪk 'peɪmənt ,sɪstəm/ *noun* a means of making payments over an electronic network such as the Internet

**electronic point of sale** /,elekt'rɒnɪk ,pɔɪnt əv 'seɪl/ *noun* full form of **EPOS**

**electronic publishing** /,elekt'rɒnɪk 'pʌblɪʃɪŋ/ *noun* the process and business of producing books or journals in electronic form, e.g. as e-books or for online access

**electronic register control** /,elekt'rɒnɪk 'redʒɪstə kən'trəʊl/ *noun* control of the register on web-fed presses, using electronic devices

**electronic rights** /,elekt'rɒnɪk 'raɪts/ *plural noun* the right to publish and sell copyright material using electronic devices such as CD-ROM or the Internet

**electronic scanner** /,elekt'rɒnɪk 'skænə/ *noun* a machine that produces colour separations by scanning colour artwork

**electrophotography** /,ɪlekt'rəʊfə 'tɒgrəfi/ *noun* a general term for methods of recording optical images by means of light acting on a photoconducting insulator, static charge and an image created by a toner which is then fixed by heat or pressure

**electrostatic printing** /ɪ ,lekt'rəʊstætɪk 'prɪntɪŋ/ *noun* a copying process, where the surface of the paper is charged electrically and powdered ink is spread on it; the ink adheres to the charged surfaces and is then heated to fix it to the paper

**electrotype** /ɪ'lekt'rəʊtaɪp/ *noun* a type of printing plate made from a mould and coated with copper or nickel. Also called **electro**

**e-legal deposit** /'i: ,li:g(ə)l dɪ,pəzɪt/ *noun* the deposit of electronic documents in library facilities for storage and preservation

**element** /'elɪmənt/ *noun* **1.** one of the single parts that make up a whole **2.** the basic and most important part of a subject

**elephant** /'elɪfənt/ *noun* a former book size, 23 x 14 inches. ◊ **double elephant**

**elephant folio** /'elɪfənt ,fəʊliəʊ/ *noun* a book size from 61 to 63.5 cm/24 to 25 inches in height

**elhi, El-Hi** *noun* *US* publishing for the elementary and high school markets ◊ *an elhi publisher* ◊ *He has written a math course for the elhi market.*

**elision** /ɪ'li:z(ə)n/ *noun* omission of a character which is not essential to understanding the meaning of a series of characters, e.g. using 'it's' to mean 'it is'

**ellipsis** /ɪ'ɪlɪpsɪs/ *noun* a series of three dots, used to show that part of a text is missing

**Elmendorf tear test** /'elməndɔ:f teə ,test/ *noun* a test carried out in paper mills to check the resistance of paper to tear, in which a slit is made in a sample of paper held in clamps and the force needed to completely tear the paper is measured

**ELT** *noun* the teaching of English to non-native speakers of English. Full form **English Language Teaching**

**em** /em/ *noun* a measure of width of type, equivalent to the point size used: one em in 8 point is 8 points wide

COMMENT: The em is taken as the width of a capital M which varies according to the point size of type. The pica em has been standardised at 4.23mm wide, which is equivalent to 12 points. It is also called mutton when referring to the width of the letter M.

**e-mail** /'i: meɪl/ *noun* messages sent on a computer using a modem and telephone lines to other users of a network or bulletin board. Also called **electronic mail**

**e-mail shorthand** /'i: meɪl ,ʃɔ:tænd/ *noun* the set of acronyms and abbreviations for common phrases originally used in e-mail and subsequently in chat rooms, instant messaging and newsgroup postings

**e-marketing** /'i: ,mɑ:kɪtɪŋ/ *noun* marketing using the Internet, concentrating on methods such as web page design, advertising, newsgroup targeting, sales e-mails etc

**embedded command** /ɪm,bedɪd kɔ:mə:nd/ *noun* a printing command which is keyboarded into text, and which appears on the screen but does not appear in the final printed document

**emboldening** /ɪm'bɔld(ə)n/ *noun* the act of making a word print in bold type

**emboss** /ɪm'bɒs/ *verb* to press a mould on the underside of something so that the surface stands out in relief ◊ *The address is embossed at the top of each piece of note-*

*paper.* ○ *The book has an embossed leather binding.* Compare **deboss**

**em dash** /'em dæʃ/ *noun* a dash which is the length of an em, used to separate words. Also called **em rule**, **long dash**

**emerald** /'em(ə)rəld/ *noun* a former type size, equivalent to 6 1/2 point

**emmage** /'emɪdʒ/ *noun* the total area of the type, expressed in ems

**em quad** /'em kwɒd/ *noun* a space printed that is equal in size to an em

**em rule** /'em ru:l/ *noun* same as **em dash**

**ems per hour** /,emz pɜ: 'aʊə/ *plural noun* the rate of production of characters from a machine or operator

**emulsion** /'ɪmʌljən/ *noun* a light-sensitive coating on photographic film or paper

**emulsion side** /'ɪmʌljən saɪd/ *noun* the coated dull side of film which is placed in contact with the emulsion side of another film or plate, to give a clear image

**en** /en/ *noun* a measure of width of type which is half the size of an em

**enamel paper** /'ɪnæm(ə)l ,peɪpə/ *noun* US paper that has been coated with a layer of clay and size to make it shiny and smooth (NOTE: The UK term is **coated paper**.)

**encapsulate** /ɪn'kæpsjuleɪt/ *verb* to capture the main points of something in a very small space or within a single object or event

**encapsulated** /ɪn'kæpsjuleɪtɪd/ *adjective* contained within something else

**encapsulated PostScript** /ɪn ,kæpsjuleɪtɪd 'pəʊstskɪpt/ *noun* PostScript commands which describe an image or page contained within a file that can be placed within a graphics or DTP program. Abbr **EPS**

**encapsulated PostScript file** /ɪn ,kæpsjuleɪtɪd 'pəʊstskɪpt ,faɪl/ *noun* a file that contains encapsulated PostScript instructions together with a preview bitmap image. Abbr **EPSF**

COMMENT: An Encapsulated PostScript file contains PostScript commands that describe an image or page, the commands are stored in a file and this can be placed on a page; an encapsulated PostScript file often contains a preview image in TIFF or PICT format.

**enclose** /ɪn'kləʊz/ *verb* to send something in the same envelope

**enclosure** /ɪn'kləʊzə/ *noun* a document enclosed with a letter ○ *letter with enclosures*

**encrypt** /ɪn'kɪpt/ *verb* to convert plaintext to a secure coded form, using a cipher system ○ *the encrypted text can be sent along ordinary telephone lines*

**encryption** /ɪn'kɪptʃən/ *noun* the conversion of plaintext to a secure coded form by means of a cipher system

'The VPN solution will provide user confidentiality and authenticity through data encryption which allows only authorised users to access corporate networks.' [DMEurope]

**encyclopedia** /ɪn,sæɪklə'pi:diə/, **encyclopaedia** /ɪnsæɪklə'pi:diə/ *noun* a book or set of books offering comprehensive information on all or specialised areas of knowledge. Also called **cyclopaedia**

**encyclopedic** /ɪn,sæɪklə'pi:dɪk/ *adjective* covering or including a broad range of detailed knowledge such as is found in an encyclopedia

**encyclopediaist** /ɪn,sæɪklə'pi:dɪst/ *noun* a compiler of or contributor to an encyclopedia

**end** /end/ *noun* the final point or last part of something ○ *at the end of the contract period* ■ *verb* to finish ○ *The distribution agreement ends in July.* ○ *The chairman ended the discussion by getting up and walking out of the meeting.*

**en dash** /'em dæʃ/ *noun* a short dash like a hyphen, as long as an en, showing that two words or figures are joined together. Also called **en rule**, **en score**

**end even** /,end 'i:v(ə)n/ *adjective* making sure that the last line in a text being set is a full line

**end in** /'end ɪn/ *verb* to have something as a result ○ *The AGM ended in a fight between rival groups of shareholders.* ○ *The libel case ended in an apology from the editor.*

**ending** /'endɪŋ/ *noun* the final part of a document

**end matter** /'end ,mætə/ *noun* PUBL same as **back matter**

**endnote** /'endnəʊt/ *noun* a note of comment or reference placed at the end of a chapter, book or essay

**endnotes** /'endnəʊts/ *plural noun* notes that are printed at the end of a chapter, as opposed to footnotes which are printed at the bottom of the page

**endpapers, endsheets** *plural noun* pages of thicker paper at the front and back of a book, glued to the first and last text pages and then glued to the cover ○ *The limited edition has marbled endpapers.*

**end product** /,end 'prɒdakt/ *noun* a manufactured product, made at the end of a production process

**end sign** /'end saɪn/ *noun* a printer's flower used to indicate the end of an article in newspapers or magazines

**end user** /,end 'ju:zə/ *noun* a user of a computer program or any electronic system

**engine-sized paper** /'endʒɪn saɪzd ,peɪpə/ *noun* paper made from pulp to which size has been added, as opposed to tub-sized paper in which the size is added after the paper has been made

**English** /'ɪŋɡlɪʃ/ *noun* the English language, together with literature written in it, as a subject of study

**English finish** /'ɪŋɡlɪʃ ,fɪnɪʃ/ *noun* US a type of smooth calendered paper finish, inferior in quality to coated paper (NOTE: The UK term is **imitation art paper**.)

**engrave** /ɪn'ɡreɪv/ *verb* to cut a design on metal, wood or glass

**engraver** /ɪn'ɡreɪvə/ *noun* a person who engraves plates for printing

**engraver's proof** /ɪn'ɡreɪvəz pru:f/ *noun* a proof of an engraving or line drawing

**engraving** /ɪn'ɡreɪvɪŋ/ *noun* **1.** the act of preparing a printing surface by etching the surface of a metal plate **2.** an illustration made by printing from an engraved plate

COMMENT: The term 'engraving' does not mean the same in printing as it does in fine art. An artist engraves a plate by cutting fine lines on it with a burin (a type of sharp needle); the image is formed by putting ink into the cut lines, and wiping excess ink off the flat top surface. In printing, the opposite is the case, as photoengraving etches (with an acid) the non-printing surfaces, leaving the top surface to carry the ink. Photoengraving can be used for reproducing either line drawings (where tones are represented by lines of ink) or halftones (where the tones are conveyed by many little dots of different sizes).

**enhance** /ɪn'hɑ:ns/ *verb* to make something clearer ○ *to enhance a photograph*

**enlarge** /ɪn'lɑ:dʒ/ *verb* to make something bigger

**enlargement** /ɪn'lɑ:dʒmənt/ *noun* the process or result of making something bigger

**enlarger** /ɪn'lɑ:dʒə/ *noun* a device which makes photographic prints which are much larger than the negative

**enlighten** /ɪn'laɪt(ə)n/ *verb* to give clarifying information to somebody

**ennage** /'eniʒ/ *noun* the total area of type, expressed in ens

**en quad** /'en kwɒd/ *noun* a space that is half the width of an em quad space

**en rule** /'en ru:l/, **en score** *noun* same as **en dash**

**entertainment expenses** /,entə 'teɪnmənt ɪk,spensɪz/ *plural noun* money spent on giving meals to business visitors

**entitle** /ɪn'taɪt(ə)l/ *verb* **1.** to give a title to something such as a book ○ *He is the author of a book entitled 'Decline and Fall'.* **2.** to give somebody the right to something ○ *As an author, he's entitled to a discount.*

**entitlement** /ɪn'taɪt(ə)lmənt/ *noun* a right

**entry** /'entri/ *noun* a single record in a database, dictionary or catalogue

**EPC** *abbreviation* electronic page composition

**ephemera** /ɪ'femərə/ *plural noun* items relating to a specific event or topic which are designed to last for a very short time, e.g. theatre programmes, pamphlets or newspaper cuttings

'Libraries have to make room for new books by discarding outdated ephemera, but dumping all older books is a disgrace and a disservice to users. The problem is that deciding what to keep takes more knowledge than many library managers have, so they adopt the motto "when in doubt, chuck it out".' [*Bristol Evening Post*]

**epigraph** /'epɪgræf/ *noun* a quotation used at the beginning of a book, as part of the prelims

**EPOS** /'i:pɒs/ *noun* a system where sales are charged automatically to a customer's credit card and stock is controlled by the shop's computer. Full form **electronic point of sale**

**EPS** *abbreviation* encapsulated PostScript **equal** /'i:kwəl/ *adjective* same in size, amount or degree ■ *verb* to be the same as something ○ *Production this month has equalled our best month ever.*



**equally** /'i:kwəli/ *adverb* to the same extent ○ *Costs will be shared equally between the two parties.* ○ *They were both equally responsible for the disastrous launch.*

**equal opportunities programme** /,i:kwəl əpə'tju:nitiz ,prəʊgræm/ *noun* a programme to avoid discrimination in employment (NOTE: The US term is **affirmative action program**.)

**equals sign** /'i:kwəlz saɪn/, **equal sign** *noun* a printed sign (=) used to show that two things are equal

**equip** /'i:kwɪp/ *verb* to provide with machinery ○ *to equip a printing works with new machinery* ○ *The office is fully equipped with word processors.*

**equipment** /'i:kwɪpmənt/ *noun* machinery and furniture needed to make an office or factory work

**erase** /'reɪz/ *verb* **1.** to remove marks from paper **2.** to delete something from a computer

**erratum** /e'rɑ:təm/ *noun* a correction to a printed document that is added on a separate slip of paper after publication (NOTE: The plural is **errata**.)

**erratum slip** /e'rɑ:təm slɪp/, **errata slip** /e'rɑ:tə slɪp/ *noun* a small piece of paper inserted into a book with corrections to important mistakes which have been noticed since the book was printed

**erroneous** /'ɪrəniəs/ *adjective* wrong or not correct ○ *an erroneous reading of the text*

**error** /'erə/ *noun* a mistake

**error rate** /'erə reɪt/ *noun* the number of mistakes per page or per thousand entries

**errors and omissions excepted** /,ɪrəz ənd əv,mɪʃ(ə)nz ɪk'septɪd/ *phrase* full form of **e. & o.e.**

**erudite** /'erʊdaɪt/ *adjective* having or showing great knowledge gained from study and reading

**erudition** /,ɪrʊ'dɪʃ(ə)n/ *noun* knowledge acquired through study and reading

**escalator clause** /'eskəleɪtə klɔ:z/ *noun* a clause in a contract which allows for increased royalties as sales increase

COMMENT: In such a clause, the royalty may only be 5% for the first printing of 2000 copies, but will increase to 7.5% for the next 2000 copies, then to 10% and finally 12.5% for sales beyond (say) 10,000 copies.

**escape clause** /'skeɪp klɔ:z/ *noun* a clause in a contract which allows one of the

parties to avoid carrying out the terms of the contract under particular conditions

**ESL** *abbreviation* EDUC English as a Second Language

**ESOL** /'i:sɒl/ *abbreviation* EDUC English for Speakers of Other Languages

**ESP** *abbreviation* EDUC English for Special Purposes

**esparto** /ɪs'pɑ:təʊ/ *noun* a type of thick smooth paper made from a South American grass, which is very good for writing or printing, or as the body in coated papers, but is liable to tear and is now not often used

**essay** /'eseɪ/ *noun* a short piece of prose about a subject

**essayist** *noun* a person who writes essays

**establish** /ɪ'stæblɪʃ/ *verb* **1.** to create something in a permanent way **2.** to prove that something is definitely true

**establishment** /ɪ'stæblɪʃmənt/ *noun* **1.** a commercial business ○ *He runs an important printing establishment.* **2.** the number of people working in a company

**establishment charges** /ɪ'stæblɪʃmənt ,tʃɑ:dʒɪz/ *plural noun* the cost of people and property in a company's accounts

**estate** /ɪ'steɪt/ *noun* property left by a dead person ○ *The royalties are payable to the author's estate.*

**estimate** *verb* /'estɪmeɪt/ to calculate an amount or quantity approximately ■ *noun* /'estɪmət/ **1.** a calculation of the probable cost or size or time of something ○ *These figures are only an estimate.* □ **at a conservative estimate** giving a calculation which probably underestimates the final figure ○ *Their turnover has risen by at least 20% in the last year, and that is a conservative estimate.* **2.** a calculation of how much something is likely to cost in the future, given to a client so as to get him or her to make an order ○ *to ask a typesetter for an estimate for typesetting 100,000 words of text* ○ *Before we can give the order we must have an estimate of the total costs involved.*

**estimated** /'estɪmeɪtɪd/ *adjective* calculated approximately ○ *Estimated sales in the first year should cover all originating costs.*

**estimation** /,ɛstɪ'meɪʃ(ə)n/ *noun* an approximate calculation

**estimator** /'estɪməntə/ *noun* a person whose job is to calculate estimates for carrying out work

**e-system** /'i: ,sɪstəm/ *noun* an electronic communications or information system

**e-tailing** /'i: ,teɪlɪŋ/ *noun* the selling of goods and services using an electronic network such as the Internet

**etch** /etʃ/ *verb* to use an acid to remove selected layers of metal from a metal printing plate leaving the printing surface untouched

**etching** /'etʃɪŋ/ *noun* an illustration printed from a plate which has been etched  
 COMMENT: Etching consists of drawing the design on metal with etching ink, then exposing the metal to acid (the etching solution).

**Ethernet** /'i:θənet/ *noun* a standard defining the protocol and signalling method of a local area network

**et seq.** *abbreviation* and following (NOTE: From the Latin phrase 'et sequens'.)

**EU** *abbreviation* European Union

**Euro** /'jʊərəʊ/ *noun* the official currency of 12 countries in the European Union

**Europallet** /'jʊərəʊ,pæɪlt/ *noun* a standardised pallet measuring 120 x 100cm, used in Europe

**European** /,jʊərə'pi:ən/ *adjective* relating to Europe

COMMENT: The term 'Europe' has several meanings; geographically it refers to countries from Russia to the Atlantic. In publishing terms, it is often used to refer to countries from Germany and Austria to the Atlantic, and may not include the countries of Eastern Europe which have separate rights and copyright laws. Finally, in discussions between British and American publishers, the term 'Europe' is used to mean countries in Western Europe, but excluding the United Kingdom (and sometimes Ireland). This is particularly relevant where an American publisher licenses a British publisher to publish a book in British English, but retains the right to sell the original American version in Europe outside the UK: in this case, such a book may well legally be sold in the UK, in spite of the British publisher's exclusivity, because EU regulations encourage the free trade in goods within the Community.

**European article number** /,jʊərə'pi:ən 'ɑ:tɪk(ə)l nʌmbə/ *noun* a form of barcode used in Europe. Abbr **EAN**

**European rights** /,jʊərə'pi:ən ˌraɪts/ *plural noun* the right to publish and sell a book in Europe

**European Union** /,jʊərə'pi:ən 'ju:niən/ *noun* the political and economic community of European countries. Abbr **EU**

**evaluate** /ɪ'væljuet/ *verb* to assess how good something is by looking at the way it works

**evaluation** /ɪ,vælju'eɪf(ə)nl/ *noun* a calculation of value

**even number** /,i:v(ə)n 'nʌmbə/ *noun* a number that can be divided by two to give a whole number

**even pages** /,i:v(ə)n 'peɪdʒɪz/ *plural noun* pages with even numbers

**even small caps** /,i:v(ə)n smɔ:l 'kæps/, **even smalls** *plural noun* small caps used for a whole word, without a full capital being used for the first letter. Also called **level small caps**

**even working** /,i:v(ə)n 'wɜ:kɪŋ/ *noun* the number of printed pages printed in even sections without oddments; usually a number which can be divided by 16 or 32, but sometimes calculated in multiples of 24 or 48. 320 pages is an even working; 328 is an uneven working.

**ex-** /eks/ *preposition* out of or from

**exceed** /ɪk'si:d/ *verb* to be greater than a limit ○ *He exceeded the speed limit.*

**except** /ɪk'sept/ *preposition, conjunction* not including ○ *VAT is levied on all goods and services except books, newspapers and children's clothes.* ○ *Sales are rising in all markets except the Far East.*

**excepted** /ɪk'septɪd/ *adverb* not including

**exception** /ɪk'sepʃən/ *noun* things which are different and not included

**exceptional** /ɪk'sepʃən(ə)l/ *adjective* not usual or different

**exceptional items** /ɪk'sepʃən(ə)l 'aɪtəmz/ *plural noun* items in a balance sheet which do not appear there each year

**exception dictionary** /ɪk'sepʃ(ə)n ,dɪkʃən(ə)rɪ/ *noun* a store of words which do not follow normal rules for hyphenation and have special word break requirements, used for word processing and photocomposition

**exception report** /ɪk'sepʃən rɪ'pɔ:t/ *noun* a report which only gives items that do not fit in the general rule or pattern

**excerpt** /'eksɜ:pt/ *noun* a section or passage taken from a longer work such as a book, film, musical composition or document

**exchange rate** /ɪks'tʃeɪndʒ reɪt/ *noun* the rate at which one currency is exchanged for another. Also called **rate of exchange**

**excise** /ɪk'saɪz/ *verb* to cut something out  
○ *Please excise all references to the agreement from the minutes.*

**excise duty** /'eksəɪz dʒu:ti/ *noun* a tax on particular goods produced in a country, e.g. alcohol

**exclamation mark** /,eksklə'meɪʃ(ə)n mɑ:k/ *noun* a punctuation mark (!) used to express surprise

**exclude** /ɪk'sklu:d/ *verb* to leave something or somebody out deliberately

**excluding** /ɪk'sklu:dɪŋ/ *preposition* not including  
○ *All salesmen, excluding those living in London, can claim expenses for attending the sales conference.*

**exclusion** /ɪk'sklu:z(ə)n/ *noun* the act of not including something or somebody

**exclusion clause** /ɪk'sklu:z(ə)n klɔ:z/ *noun* a clause in an insurance policy or warranty which says what items are not covered by the policy

**exclusive** /ɪk'sklu:sɪv/ *adjective* □ **exclusive of** not including  
○ *All payments are exclusive of tax.* ○ *The invoice is exclusive of VAT.* □ **exclusive right to market a product** the right to be the only company to market the product in a particular area

**exclusive agent** /ɪk'sklu:sɪv 'eɪdʒənt/ *noun* an agent who is the only agent for the publisher's products in a particular territory

**exclusive agreement** /ɪk'sklu:sɪv ə 'ɡri:mənt/ *noun* an agreement where a company is appointed sole agent for a product in a market

**exclusivity** /,eksklu:'sɪvɪti/ *noun* the exclusive right to market a product in a particular area  
○ *The contract gives the British publisher exclusivity in the UK and Commonwealth.*

**.exe** /'eksɪ/ *suffix* a file extension for a program file. Full form **executable**

**execute** /'eksɪkjʊ:t/ *verb* to carry out a plan or process

**execution** /,eksɪ'kju:ʃ(ə)n/ *noun* the carrying out of an order

**executive** /ɪg'zekjʊtɪv/ *noun* somebody who is employed by a company or organisation at a senior level ■ *adjective* putting decisions into action

**executive director** /ɪg,zekjʊtɪv dɑ: 'rektə/ *noun* a director who actually works full-time in the company

**executive powers** /ɪg,zekjʊtɪv 'pəʊəz/ *plural noun* the right to put decisions into action  
○ *He was made managing director with full executive powers over the European operation.*

**exemplar** /ɪg'zemplɑ:/ *noun* a copy of a book or text, especially one from which further copies have originated

**exempt** /ɪg'zempt/ *adjective* to be allowed not to have to perform a duty, service or payment □ **exempt from tax, tax-exempt** not required to pay tax  
○ *As a non-profit-making organisation we are exempt from tax.* □ **exempt from VAT** relating to goods or services to which VAT should not be applied. ◇ **VAT** ■ *verb* to free something from having tax paid on it or from having to pay tax  
○ *The government exempted trusts from tax.* ○ *Food is exempted from sales tax.*

**exemption** /ɪg'zempʃ(ə)n/ *noun* the act of making something exempt from a contract or from a tax

**exemption from tax** /ɪg'zempʃ(ə)n frəm tæks/ *noun* same as **tax exemption**

**exercise** /'eksəsaɪz/ *noun* a short piece of work designed to help you learn something ■ *verb* to use something

**exhibit** /ɪg'zɪbɪt/ *noun* an item displayed in a museum, art gallery or court of law ■ *verb* to put something in a public place for people to look at

**exhibition** /,eksɪ'bɪʃ(ə)n/ *noun* a collection of objects displayed in a public place

**exhibition room** /,eksɪ'bɪʃ(ə)n stænd/, **exhibition hall** /,eksɪ'bɪʃ(ə)n hɔ:l/ *noun* a place where goods are shown so that buyers can look at them and decide what to buy

**exhibition stand** /,eksɪ'bɪʃ(ə)n stænd/ *noun* a separate section of an exhibition where a company exhibits its products or services

**exhibitor** /ɪg'zɪbɪtə/ *noun* a person or company whose work is being displayed

**ex libris** /,eks 'lɪbrɪs/ *phrase* used on book plates followed by a name to show who the owner is (NOTE: From a Latin phrase meaning 'from the books of'.)

**exotic typefaces** /ɪg'zɒtɪk ,taɪpeɪsɪz/ *plural noun* non-Latin typefaces such as Russian, Arabic, Hebrew or Chinese

**expanded polystyrene** /,ɪk,spændɪd ,pɒlɪ'staɪrɪ:n/ *noun* light solid moulded plastic used for packing ○ *The books were delivered packed in expanded polystyrene chips.*

**expanded type** /ɪk,spændɪd 'taɪp/ *noun* computer-generated type which has been made wider than usual

**expenditure** /ɪk'spendɪtʃə/ *noun* the total amount of money spent on something

**expense** /ɪk'spens/ *noun* money spent while doing something connected with one's work

**expense account** /ɪk'spens ə,kaʊnt/ *noun* an arrangement with a company by which they pay for necessary work expenses

**expenses** /ɪk'spensɪz/ *plural noun* money paid to cover payments made by an individual while on company business

**expensive** /ɪk'spensɪv/ *adjective* costing a lot of money ○ *PVC binding is much more expensive than paper.*

**expert** /'ekspɜ:t/ *noun* somebody with a great deal of knowledge, skill or experience in a particular subject or activity ■ *adjective* having a great deal of knowledge, skill or experience in a particular subject or activity

**expert characters** /'ekspɜ:t ,kærɪktəz/ *plural noun* special and rarely-used characters such as small caps and accent marks, which are usually found in a separate font on a PC

**expiration** /,ekspə'reɪʃ(ə)n/ *noun* the act of something coming to an end ○ *expiration of a licence*

**expire** /ɪk'spaɪə/ *verb* to reach the end of the period of time for which something is valid

**expiry date** /ɪk'spaɪəri deɪt/ *noun* the date on which something such as a document, membership or piece of software ceases to be valid

**explode** /ɪk'spləʊd/ *verb* to make a picture of an object such as a car engine showing the parts inside, each part being shown separately but in the correct relationship to the rest

**exploit** /ɪk'splɔɪt/ *verb* to use something to make a profit ○ *The company is exploiting its contacts in the Ministry of Trade.* ○ *We hope to exploit the full marketing potential of the children's book range.*

**export** *noun* /'ekspɔ:t/ the action of sending goods to a foreign country to be sold ○ *the export trade* or *the export market* ■ *verb* /ɪk'spɔ:t/ to convert data from a computer program into a form suitable for a different program or environment

**exportation** /,ekspɔ:'teɪʃ(ə)n/ *noun* the act of sending goods to foreign countries for sale

**Export Credit Guarantee Department** /,ekspɔ:t ,kredɪt ,gærən'ti: dɪ ,pɔ:tmənt/ *noun* a British government department which insures exports sold on credit. Abbr **ECGD**

**export department** /'ekspɔ:t dɪ ,pɔ:tmənt/ *noun* the section of a company which deals in sales to foreign countries

**export duty** /'ekspɔ:t ,dʒu:ti/ *noun* a tax paid on goods sent out of a country for sale

**export edition** /'ekspɔ:t ɪ,dɪʃ(ə)n/ *noun* a special edition printed for the export market

**export house** /'ekspɔ:t haʊs/ *noun* a company which specialises in the export of goods made by other manufacturers

**export licence** /'ekspɔ:t ,ləɪs(ə)ns/ *noun* a government permit allowing something to be exported ○ *The government has refused an export licence for computer parts.*

**export manager** /'ekspɔ:t ,mænɪdʒə/ *noun* a person in charge of an export department in a company

**export permit** /'ekspɔ:t ,pɜ:mɪt/ *noun* an official document which allows goods to be exported

**export price** /'ekspɔ:t praɪs/ *noun* a special price put on a book for the export market, which does not bear any relation to the catalogue price in the publisher's home market

**exports** /'ekspɔ:ts/ *plural noun* goods sent to a foreign country to be sold ○ *Exports to Africa have increased by 25%.*

**export sales** /'ekspɔ:t seɪlz/ *plural noun* sales outside the country where a company is based

**export terms** /'ekspɔ:t tɜ:mz/ *plural noun* special terms offered to booksellers who are buying for export, or to booksellers in other countries, usually a longer credit period, and also a higher discount

**export trade** /'ekspɔ:t treɪd/ *noun* the business of selling to other countries

**expose** /ɪk'spəʊz/ *verb* to allow light to fall on a photographic film for a particular amount of time ○ *I accidentally exposed the film as I was taking it out of the camera.*

**exposure** /ɪk'spəʊʒə/ *noun* **1.** the act of allowing light-sensitive film to be exposed to light ○ *You need a very short exposure in bright light.* **2.** the amount of time a photographic film is exposed to light

**exposure meter** /ɪk'spəʊʒə ,mɪtə/ *noun* an instrument which calculates how much time a film should be exposed

**express** /ɪk'spres/ *verb* to state what you think or feel ■ *adjective* **1.** rapid or very fast ○ *express letter* ○ *express delivery* **2.** clearly shown in words ○ *The contract has an express condition forbidding sale in Africa.*

**expressed folio** /ɪk,sprest 'fəʊliəʊ/ *noun* a page number which is printed, as opposed to a blind folio

**expressly** /ɪk'spresli/ *adverb* clearly in words ○ *The contract expressly forbids alterations to the text without the approval of the author.*

**expurgated edition** /'ekspəʒeɪtɪd ɪ ,dɪf(ə)n/ *noun* an edition of a book that has had parts removed which are judged to be offensive

**expurgation** /,ekspɜː'geɪf(ə)n/ *noun* the cutting of offensive material from a text

**extended credit** /ɪk,stendɪd 'kredɪt/ *noun* credit on very long repayment terms

**extended delivery** /ɪk,stendɪd dɪ 'lɪv(ə)ri/ *noun* the act of lengthening the time taken for a printing machine to deliver the printed sheet, so that ink will have time to dry before the next sheet is delivered

**extended graphics array** /ɪk,stendɪd 'græfɪks ə,reɪ/ *noun* full form of **XGA**

**extender** /ɪk'stendə/ *noun* **1.** an ascender or descender **2.** a substance added to ink to make it less opaque

**extensive** /ɪk'stensɪv/ *adjective* very large or covering a wide area ○ *an extensive network of sales outlets*

**extent** /ɪk'stent/ *noun* the number of pages in a book ○ *You need to put the extent and trimmed page size into the catalogue.* ○ *If you don't know the extent of the book yet, how can you order the paper for it?*

**external trade** /ɪk,stɜːn(ə)l 'treɪd/ *noun* same as **foreign trade**

**extra** /'ekstrə/ *adjective, adverb* additional or more than usual ○ *There is no extra charge for corrections.* ○ *They charge 10% extra for postage.* ○ *He had £25 extra pay for working on Sunday.* ○ *Service is extra.*

**extra bound book** /,ekstrə baʊnd 'bʊk/ *noun* a book that is specially bound and finished by hand

**extract** *noun* /'ekstrækt/ a small part of a piece of writing or music which is printed or played separately ■ *verb* /ɪk'strækt/ to take something out with difficulty

COMMENT: Long extracts quoted in a text are often set indented, and in a smaller size than the text matter.

**extranet** /'ekstrənɛt/ *noun* an extension of the intranet of a company or organisation, giving authorised outsiders controlled access to the intranet

**Extraordinary General Meeting** /ɪk ,strɔːd(ə)n(ə)rɪ ,dʒɛn(ə)rəl 'miːtɪŋ/ *noun* a special meeting of shareholders to discuss an important matter. Abbr **EGM**

**extras** /'ekstrəz/ *plural noun* items that are not included in a price ○ *Packing and postage are extras.*

**eyeballs** /'aɪbɔːlz/ *plural noun* a measure of the number of visits made to a website (*informal*)

**e-zine** /'iː ziːn/ *noun* a website with contents and layout modelled on a print magazine

# F

**face** /feɪs/ *noun* **1.** the part of a metal character which prints ○ *The face stands above the beard.* **2.** the typeface or distinctively designed style of a character ○ *Times and Helvetica are the two faces used for the text of this book.* **3.** the front cover of a book □ **to display a book face out** to put a book on a bookshop shelf with the front cover outwards. Compare **to display a book spine out** **4.** the side of a film or printed page ■ *verb* to be opposite another page

**facilities** /fə'sɪlɪtɪz/ *plural noun* equipment or buildings which make it easy to do something ○ *We have storage facilities for 60,000 books.* ○ *Transport facilities are provided by the Fair organisers.* ○ *There are no facilities for unloading.*

**facing editorial** /fə'feɪsɪŋ ˌedɪ'tɔ:riəl/ *noun* advertising space opposite editorial matter, charged at a higher rate than normal advertising space

**facing pages** /fə'feɪsɪŋ ˌpeɪdʒɪz/ *plural noun* the two pages that are visible when a book is open

**facsimile** /fæk'sɪmɪli/ *noun* an exact copy of an original

**facsimile character generator** /fæk ,sɪmɪli 'kærɪktə ˌdʒenəreɪtə/ *noun* a means of displaying characters on a computer screen by copying preprogrammed images from memory

**facsimile copy** /fæk,sɪmɪli 'kɒpi/ *noun* an exact copy of a document

**facsimile edition** /fæk'sɪmɪli ɪ ,dɪf(ə)n/ *noun* a book or print that is reprinted in exactly the same style as an earlier edition, often being a photographic reproduction of the original

**fact-finding** /'fækt ˌfɑ:ndɪŋ/ *adjective* intended to find out information about something ■ *noun* activity that is intended to find out information about something

**factor** /'fæktə/ *noun* one aspect which affects an event, situation or decision ■ *verb* to buy debts from a company at a discount

**factors of production** /fæktəz əv prə'dʌkʃən/ *plural noun* the things needed to produce a product, which are land, labour and capital

**factory** /'fækt(ə)ri/ *noun* a building where products are manufactured ○ *binding factory* ○ *paper factory*

**factory hand** /'fækt(ə)ri hænd/ *noun* a person who works in a factory

**factory inspector** /'fækt(ə)ri ɪn ,spektə/ *noun* same as **inspector of factories**

**factory price** /'fækt(ə)ri praɪs/ *noun* a price for a product not including transport from the maker's factory. Also called **price ex factory**

**factotum initial** /fæk'tɒtəm ɪ,nɪʃ(ə)l/ *noun* a decorative square block, into which the initial letter of a paragraph is dropped

**fade** /feɪd/ *verb* to lose colour ○ *The cover material has faded.* ○ *For a guidebook you need a cloth binding which will not fade.*

**fade-out** /'feɪd aʊt/ *noun* a defect in printing, where the image becomes faint

**fade-out blue** /,feɪd aʊt 'blu:z/ *noun* a blue used to mark CRC, which does not show up on film

**fade-out halftone** /,feɪd aʊt 'hɑ:ftəʊn/ *noun* US a halftone image which fades into the background at the edges (NOTE: The UK term is **vignette**.)

**fair comment** /,feə 'kɒmənt/ *noun* a criticism which is acceptable, and is not likely to be libellous

**fair copy** /,feə 'kɒpi/ *noun* the final version of work which has no mistakes

**fair deal** /,feə 'di:l/ *noun* an arrangement where both parties are treated equally

**fair dealing** /,fiə 'di:liŋ/ *noun* permission granted in the Copyright Acts, which allows photocopies of copyright works to be made for personal use and for private study, but not large numbers of copies for sale, or made by a teacher for the use of a class of students

**fair price** /,fiə 'praɪs/ *noun* a good price for both buyer and seller

**fair trade** /,fiə 'treɪd/ *noun* an international business system where countries agree not to charge import duties on particular items imported from their trading partners

**fair use** /,fiə 'ju:s/ *noun* use which can legally be made of a quotation from a copyright text without the permission of the copyright holder

**fake** /feɪk/ *noun* **1.** something or somebody who is not what they pretend to be **2.** a false, and usually worthless, copy ■ *verb* to make an imitation for criminal purposes ○ a faked import licence

**fake process** /,feɪk 'prəʊses/ *noun* colour separation done by the designer who makes individual overlays by hand for each of the colours

**faking** /'feɪkɪŋ/ *noun* the act of putting in extra leading to make a page or column longer

**fall** /fɔ:l/ *noun* a drop or decrease in value ○ a fall in the exchange rate ○ a sudden fall in sales in the home market ■ *verb* **1.** to drop to a lower price or lower figure ○ Borrowing from libraries fell for the first time. ○ His royalties have fallen from \$10,000 a year to \$200. ○ The pound fell against other European currencies. **2.** to happen or take place ○ The public holiday falls on a Tuesday. □ **payments which fall due** payments which are now due to be made

**fall away** /,fɔ:l ə'weɪ/, **fall off** /,fɔ:l 'ɒf/ *verb* to become lower or less ○ Sales have fallen away since we increased our prices.

**fall out** /,fɔ:l 'aʊt/ *verb* □ **the bottom has fallen out of the market** sales have fallen below what previously seemed to be their lowest point

**fall through** /,fɔ:l 'θru:/ *verb* to fail to happen or take place ○ The sale fell through at the last moment.

**false** /fɔ:ls/ *adjective* not correct or based on wrong information

**false bands** /,fɔ:ls 'bændz/ *plural noun* a strip of decorated leather or string glued

to the top of the spine of the book block before the cover is put on

**falsification** /,fɔ:lsɪfɪ'keɪʃ(ə)n/ *noun* the making of false entries in accounts

**falsify** /'fɔ:lsɪfaɪ/ *verb* to change information so that it is no longer true or accurate

**family** /'fæm(ə)li/ *noun* **1.** a group of all the characters belonging to the same typeface, including all the different fonts **2.** a group of related things such as plants, animals or languages, used as the basis of classification

**fancy type** /'fænsɪ taɪp/ *noun* strange or decorative typefaces, which are used for display or posters, but not usually for text

**f. & c.** *abbreviation* folded and collated

**f. & g.** *abbreviation* folded and gathered

**fanfold** /'fænfəʊld/ *noun* same as **accordion fold**

**FAQ** /fæk, ,ef eɪ 'kju:/ *abbreviation* frequently asked questions

**farm out** /,fɑ:m 'aʊt/ *verb* □ **to farm out work** to hand over work to another person or company to do for you ○ She farms out the editorial work to various freelancers.

**fascicle** /'fæskɪk(ə)l/, **fascicule** *noun* an unbound section of a book published in instalments as a volume or pamphlet (NOTE: The word fascicle is used of learned books, such as dictionaries or critical editions, etc. Popular books published in the same way are known as partworks.)

**fashion boards** /'fæʃ(ə)n bɔ:dz/ *plural noun* boards with cartridge paper on one side and thin paper on the other, used for making artwork for blocks

**fashion plate** /'fæʃ(ə)n pleɪt/ *noun* a colour plate of a model wearing fashionable clothing

**fastness** /'fɑ:stnəs/ *noun* ability of a colour not to fade

**fast-selling item** /,fɑ:st ,selɪŋ 'aɪtəm/ *plural noun* an item that sells quickly

**fat** /fæt/ *adjective* round or large

**fat face** /'fæt feɪs/, **fat type** *noun* a typeface with very thin serifs and very wide strokes, used in the 19th century for posters and other display work

**fat matter** /'fæt ,mætə/ *noun* copy which is easy to set, e.g. copy with lots of white spaces (NOTE: The opposite is **lean matter**.)

**fault** /fɔ:lt/ *noun* a weakness or imperfection in something

**fault tolerance** /'fɔ:lt ,tɒlərəns/ *noun* the ability of a computer or network to preserve the integrity of data during a malfunction

**faulty** /'fɔ:lti/ *adjective* not working properly

**fax** /fæks/ *noun* an exact copy of a document sent electronically to a distant receiver using the telephone network ■ *verb* to send an exact copy of a document using the telephone network

**fax gateway** /'fæks ˌgeɪtweɪ/ *noun* a computer or piece of software that allows users to send e-mail or other information as a fax transmission to a remote fax machine

**feasibility** /,fi:zə'bɪlɪti/ *noun* ability to be done ○ *to report on the feasibility of a project*

**feasibility report** /,fi:zə'bɪlɪti rɪˌpɔ:t/ *noun* a report saying whether something can be done

**feathering** /'feðərɪŋ/ *noun* 1. blurred ink caused by a fault in the paper, usually lack of sizing 2. the act of putting extra leading in phototypesetting, so as to make the type area of a page longer

**featherweight** /'fedəweɪt/ *noun* a very light weight

**featherweight antique** /,fedəweɪt æn 'ti:k/ *noun* light, very thick paper, formerly used for children's books (NOTE: The US term is **high-bulk antique**.)

**feature** /'fi:tʃə/ *noun* 1. a special characteristic of something 2. a special article in a newspaper, magazine or broadcast programme ■ *verb* to promote something specially in a newspaper article

**features editor** /'fi:tʃəz ,edɪtə/ *noun* an editor at a newspaper or magazine who is in charge of features

**-fed** /fed/ *suffix* meaning 'using a particular type of paper'

**fee** /fi:/ *noun* money paid for a service

**feed** /fi:d/ *noun* a device that puts paper into a printer or into a photocopier ○ *The paper feed has jammed.* ■ *verb* 1. to put paper into a machine ○ *The paper is fed in at one end of the printing line.* ○ **-fed** 2. to put information into a computer

**feedback** /'fi:dbæk/ *noun* comments from users or customers about what has been proposed or done

**feed edge** /'fi:d edʒ/ *noun* the edge of a sheet of paper which is held by the grippers and goes into the press first

**feeder** /'fi:də/ *noun* a device which feeds sheets of paper into a printing machine

**feed holes** /'fi:d həʊlz/ *plural noun* holes at the beginning of a paper tape which lead the tape into the reader

**feed roller** /'fi:d ,rəʊlə/ *noun* a roller which takes the web of paper into the printing machine

**feint** /feɪnt/, **feint rules** *noun* very light lines running across writing paper and the paper in account books

**felt** /felt/ *noun* a revolving loop of soft material which carries the paper through the papermaking processes ■ *verb* to become interwoven like felt

COMMENT: Felt mats are used in making paper by hand: each damp sheet is placed on a mat, then another mat is placed on top of it, and another sheet of paper, making a pile of sheets and mats which is pressed to extract water.

**felt finish** /'felt ˌfɪnɪʃ/ *noun* a smooth finish on the top side of paper

**felt side** /'felt saɪd/ *noun* the smooth top side of paper, as opposed to the wire side which may show the marks of the wire mesh

**fenchel tester** /'fentʃ(ə)l ,testə/ *noun* a device for comparing the stability of two papers, when both are wet

**festoon dryer** /fe'stu:n ,draɪə/ *noun* a method of drying paper by hanging it in loops over hot pipes

**festschrift** /'festʃrɪft/ *noun* a volume of writings by various people collected in honour of somebody such as a writer or scholar

**fibre** /'faɪbə/ *noun* a solid thread-like part of wood or rag, which is retained in the pulp and in the finished paper

COMMENT: The fibres in wood or cotton rag are cellulose, and this is what gives paper its strength. Paper fibres lie in the direction of the movement of the web through the papermaking machine: this is known as the grain.

**fibre optics** /,faɪbə 'ɒptɪks/ *plural noun* thin strands of glass that transmit light and images, sometimes used in phototypesetters

**fiction** /'fɪkʃən/ *noun* stories about imaginary people and events

**fictitious** /fɪk'tɪʃəs/ *adjective* false or which do not exist ○ *The author claims all the characters in her novel are fictitious.*

**field** /fi:ld/ *noun* a section containing individual data in a record, e.g. a person's name or address



**field sales manager** /fi:ld 'seɪlz ,mæniɪdʒə/ *noun* the manager in charge of a group of salespeople

**fieldwork** /'fi:ldwɜ:k/ *noun* **1.** the gathering of information about a subject by carrying out a direct investigation rather than reading or talking about it **2.** an examination of the situation among possible customers ○ *He had to do a lot of fieldwork to find the right market for the product.*

**figure** /'fɪgə/ *noun* a printed and numbered line illustration, map or chart in a document ○ *See figure 10 for an illustration of the inside of the brain.*

**figure number** /'fɪgə ,nʌmbə/ *noun* a number which refers to a text illustration ○ *The figure numbers are printed in bold.*

**figures** /'fɪgəz/ *plural noun* written numbers, especially Arabic numbers

**file** /faɪl/ *noun* **1.** a cardboard holder for papers which can fit in the drawer of a filing cabinet **2.** a collection of information about a particular person or thing □ **to place something on file** to keep a record of something **3.** (*in computing*) a set of stored, related data with its own name ■ **verb** **1.** to send in copy for a newspaper article ○ *He filed a report yesterday on the revolution.* **2.** to make an official request **3.** to register something officially ○ *to file an application for a patent* ○ *to file a return to the tax office*

**file copy** /'faɪl ,kɒpi/ *noun* a copy of a document which is kept for reference in an office, or a copy of a published book kept in the library of the publisher

**file extension** /'faɪl ɪk ,stɛnʃən/ *noun* a set of characters following the dot after the name of a computer file, identifying the file type

**file header** /'faɪl ,hedə/ *noun* information about a file stored at the beginning of the file

**file length** /'faɪl leŋθ/ *noun* the number of characters or bytes in a stored file

**file manager** /'faɪl ,mæniɪdʒə/ *noun* a computer program that arranges and manipulates files and directories

**filename** /'faɪlnɛɪm/ *noun* a set of characters, sometimes restricted in number, serving as an identifying title for a computer file and often including a file extension

**file transfer protocol** /'faɪl ,trænsfɜ: ,prəʊtəkɒl/ *noun* a TCP/IP standard for

transferring files between computers. Abbr **FTP**

**filling** /'fɪlɪŋ/ *noun* the process of putting things in order according to a set system

**fill** /fɪl/ *verb* **1.** to make something full ○ *We have filled our order book with orders for Africa.* ○ *The production department has filled the warehouse with unsellable products.* **2.** □ **to fill a gap** to provide a product or service which is needed, but which no one has provided before ○ *The new range of small handbooks fills a gap in the market.*

**filler** /'fɪlə/ *noun* **1.** something which fills a space, e.g. a small news item or a free advertisement in a newspaper **2.** a substance added to paper pulp to improve the opacity. ◊ **loading**

**fillet** /'fɪlɪt/ *noun* a thin decorative line impressed onto the cover of a book, or the tool used to make it

**fill-in** /'fɪl ɪn/ *noun* thin card used for filling in

**filling in** /,fɪlɪŋ 'ɪn/ *noun* **1.** a printing fault where the ink runs and fills up the counters of round letters such as 'g' or 'b', or where it fills in the spaces between half-tone dots **2.** the process of sticking a thin layer of card onto boards after the leather has been put on in quarter or half binding, to make the surface level

**film** /fɪlm/ *noun* **1.** a strip of light-sensitive material used in a camera to take photographs **2.** a story or event recorded on film to be shown in the cinema or on television **3.** a very thin layer of powder or grease ■ **verb** to expose a photographic film to light by means of a camera, and so produce images; to photograph bromides to make a film for printing ○ *The camera-ready copy has gone away for filming.*

**film advance** /'fɪlm əd,vɑ:ns/, **film feed** *noun* movement forward of a roll of film in a phototypesetter as it leaves spaces between lines of setting and between pages

**film assembly** /'fɪlm ə,sembli/, **film make-up** *noun* the process of putting pieces of film in the correct places for making plates

**film laminate** /'fɪlm ,ləmɪnət/ *noun* very thin plastic film attached to the cover or jacket of a book for protection

**film mechanical** /,fɪlm mɪ'kæɪnɪk(ə)/ *noun* camera-ready copy in the form of film

**film processing laboratory** /'fɪlm ,prəʊsesɪŋ lə,bɒrət(ə)ri/ *noun* a laboratory where exposed film is developed and fixed as negative

**film processor** /'fɪlm ,prəʊsesə/ *noun* a machine which processes film automatically

**film rights** /'fɪlm raɪts/ *plural noun* the right to make a film based on a published book ○ *The publisher keeps the film and TV rights.* ○ *Film rights were sold for \$1 million.* Also called **motion picture rights**

**film script** /'fɪlm skɪpt/ *noun* the text of a film, with the dialogue for the actors and the instructions for the director

**filmset** /'fɪlmset/ *verb* to set text using a phototypesetter

**filmsetting** /'fɪlm, setɪŋ/ *noun* photo-composition or phototypesetting

**film studio** /'fɪlm ,stju:diəʊ/ *noun* a place where films are shot or where a photographer takes photographs. Also called **photographer's studio**

**film-wrapping** /'fɪlm ,ræpɪŋ/ *noun* the wrapping of a book in a thin plastic sheet

**filter** /'fɪltə/ *noun* a sheet of coloured glass or plastic, which stops certain frequencies of light and is used to make colour separations

**final corrections** /,faɪn(ə)l kə'rekʃ(ə)nz/ *noun* the last set of revisions made to a piece of typeset text by the editor before it is signed off

**final demand** /,faɪn(ə)l dɪ'mɑ:nd/ *noun* the last reminder from a supplier, after which he or she will sue for payment

**final discharge** /,faɪn(ə)l dɪs'tʃɑ:dʒ/ *noun* the last payment of what is left of a debt

**final draft** /,faɪn(ə)l 'drɑ:ft/ *noun* a corrected and edited copy sent for setting

**final film** /,faɪn(ə)l 'fɪlm/ *noun* film ready for plate-making

**finalise** /'faɪnəlaɪz/, **finalize** *verb* to agree final details ○ *We hope to finalise the agreement tomorrow.* ○ *After six weeks of negotiations the loan was finalised yesterday.*

**final product** /,faɪn(ə)l 'prɒdʌkt/ *noun* a manufactured product, made at the end of a production process

**final proof** /,faɪn(ə)l 'pru:f/ *noun* US the last proof before passing for press

**finance** /'faɪnəns/ *noun* money needed to pay for a project ■ *verb* to provide the money for a project

**finance department** /'faɪnəns dɪ ,pɑ:tmənt/ *noun* the people in an organisation who manage the accounts

**finances** /'faɪnənsɪz/ *plural noun* money or cash which is available ○ *The bad state of the company's finances.*

**financial** /faɪ'nænʃəl/ *adjective* relating to or involving money □ **the financial press** business newspapers and magazines

**financial adviser** /faɪ'nænʃəl əd'vaɪzə/ *noun* a person or company which gives advice on financial problems for a fee

**financial assistance** /faɪ'nænʃəl ə'sɪstəns/ *noun* help in the form of money

**financial correspondent** /faɪ'nænʃəl ,kɔ:rɪs'pɒndənt/ *noun* a journalist who writes articles on money matters for a newspaper

**financial resources** /faɪ'nænʃəl rɪ'zɔ:sɪz/ *plural noun* money that is available for investment

**financial year** /faɪ'nænʃəl 'jɪə/ *noun* a period of twelve months which can start at any point within the calendar year, used for managing the budgets of an organisation and assessing profit and loss ○ *The university's financial year runs from 31st July to 1st August in the next year.*

**financing** /'faɪnənsɪŋ/ *noun* the act of providing money ○ *The financing of the project was done by two international banks.*

**find** /faɪnd/ *verb* **1.** to get something which was not there before ○ *to find backing for a project* **2.** to make a legal decision in court ○ *The tribunal found that both parties were at fault.*

**fine** /faɪn/ *noun* an amount of money that has to be paid as a penalty ■ *adjective* **1.** referring to paper with a smooth surface **2.** referring to a screen with narrow spaces between the lines ► compare **coarse** ■ *adverb* very thin or very small ○ *We are cutting our margins very fine.*

**fine etching** /,faɪn 'etʃɪŋ/ *noun* the etching of dots on a halftone plate to make them sharper

**fine grain** /'faɪn greɪn/ *noun* very small grain on a photograph allowing delicate lines and sharp edges

**fine paper** /,faɪn 'peɪpə/ *noun* good-quality paper used for printing halftones or for writing

**fine rule** /'faɪn ru:l/ *noun* a very thin printed line

**fines** /fainz/ *plural noun* defects in paper, where the fibres have become stuck together in lumps

**fine screen** /,faɪn 'skri:n/ *noun* a screen with very small dots, making good-quality halftones

**finial** /'faɪniəl/ *noun* a decorative curved end to part of a letter which ends in a hook such as a 'c'

**finish** /'fɪnɪʃ/ *noun* the final appearance of something, especially the surface given to paper by rolling, coating or embossing ○ *paper with a smooth finish* ○ *The cover has an attractive finish.* ■ **verb 1.** to do or make something completely ○ *The order was finished in time.* ○ *She finished the test before all the other candidates.* **2.** to carry out the last part of the book production process ○ *The book is finished in a dark red binding.*

**finished** /'fɪnɪʃt/ *adjective* having been completed

**finished document** /,fɪnɪʃt 'dɒkjʊmənt/ *noun* a document which is typed, and is ready to be printed

**finished goods** /,fɪnɪʃt 'gʊdz/ *plural noun* manufactured goods which are ready to be sold

**finished rough** /,fɪnɪʃt 'rʌf/ *noun* artwork which is prepared for a presentation to show what the finished product will look like

**finishing** /'fɪnɪʃɪŋ/ *noun* **1.** the process of folding, gathering, stitching and binding the pages of a book after they have been printed **2.** the final part of the handbinding process, including lettering and tooling the covers

**finishing machine** /'fɪnɪʃɪŋ məʃi:n/ *noun* a machine which does any part of the book finishing process, e.g. stitching, binding

**firewall** /'faɪəwɔ:l/ *noun* a piece of computer software intended to prevent unauthorised access to system software or data

**firm** /fɜ:m/ *noun* a business, company or partnership ○ *a manufacturing firm* ○ *an important publishing firm* ○ *He is a partner in a law firm.* ■ **adjective 1.** not possible to change ○ *to make a firm offer for something* **2.** referring to goods such as books which cannot be returned if unsold **3.** not dropping in price, and possibly going to rise ○ *Paper prices are firmer than last year.* ■ **verb** to remain at a price and seem

likely to go up ○ *Paper has firmed at \$25 a tonne.*

**firm order** /,fɜ:m 'ɔ:də/ *noun* an order for something such as paper or books which is at an agreed price and on agreed payment terms

**firm price** /,fɜ:m 'praɪs/ *noun* a price which will not change

**firm up** /,fɜ:m 'ʌp/ *verb* to agree the final details of something ○ *We expect to firm up the deal at the London Book Fair.*

**first** /fɜ:st/ *noun* a person or thing which is there at the beginning or earlier than others ○ *Our company was one of the first to sell into the European market.* □ **first in the field** the first company to bring out a product or to start a service

**First Amendment** /,fɜ:st ə 'men(d)mənt/ *noun* the amendment to the US Constitution which guarantees freedom of speech, of the press, of religion, etc.

**first-class** /,fɜ:st 'klɑ:s/ *adjective* **1.** of the highest or best quality **2.** of the best level of service, e.g. in mail or travel

**first colour** /,fɜ:st 'kʌlə/ *noun* the first of the colours to be printed in four-colour printing

**first edition** /,fɜ:st 'ɪdɪʃ(ə)n/ *noun* one of the first number of copies printed from the same type at the same time

**first half-year** /,fɜ:st hɑ:f 'jɪə/ *noun* the first six months of a company's accounting year

**first impression** /,fɜ:st ɪm'preʃ(ə)n/ *noun* the first printing of a book

**first option** /,fɜ:st 'ɒpʃən/ *noun* an option giving the buyer first refusal on the rights for a book

**first proofs** /,fɜ:st 'pru:fs/ *plural noun* the first proofs of a book from the printer, usually galley proofs ○ *The book is in first proof stage.* ○ *The first proofs have just come in from the printer.*

**first quarter** /,fɜ:st 'kwɔ:tə/ *noun* a period of three months from January to the end of March

**first revise** /,fɜ:st rɪ'vaɪz/ *noun* a proof with corrections made to the first proofs

**first serial rights** /,fɜ:st 'sɪəriəl ,raɪts/ *plural noun* the right to publish sections of a book in a magazine or newspaper before the book itself is published

**fiscal year** /,fɪskəl 'jɪə/ *noun* the twelve-month period on which taxes are

calculated, 6 April to 5 April of the following year in the UK

**fist** /fɪst/ *noun* a printing sign like a black hand, used to show a cross-reference

**fit** /fɪt/ *noun* the space between typeset characters; the alignment of text and images on the page

**fix** /fɪks/ *verb* **1.** to arrange or agree something ○ *We have to fix our promotion budget for the spring titles.* ○ *Can we fix a meeting for 3 pm?* ○ *The publication date has still to be fixed.* **2.** to arrange something permanently **3.** to mend something ○ *The technicians are coming to fix the telephone switchboard.* ○ *Can you fix the photocopier?* **4.** to treat a photograph with chemicals so that the image is kept permanently on film

**fixative** /'fɪksətɪv/ *noun* **1.** a chemical used to fix photographs **2.** a spray varnish put on drawings or paintings, so as to preserve the colours or prevent damage from dirt

**fixed assets** /,fɪkst 'æsets/ *plural noun* property or machinery which a company owns and uses, but which the company does not buy or sell as part of its regular trade, including the company's investments in shares of other companies

**fixed back** /'fɪkst bæk/ *noun* a cover that is glued to the back of the pages of a book

**fixed capital** /,fɪkst 'kæpɪt(ə)/ *noun* capital in the form of buildings and machinery

**fixed costs** /,fɪkst 'kɒsts/ *plural noun* business costs which do not rise with the quantity of the product made

**fixed expenses** /,fɪkst ɪk'spensɪz/ *plural noun* money which is spent regularly such as rent, electricity and telephone bills

**fixed position** /fɪkst pə'zɪʃ(ə)n/ *noun* a position for an advertisement which is always in the same place in a newspaper or magazine

**fixed rate** /,fɪkst 'reɪt/ *noun* a charge which cannot be changed

**fixed space** /,fɪkst 'speɪs/ *noun* the space between characters or words which is always the same and cannot be changed when the line is justified

**fixing bath** /'fɪksɪŋ bɑːθ/ *noun* a bath in which developed negatives are fixed

**flag** /flæg/ *verb* to use a computer code to mark a record as part of a subset ■ *noun* **1.**

a mark which is attached to information in a computer so that the information can be found easily **2.** a tag attached to a sheet of paper to mark a special section of text or to a web of paper to mark where there is a fault or where a joint has been made **3.** the name of a newspaper or magazine, printed in a special style to identify the paper easily

**flagship** /'flæɡʃɪp/, **flagship title** *noun* the most important or profitable publication published by a group

**flap** /flæp/ *noun* either of the two parts of a dust jacket that fold inside a book's cover and are usually printed with information about the book or author

**flash** /flæʃ/ *noun* the addition of light in exposing a halftone, so as to make the dots on the picture stronger

**flat** /flæt/ *adjective* **1.** not folded or bent **2.** fixed or not changing **3.** dull or with not enough contrast ○ *The colours in the plates are flat.* ■ *noun* a series of CRC pages stuck down ready for filming; imposed negatives positioned in holes on a sheet ready for plate-making

**flat back** /'flæt bæk/ *noun* the spine of a book which is flat and not curved or rounded

**flatbed** /'flætbed/ *noun* a printing or scanning machine that holds the paper or image on a flat surface while printing or processing ○ *Scanners are either flatbed models or platen type, paper-fed models.*

**flatbed cylinder press** /'flætbed ,sɪlɪndə ,pres/ *noun* same as **cylinder press**

**flatbed plotter** /,flætbed 'plɒtə/ *noun* a movable pen that draws diagrams under the control of a computer on a flat piece of paper

**flatbed press** /'flætbed pres/ *noun* a mechanical printing machine where the printing plate lies flat on the bed of the machine, while the inking rollers and then the impression cylinder with the paper are rolled over it

**flatbed scanner** /,flætbed 'skænə/ *noun* a scanner which scans a text or drawing that is lying flat ○ *Paper cannot be rolled through flatbed scanners.*

**flatbed transmitter** /'flætbed trænʒ ,mɪtə/ *noun* a device that keeps a document flat while it is being scanned before being transmitted by facsimile means

**flat out** /flæt 'aʊt/ *adverb* working hard or at full speed ○ *The factory worked flat out to complete the order on time.*

**flat plan** /'flæt plæn/ *noun* a plan of the sheets of a book or magazine, showing how colour sections, editorial matter and advertising pages are organised

**flat-planning** /'flæt ,plænɪŋ/ *noun* the organising of flat plans

**flat rate** /flæt 'reit/ *noun* a fixed charge or payment which is the same for everyone ○ *a flat-rate increase of 10% on all printing costs* ○ *We pay a flat rate for typesetting of £10 per page.* ○ *The keyboarders are paid a flat rate of £2 per thousand.*

**flat sheets** /'flæt ʃi:ts/ *plural noun* printed sheets of paper which are kept flat, and will be folded when it is necessary to bind them

**flat sheet stock** /'flæt ʃi:t ,stɒk/ *noun* a stock of printed sheets, stored flat

**flat-stitching** /'flæt ,stɪtʃɪŋ/ *noun* a method of sewing sections of a book, where the thread is passed through the side of the section near the fold

**flat straw** /'flæt strɔ:/ *noun* a type of paper used for making cigarette papers

**flat-wrapping** /'flæt ,ræpɪŋ/ *noun* the act of wrapping a magazine flat in a plastic envelope for sending through the post

**fleuron** /'flɜ:rn/ *noun* a type of printed ornament shaped like a little flower. ◊

**flowers binding** /'fleksɪbæk ,baɪndɪŋ/ *noun* binding in which a special fabric or paper lining reinforces the spine

**flexibility** /,fleksɪ'bɪlɪti/ *noun* the ability to adapt to various situations or conditions

**flexible** /'fleksɪb(ə)l/ *adjective* **1.** not hard or brittle, able to bend **2.** able to be altered or changed

**flexible binding** /,fleksɪb(ə)l 'baɪndɪŋ/ *noun* binding in which the cover adheres closely to the spine, which allows the spine to bend inwards so that the book will open flat

**flexible sewing** /,fleksɪb(ə)l 'səʊɪŋ/ *noun* the act of sewing sections round cords or tapes, leaving a hollow in the spine to allow the book to open easily

**flexichrome** /'fleksɪkrəʊm/ *noun* a photograph which has been coloured by hand

**flexitime** /'fleksɪtaɪm/ *noun* a system where employees can start or stop work at different hours of the morning or evening,

provided that they work a certain number of hours per day or week ○ *The company introduced flexitime working two years ago.*

**flexography** /,flek'sɒgrəfi/, **flexographic printing** *noun* a type of relief printing, using flexible rubber or plastic plates on a web press, popular in particular for printing packaging materials

**flier** /'flaɪə/ *noun* a small advertising leaflet designed to encourage customers to ask for more information

**flimsy** /'flɪmzi/ *noun* very thin paper for making copies or layouts

**flip chart** /'flɪp tʃɑ:t/ *noun* a way of showing information to a group of people by writing on large sheets of paper which can then be turned over to show the next sheet

**floating accent** /,fləʊtɪŋ 'æksənt/ *noun* an accent which is not fixed above any particular character, and can be typed above any character after backspacing

**flong** /flɒŋ/ *noun* a papier-mâché sheet used for making moulds for casting stereo plates

**floor** /flɔ:/ *noun* the lowest level of bids at an auction for rights in a book, established by the first bidders and rejected by the seller, but used as a basis for further bids

**floor display** /'flɔ: dɪ,spleɪ/ *noun* a rack for displaying books which stands on the floor and not on a counter

**floor space** /'flɔ: spes/ *noun* the area of floor in an shop, office or warehouse ○ *We have 3,500 square metres of floor space to let.*

**flop** /flɒp/ *noun* a failure ○ *The new novel was a flop.* ■ *verb* **1.** to fail to be a success ○ *The launch of the paperback series flopped badly.* **2.** to turn a film to give a mirror image, not the same as reverse

**flopped** /flɒpt/ *adjective* same as **wrong-reading**

**floppy** /'flɒpi/, **floppy disk** /,flɒpi 'dɪsk/ *noun* a small disk for storing computer information ○ *The data is on 3 1/2 inch floppies.*

**floriation** /,flɒri'eɪʃ(ə)n/ *noun* tooled decoration on leather binding, in the form of little flowers

**flourish** /'flaʊrɪʃ/ *noun* a decorative curling line, attached to a normal character ○ *The foot of the upper case L ends in a flourish.* ■ *verb* to be prosperous or to do

well in business ○ *The company is flourishing.* ○ *Trade with Nigeria flourished.*

**flourishing** /'flaʊrɪʃɪŋ/ *adjective* profitable ○ *He runs a flourishing book remainder business.*

**flow** /fləʊ/ *noun* movement ○ *the flow of paper into the web press* ○ *The flow of ink over the rollers.* ■ **verb** to move smoothly ○ *Production is now flowing normally after the strike.*

**flow box** /'fləʊ bɒks/ *noun* same as **headbox**

**flowchart** /'fləʊtʃɑ:t/, **flow diagram** /'fləʊ ˌdaɪəgræm/ *noun* a diagram showing the sequence of steps in a process

**flowers** /'flaʊəz/ *plural noun* little standard ornaments, shaped like leaves or flowers, used by designers to create designs

**fluff** /flʌf/ *noun* fibre dust which collects on the surface of paper, or inside line printers

**fluffing** /'flʌfɪŋ/ *noun* the formation of loose fibres of fluff on the surface of paper, especially found on soft paper

**fluorescent** /flʊə'res(ə)nt/ *adjective* shining with a white glow, such as a substance added to paper stock to make very white paper

**flush** /flʌʃ/ *adjective, adverb* cut with the edge level with the cover ○ *books with a flush edge* ○ *The books are cut flush.* ○ *The covers are trimmed flush with the pages.*

**flush and hang** /,flʌʃ ən 'hæŋ/ *noun* US a setting where the first line of a paragraph is flush with the left margin and the rest of the paragraph is indented

**flush cover** /'flʌʃ ˌkʌvə/, **flush binding** *noun* a cover which has been trimmed so that its edges do not stand out beyond the trimmed pages

**flush left** /,flʌʃ 'left/ *verb* US same as **range left**

**flush paragraph** /'flʌʃ ˌpærəgrɑ:f/ *noun* a paragraph with no indentation or where the first line is not indented, with a white line added between paragraphs to divide them more clearly

**flush right** /,flʌʃ 'raɪt/ *verb* US same as **range right**

**flying paster** /'flaɪŋ ˌpeɪstə/ *noun* a device on a rotary printing press, which changes the reel of paper automatically when it comes to an end. Also called **automatic paster**, **automatic reel change**, **autopaster**

**flyleaf** /'flaɪli:f/ *noun* an endpaper in a book

**FM screening** /,ef 'em ˌskri:nɪŋ/ *noun* same as **stochastic screening**

**FOB** /'efəʊ'bi:z/, **f.o.b.** *abbreviation* free on board

**focal length** /'fəʊk(ə)l leŋθ/ *noun* the distance between the centre of an optical lens and the focusing plane, when the lens is focused at infinity

**focus** /'fəʊkəs/ *verb* to concentrate one's attention on something ■ *noun* an image or beam that is clear and well defined ○ *This photograph is out of focus.*

**fog** /fɒg/ *noun* the effect on photographic material that has been accidentally exposed to light, causing a loss of picture contrast

**foil** /fɔɪl/ *noun* **1.** a very thin metal or plastic sheet on a backing, which is peeled off and used to block gold or silver letters on a book cover **2.** clear stable film used as a carrying surface for film assembly **3.** metallic paper used for decorative packaging

**foil paper** /'fɔɪl ˌpeɪpə/ *noun* the paper backing to which metal foil is attached

**fold** /fəʊld/ *verb* to bend something, e.g. a piece of paper, so that one part covers another

**folded and collated** /,fəʊldɪd ən kə 'leitɪd/, **folded and gathered** *adjective* relating to sheets of a book which have been folded and put in order. Abbr **f.&c.**, **f.&g.**

**folded sheets** /,fəʊldɪd 'ʃi:ts/ *plural noun* sheets of a book which have been folded ready for gathering, sewing and binding

**folder** /'fəʊldə/ *noun* **1.** a cardboard envelope for carrying papers ○ *Put all the documents in a folder for the chairman.* **2.** a machine which folds printed sheets **3.** the part of a web press where the paper is folded

**folding** /'fəʊldɪŋ/ *noun* the act of folding sheets for gathering either in parallel folds, where each fold is parallel to the next, or in right-angle folds, where they are at right angles to each other

**folding blade** /'fəʊldɪŋ bleɪd/ *noun* a strip of metal which pushes the sheet into the folding device

**folding cylinders** /'fəʊldɪŋ ˌsɪlɪndəz/ *plural noun* cylinders between which the sheet is guided on a knife-folding machine

**folding jaws** /'fəʊldɪŋ dʒɔ:z/ *plural noun* the section of a folding machine which holds the paper pushed into it by the folding blade

**folding machine** /'fəʊldɪŋ mə'ʃi:n/ *noun* a machine which automatically folds sheets

**folding plate** /'fəʊldɪŋ pleɪt/ *noun* **1.** a large illustration which is tipped into a book, and which unfolds to make a double-sized plate **2.** a plate on a buckle folding machine against which the sheet to be folded is pushed

**folding stick** /'fəʊldɪŋ stɪk/ *noun* a bone strip used in hand folding

**folding strength** /'fəʊldɪŋ streŋθ/ *noun* the strength of paper to resist tearing when folded several times

**fold-out** /'fəʊld aʊt/ *noun* a sheet that is put folded into a magazine or book and can be unfolded to give a much wider page, used especially for plans and maps

**foliation** /,fəʊli'eɪʃ(ə)n/ *noun* the numbering of consecutive pages in a book or manuscript

**folio** /'fəʊliəʊ/ *noun* **1.** a book made with paper of a large size **2.** a large sheet of paper folded twice across the middle to make four pages of a book **3.** a page number ■ *verb* to put a number on a page

**follow** /'fɒləʊ/ *verb* **1.** to come behind or to come afterwards ○ *The samples will follow by surface mail.* ○ *We will pay £10,000 down, with the balance to follow in six months' time.* **2.** to do what somebody or something says ○ *Please follow copy.* □ **to follow style** to continue to set in the same style as the rest of the book or as other books in the same series

**follow on** /,fɒləʊ 'ɒn/ *verb* to set printed text so that it continues directly from the previous text

**follow-up** /'fɒləʊ ʌp/ *noun* a book, film, article or report that continues a story or provides further information

**font** /fɒnt/ *noun* a set of characters in a typeface of all the same style, i.e. the same size, weight and orientation

COMMENT: Each typeface will be available in many different fonts (Unifers, for example, was designed in 21 different fonts) and these will include the different point sizes and weights, such as bold and italic. In metal setting, the font would contain different quantities of each character, according to the frequency of use of the characters. English fonts will contain capitals, small capitals, lower case,

punctuation marks, numerals, ligatures and common symbols, making about 150 sorts in all. English fonts contain some accents and special characters, but many accents which are standard in, for example, German or Spanish fonts are not included in English. British fonts contain the pound and the dollar signs, but American fonts are likely not to have the pound sign.

**font change** /'fɒnt tʃeɪndʒ/ *noun* a function on a computer to change the style of characters used on a display screen

**font management system** /'fɒnt ,mænidʒmənt ,sɪstəm/ *noun* software which controls the font changes on a printer

**foolscap** /'fu:lskæp/ *noun* a large non-metric size of paper longer than A4, about 34cm x 43cm

COMMENT: Foolscap takes its name from a watermark of a clown's hat used in early papers. Foolscap folio is 13 1/2 x 8 1/2 inches; foolscap quarto is 8 1/2 x 6 3/4 inches and foolscap octavo is 6 3/4 x 4 1/4 inches.

**foot** /fʊt/ *noun* the bottom part of a page ○ *He signed it at the foot of the page.* ■ *verb* to be printed at the bottom of a page

**footer** /'fʊtə/, **footline** /'fʊtlɪn/ *noun* a repeated message at the bottom of every page in a document

**foot margin** /'fʊt ,mɑ:dʒɪn/ *noun* same as **bottom margin**

**footnote** /'fʊtnəʊt/ *noun* a note, usually in a smaller type size, at the bottom of a page, which refers to the text above and is for reference only ■ *verb* to put in footnotes

COMMENT: Footnotes are best printed at the bottom of a page, as the name suggests, if they are essential to the understanding of the text. They can also be printed at the end of a chapter or at the end of a book, especially if they are simply further references or supply bibliographic details. In learned journals it is common for them to be printed at the end of the chapter, which makes the typesetting of the main text much simpler. Reference numbers to footnotes are printed in small superscript numbers after the relevant word in the text, and in books the numbers usually run from the beginning of the text to the end of the book, consecutively. In journals formed of several different articles, each article has its own footnote numbering series.

**footprint** /'fʊtprɪnt/ *noun* **1.** the area covered by a transmitting device such as a satellite or antenna **2.** the area that a computer takes up on a desk

**forbid** /'fə'bɪd/ *verb* to give instructions that something must not be done

**forbidden book** /fə,bɪdən 'bʊk/ *noun* a book that has been forbidden by a censor  
**fore and aft** /,fɔ: ən 'ɑ:ft/ *noun* a method of printing two copies of a book at the same time, with the pages joined head to head. ◊ **coming-and-going, printed head-to-head, printed head-to-tail, two-up**

**foredge** /'fɔ:redʒ/, **fore-edge** /'fɔ:r edʒ/ *noun* the front edge of trimmed pages in a bound book, i.e. the opposite edge to the spine

COMMENT: Early bound books were displayed with this edge facing out on the shelf, hence the name; the title was written or printed on this edge of the pages.

**foredge margin** /'fɔ:redʒ ,mɑ:dʒɪn/ *noun* the margin along the foredge of a book. Compare **gutter**

**foredge painting** /'fɔ:redʒ ,peɪntɪŋ/ *noun* painting along the foredge of a bound book, after the edge has been splayed out, so that the painting is only seen when the pages are splayed and not when the book is closed normally

**foreground** /'fɔ:graʊnd/ *noun* the front part of an illustration which seems nearest to the viewer

**foreground colour** /,fɔ:graʊnd 'kʌlə/ *noun* the colour of characters and text displayed on a videotext screen

**foreign** /'fɔrɪn/ *adjective* belonging to or originating from a different country

**foreign exchange** /,fɔrɪn ɪks'tʃeɪndʒ/ *noun* the act of exchanging the money of one country for that of another

**foreign exchange transfer** /,fɔrɪn ɪks'tʃeɪndʒ ,trænsfɜ: / *noun* the sending of money from one country to another

**foreign language** /,fɔrɪn 'læŋgwɪdʒ/ *noun* a language which is spoken by people of another country

**foreign-language edition** /,fɔrɪn 'læŋgwɪdʒ ɪ,dɪʃ(ə)n/ *noun* an edition of an English-language text in translation

**foreign language rights** /,fɔrɪn 'læŋgwɪdʒ ,raɪts/ *plural noun* rights to translate a book into foreign languages

**foreign rights** /,fɔrɪn 'raɪtʒ/ *plural noun* rights to sell an English-language book in other countries as licensed editions, translations or bilingual editions

**foreign trade** /,fɔrɪn 'treɪd/ *noun* trade with other countries. Also called **external trade, overseas trade**

**foreword** /'fɔ:wɜ:d/ *noun* a piece of text at the beginning of a book as an introduc-

tion, often written by a person other than the author

**forfeit** /'fɔ:fɪt/ *noun* the act of taking something away as a punishment ■ *verb* to have something taken away as a punishment □ **to forfeit a patent** to lose a patent because payments have not been made

**forfeit clause** /'fɔ:fɪt klɔ:z/ *noun* a clause in a contract which says that goods or a deposit will be taken away if the contract is not fulfilled

**forge** /'fɔ:dʒ/ *verb* to produce a false copy of a signature or document with the intention to deceive ◊ *He tried to enter the country with forged documents.*

**forger** /'fɔ:dʒə/ *noun* a person who forges a document

**forgery** /'fɔ:dʒəri/ *noun* 1. a false copy made with the intention to deceive 2. the act of making things intended to deceive

**fork-lift truck** /,fɔ:k lɪft 'trʌk/ *noun* a type of small tractor with two metal arms in front, used for lifting and moving pallets

**form** /'fɔ:m/ *noun* 1. a preprinted document with spaces where information can be entered 2. another spelling of **forme** ■ *verb* to start or organise something ◊ *The brothers have formed a new company.*

**format** /'fɔ:mæt/ *noun* the size, shape and arrangement of a document ■ *verb* to arrange text on screen as it will appear in printed form on paper

**formation** /'fɔ:'meɪʃ(ə)n/ *noun* the way in which fibres in paper appear when the paper is held against the light

**formatter** /'fɔ:mætə/ *noun* hardware or software that arranges text or data according to certain rules

**formatting program** /'fɔ:mætɪŋ ,prəʊgræm/ *noun* a program for automatically putting a computer text into a certain page format

**forme** /'fɔ:m/, **form** /'fɔ:m/ *noun* a complete set of metal type or blocks, assembled in a chase ready for printing

**forme rollers** /'fɔ:m ,rəʊləz/ *plural noun* rollers which apply ink to the forme

**form feed** /'fɔ:m fi:d/ *noun* a command to a printer to move to the next sheet of paper

**form handling equipment** /,fɔ:m 'hændlɪŋ ɪ,kwɪpmənt/ *noun* peripherals such as a decollator, which deal with output from a printer

**form letter** /'fɔ:m ,letə/ *noun* a standard letter, e.g. a rejection letter, into which the



personal details of each addressee are inserted

**form mode** /'fɔ:m məʊd/ *noun* a display method on a data entry terminal, in which the form is displayed on the screen and the operator enters relevant details

**form of words** /,fɔ:m əv 'wɜ:dz/ *noun* words correctly laid out for a legal document

**form overlay** /'fɔ:m ,əʊvəleɪ/ *noun* a heading or other matter held in store and printed out at the same time as the text

**form stop** /,fɔ:m 'stɒp/ *noun* a sensor on a printer which indicates when the paper has run out

**formula publishing** /'fɔ:mjʊlə ,pʌblɪʃɪŋ/ *noun* the publication of a series of books according to a particular principle, e.g. in identical format, or written according to a set of instructions provided by the publisher

**for position only** /fə pə,zɪʃ(ə)n 'əʊnli/ *adjective* full form of **FPO**

**forthcoming** /fɔ:θ'kʌmɪŋ/ *adjective* to be published shortly ○ *forthcoming titles for Autumn publication* ○ *In his forthcoming biography of the Prime Minister, he writes about the collapse of the previous government.*

**48mo** *abbreviation* forty-eightmo

**forty-eightmo** /,fɔ:ti'eɪtmeɪs/ *noun* a book printed with 48 pages from a sheet. Abbr **48mo**

**forum** /'fɔ:rəm/ *noun* an Internet discussion group for people who share a special interest in something

**forward** /'fɔ:wəd/ *adjective* at or moving towards the front of something or towards the future ■ *verb* to send on a letter which has arrived at an address from which the intended recipient has moved □ **to forward something to someone** to send something to somebody ■ *adverb* □ **carriage forward, freight forward** a deal where the customer pays for transporting the goods

**forward buying** /,fɔ:wəd 'baɪɪŋ/ *noun* the buying of something such as paper for delivery at a later date. Also called **buying forward**

**forward contract** /'fɔ:wəd ,kɒntrækt/ *noun* an agreement to buy something such as paper for delivery at a later date at an agreed price

**forwarding** /'fɔ:wəɪnɪŋ/ *noun* **1.** the process of continuing the binding of a book after it has been sewn, by rounding,

backing, casing in, etc. **2.** the arranging of shipping and customs documents

**forwarding agent** /'fɔ:wəɪnɪŋ ,eɪdʒənt/ *noun* a person or company which arranges shipping and customs documents

**forwarding instructions** /'fɔ:wəɪnɪŋ ɪn,streɪkʃənz/ *plural noun* instructions showing how goods are to be shipped and delivered

**forward sales** /'fɔ:wəd seɪlz/ *plural noun* sales for delivery at a later date

**forward stock** /'fɔ:wəd stɒk/ *noun* stock held in a section of a warehouse where it can be reached easily, as opposed to the bulk stock which is held separately until needed

**foul bill of lading** /,faʊl bɪl əv 'leɪdɪŋ/ *noun* a bill of lading which says that the goods were in bad condition when received by the shipper

**foul copy** /,faʊl 'kɒpi/ *noun* a badly written manuscript or typescript with many illegible changes

**foul proof** /,faʊl 'pru:f/ *noun* a proof with corrections instructed

**founder** /'faʊndə/ *noun* **1.** a person who casts type **2.** a person who starts a company

**founder's shares** /'faʊndəz ,ʃeəz/ *plural noun* special shares issued to the people who start a company

**founder's type** /'faʊndəz taɪp/ *noun* a special type made by a typefounder, as opposed to the type cast in a typesetting machine

**foundry** /'faʊndri/ *noun* **1.** a factory which makes metal type **2.** formerly, part of a letterpress printing house where matrices and stereotypes were made

**foundry chase** /'faʊndri tʃeɪs/ *noun* a chase which is used in making stereotypes

**foundry proof** /'faʊndri pru:f/ *noun* a proof taken directly from a chase of metal type before a plate is made from it. ◊ **press proofs**

**foundry type** /'faʊndri taɪp/ *noun* a special display type which has to be bought from the foundry

**fount** /fɒnt/ *noun* another spelling of **font**

**fountain** /'faʊntɪn/ *noun* a container for ink in a printing press

**fountain solution** /'faʊntɪn sə ,lu:ʃ(ə)n/ *noun* a solution used in lithographic printing to prevent ink sticking to those parts of the plate which should not print

**four-backed** /fɔː bækt/ *adjective* relating to sheets printed with four colours on one side and one, two or four colours on the other

**four-colour** /fɔː 'kʌlə/ *adjective* relating to printing using four colours to give full-colour printing

**four-colour blocks** /fɔː 'kʌlə ,blɒks/ *plural noun* blocks for printing in four colours

**four-colour map** /fɔː 'kʌlə ,mæp/ *noun* a map printed in four colours

**four-colour press** /fɔː 'kʌlə ,pres/ *noun* a printing press which prints four colours in one pass

**four-colour printing** /fɔː ,kʌlə 'prɪntɪŋ/, **four-colour process** /fɔː kʌlə 'prɒses/ *noun* printing using the four process colours to give a full range of colours at the same time

**four-colour reproduction** /fɔː ,kʌlə ,rɪ:prə'dʌkʃ(ə)n/ *noun* the process of reproducing a colour plate using four-colour printing

**fourdrinier** /fɔː'drɪniə/ *noun* a paper-making machine where the paper is made by pulp draining through a continuous wire mesh. ▫ **twin-wire fourdrinier**

COMMENT: The machine was patented by Henry Fourdrinier before 1810. In it, the white pulp enters from a vat at one end, and flows forward along the mesh becoming paper as the water drains away. It is then dried on heated cylinders. Fourdrinier machines produce webs of paper and can be adjusted to produce different thicknesses, weights and finishes.

**Fournier** a typeface designed by Pierre Simon Fournier in the 17th century, characterised by its very elegant italics

COMMENT: Fournier was also the originator of the point system, which was revised and refined by Didot some years later

**4o** *abbreviation* quarto

**four-part invoice** /fɔː pɑːt 'ɪnvɔɪs/ *plural noun* an invoice with four sheets, usually a top sheet and three copies

**four P's** /fɔː 'piːz/ *plural noun* a simple way of summarising the essentials of the marketing mix, which are Product, Price, Promotion and Place

**fourth cover** /fɔːθ 'kʌvə/ *noun* the back cover of a magazine

**fourth estate** /fɔːθ ɪ'steɪt/ *noun* newspapers and magazines, seen as the fourth power in the land after the lords, the bishops and the ordinary people

**fourth quarter** /fɔːθ 'kwɔːtə/ *noun* a period of three months from October to the end of the year. Also called **last quarter**

**four-up** /fɔː 'ʌp/ *adverb* ▫ **to print four-up** to print four copies of a page on the same sheet of paper

**four-way entry** /fɔː weɪ 'entri/ *noun* used in reference to pallets to indicate that the pallet may be picked up by a fork-lift truck in any of the four directions

**foxed** /fɒkst/ *adjective* denoting books or paper stained with yellowish-brown spots from having been kept in damp conditions

**foxing** /'fɒksɪŋ/, **fox marks** *noun* brown stains on paper, caused by damp which affects chemical impurities in the paper

**FPO** /fɪf piː 'əʊ/ *adjective* used to describe a placeholder image, used to mark where the final image should appear in a page layout. Full form for **position only**

**fraction** /'fræksjən/ *noun* a number shown as one figure above another

**fraktur** /'fræktʊː/ *noun* Gothic characters used in German typesetting

**frame** /freɪm/ *noun* **1.** a rule or border round an illustration **2.** a movable, resizable box that holds text or an image **3.** a desk where a compositor works, with cases for type ■ *verb* to put a rule or border round an illustration

**frame window** /'freɪm ,wɪndəʊ/ *noun* the controls including the minimise and maximise buttons, scroll bar and window title, and border that surround a window area

**franchise** /'fræntʃaɪz/ *noun* a licence to trade using a brand name and paying a royalty for it ○ *He has bought a printing franchise.* ■ *verb* to sell licences for people to trade using a brand name and paying a royalty ○ *His bookstall was so successful that he decided to franchise it.*

**franchisee** /'fræntʃaɪ'ziː/ *noun* a person who runs a franchise

**franchiser** /'fræntʃaɪzə/ *noun* a person who licenses a franchise

**franchising** /'fræntʃaɪzɪŋ/ *noun* the act of selling licences to trade as a franchise ○ *He runs his chain of card shops as a franchising operation.*

**franco** /'fræŋkəʊ/ *adverb* free

**frank** /fræŋk/ *verb* to stamp the date and postage on a letter

**Frankfurt Book Fair** /'fræŋkfʊːt 'bʊk ,feə/ *noun* the most important of the international book fairs, held each year in

October as a meeting place for book publishers, printers, literary agents and booksellers

**franking machine** /'fræŋkɪŋ məˌʃiːn/ *noun* a machine which prints a sign on letters to show that the postage has been paid

**free** /friː/ *adjective* **1.** available for use **2.** not needing to be paid for

**free competition** /,friː ˌkɒmpə'tɪʃ(ə)n/ *noun* freedom to compete without government interference

**free copy** /,friː 'kɒpi/ *noun* a copy of a book sent out as a gift

**freedom** /'friːdəm/ *noun* the state of being free to say or do what you want without restriction

**freedom of speech** /,friːdəm əv 'spiːtʃ/, **freedom of the press** /,friːdəm əv ðə 'pres/ *noun* the state of being free to write, say or publish what you want without fear of prosecution as long as you do not break the law

**free gift** /,friː 'ɡɪft/ *noun* a present given by a shop to a customer who buys a particular amount of goods

**freehand** /'friːhænd/ *adjective, adverb* relating to artwork drawn by hand, without the use of rulers, stencils, or other guides

**freelance** /'friːlɑːns/ *adverb* working for anyone who will pay for your skills rather than employed by one company ■ *adjective, noun* an independent worker who works for several different companies but is not employed by any of them ○ *We have about twenty freelancers working for us.* ○ *She is a freelance journalist.* ■ *verb* **1.** to do work for several firms but not be employed by any of them ○ *She freelances for the local newspapers.* **2.** to send work out to be done by a freelancer ○ *We freelance work out to several specialists.*

**freelancer** /'friːlɑːnsə/ *noun* a freelance worker

**free of charge** /,friː əv 'tʃɑːdʒ/ *adjective* not needing to be paid for

**free of duty** /,friː əv 'djuːti/ *adjective* same as **duty-free**

**free of tax** /,friː əv 'tæks/ *adjective* same as **tax-free**

**free on board** /,friː ɒn 'bɔːd/ *adjective* relating to a price which includes all the seller's costs until the goods are on the ship for transportation. Abbr **f.o.b.**

**free on rail** /,friː ɒn 'reɪl/ *adjective* relating to a price including all the seller's

costs until the goods are delivered to the railway for shipment

**free paper** /,friː 'peɪpə/ *noun* a newspaper which is given away free, and which relies for its income on its advertising. Also called **giveaway paper**

**free port** /'friː pɔːt/, **free trade zone** /,friː 'treɪd ˌzəʊn/ *noun* a port or area where there are no customs duties

**frees** /friːz/ *plural noun* free copies of a book given away free to representatives, agents and the author

**free sheet** /'friː ʃiːt/ *noun* **1.** a newspaper given away free to each house in a district, its income coming solely from advertising **2.** US woodfree paper, i.e. chemical or non-mechanical paper

**free trade** /,friː 'treɪd/ *noun* a system where goods can go from one country to another without any restrictions

**free translation** /,friː træns'leɪʃ(ə)n/ *noun* a rough translation which gives the general meaning without translating the text word for word

**free trial** /,friː 'traɪəl/ *noun* the testing of a machine with no payment involved ○ *to send a self-study course for two weeks' free trial*

**freeware** /'friːweə/ *noun* software that is in the public domain and can be used by anyone without having to pay

**freight** /freɪt/ *noun* **1.** the cost of transporting goods by air, sea or land ○ *At an auction, the buyer pays the freight.* **2.** goods which are transported □ **to take on freight** to load goods onto a ship, train or truck ■ *verb* □ **to freight goods** to send goods ○ *We freight goods to all parts of the USA.*

**freightage** /'freɪtɪdʒ/ *noun* the cost of transporting goods

**freight costs** /'freɪt kɒsts/ *plural noun* money paid to transport goods

**freight depot** /'freɪt ˌdepəʊ/ *noun* a central point where goods are collected before being shipped

**freight forward** /,freɪt 'fɔːwəd/ *adjective* relating to a deal where the customer pays for transporting the goods

**freight forwarder** /'freɪt ˌfɔːwədə/ *noun* a person or company which arranges shipping and customs documents for several shipments from different companies, putting them together to form one large shipment

**freight rates** /'freɪt reɪts/ *plural noun* charges for transporting goods

**French fold** /,frɛntʃ 'fəʊld/ *noun* a sheet of paper which is printed on one side only and then folded twice, but not trimmed on the top edge, used to make greetings cards

**French groove** /,frɛntʃ 'gru:v/, **French joint** *noun* same as **American groove**

**French sewing** /,frɛntʃ 'səʊɪŋ/ *noun* the process of sewing signatures together without tapes, each signature being attached by sewing through the thread attaching the previous one

**frequently asked questions** /,fri:kwənt(ə)li ɑ:skd 'kwɛstʃənz/ *plural noun* a list of the most common questions on a particular subject, with answers, provided on a website or in a leaflet. Abbr **FAQ**

**fret** /fret/ *noun* a design used for borders and on covers, made of an interlaced pattern

**friar** /'fri:ə/ *noun* a printed area which is pale because it has not received enough ink (NOTE: The opposite is **monk**.)

**friction feed** /'frɪkʃ(ə)n fi:d/ *noun* a printer mechanism where the paper is advanced by holding it between two rollers

**friction glazing** /'frɪkʃ(ə)n ,gleɪzɪŋ/ *noun* the process of putting a high gloss on paper by running the paper through rollers turning at different speeds

**frisket** /'frɪskɪt/ *noun* small metal 'fingers' which hold the sheet to the tympan on a platen press

**front** /frʌnt/ *noun* **1.** part of something which faces away from the back ○ *The front of the book has a photograph of the author's house.* **2.** part of the metal type which faces the front, with a notch in it, so that the compositor can tell which way round the piece of type is

**front board** /,frʌnt 'bɔ:d/ *noun* the board which forms the front of the book case

**front cover** /,frʌnt 'kʌvə/ *noun* the cover on the front of a book or magazine, with the title and usually an attractive, eye-catching design

**front cover brass** /,frʌnt ,kʌvə 'brɑ:s/ *noun* a brass with the words to be used on a front cover

**front-end system** /,frʌnt end 'sɪstəm/ *noun* a typesetting system where text is

keyboarded on a terminal directly connected to the typesetting computer

**front flap** /,frʌnt 'flæp/, **front jacket flap** /,frʌnt 'dʒækɪt ,flæp/ *noun* a flap on a book jacket which is tucked into the front cover of a book, usually with a blurb on it

**frontispiece** /'frʌntɪspɪ:s/ *noun* a picture at the beginning of a book opposite the title page

**front lay** /'frʌnt leɪ/ *noun* in a printing press or folding machine, the lay at the front of a sheet of paper

**frontlist** /'frʌntlɪst/ *noun* new books just published or about to be published by a publisher

COMMENT: The frontlist contains all the new titles, and therefore is of particular interest to editors, production staff and sales staff. Promotion of the frontlist is heavy, and the frontlist carries most of a publisher's investment. On the other hand, a backlist which continues to sell is usually the most profitable part of a publisher's list.

**front matter** /'frʌnt ,mætə/ *noun* same as **prelims**

**front of book** /,frʌnt əv 'buk/ *noun* the first pages of a magazine, before the editorial matter

**FTP** *abbreviation* file transfer protocol

**fudge** /fʌdʒ/ *noun* a small section in a newspaper reserved for very late items of news ■ *verb* to touch up a photograph by airbrushing or painting in

**fugitive** /'fju:dʒɪtɪv/ *adjective* relating to colour that is likely to fade when exposed to light or chemicals (NOTE: The opposite is **light-fast**.)

**fulfil** /fʊl'fɪl/ *verb* to complete something in a satisfactory way ○ *The clause regarding payments has not been fulfilled.* □ **to fulfil an order** to supply the items which have been ordered ○ *We are so understaffed that we cannot fulfil any more orders before Christmas.*

**fulfilment** /fʊl'fɪlmənt/ *noun* the act of carrying something out in a satisfactory way

**full binding** /'fʊl ,baɪndɪŋ/ *noun* cased binding, where the case is completely covered with a piece of material such as cloth or leather, as opposed to half binding. Also called **whole binding**

**full bound book** /,fʊl baʊnd 'buk/ *noun* a book with a full binding

**full colour** /,fʊl 'kʌlə/ *noun* colour work printed in four colours ○ *a full colour illustration* ○ *The illustrations are printed in full colour.*

**full leather binding** /,fʊl 'leðə ,baɪndɪŋ/ *noun* a binding on a hardcover book where the whole book is covered with leather

**full measure** /,fʊl 'meʒə/ *adjective* using the full width of the type area

**full out** /,fʊl 'aʊt/ *adjective* not indented, with the type area aligned to the left margin

**full page** /'fʊl peɪdʒ/ *noun* one whole page

**full price** /,fʊl 'praɪs/ *noun* a price with no discount

**full-scale** /'fʊl skeɪl/ *adjective* complete or very thorough ○ *The MD ordered a full-scale review of credit terms.*

**full stop** /,fʊl 'stɒp/ *noun* a punctuation mark (.) which indicates the end of a sentence

**full-time** /'fʊl taɪm/ *adjective, adverb* working all the normal working time i.e. about eight hours a day, five days a week ○ *She is in full-time employment.* ○ *She works full-time.* ○ *He is one of our full-time staff.*

**full-timer** /,fʊl 'taɪmə/ *noun* a person who works full-time

**fully formed characters** /,fʊli ,fɔ:mɪd 'kærɪktəz/ *plural noun* characters produced by a printer in a single action

**function** /'fʌŋkʃən/ *noun* the purpose or role of something ■ *verb* to work ○ *The*

*advertising campaign is functioning smoothly.* ○ *The new management structure does not seem to be functioning very well.*

**functional illiterate** /'fʌŋkʃ(ə)nəl ɪ ,lɪtərət/ *noun* somebody whose reading and writing abilities are inadequately developed to meet everyday needs

**functional literacy** /'fʌŋkʃ(ə)nəl ,lɪt(ə)rəsi/ *noun* the level of skill in reading and writing that a person needs to cope with everyday adult life

**function code** /'fʌŋkʃən kəʊd/ *noun* a code which makes a part of a computer program work

**function key** /'fʌŋkʃən ki:/ *noun* a computer key which is used to activate a particular set of instructions

**furnish** /'fɜ:nɪʃ/ *noun* a final mixture of the various substances from which paper is manufactured, formed of wood pulp, chemicals and water

**furniture** /'fɜ:nɪʃə/ *noun* pieces of wood wedged round the edge of the metal type in a forme, to keep it tight and to make a margin, or similar pieces of wood used to make blank spaces in typeset text. ♦ **reglet**

**fuzzy** /'fʌzi/ *adjective* relating to an image that is blurred ○ *Using art paper will eliminate fuzzy characters.*

# G

**g** *abbreviation* gram

**galley** /'gæli/ *noun* originally, a long metal tray holding text in metal type

COMMENT: Although originally used for proofs from a tray of metal type, the word 'galley' is now used for any proof on a long strip of paper.

**galley press** /'gæli pres/ *noun* a small press for taking galley proofs

**galley proofs** /'gæli pru:fs/ *plural noun* proofs in the form of long pieces of text, not divided into pages, printed on long pieces of paper

**galley rack** /'gæli ræk/ *noun* a rack where galleys are stored

**gang printing** /'gæŋ ,prɪntɪŋ/ *noun* the printing of several jobs together on the same sheet, often used when printing several small advertising jobs

**gap** /gæp/ *noun* a space between two things, ideas or periods of time

**garbage** /'gɑ:bɪdʒ/ *noun* data or information that is no longer required because it is out of date or incorrect

**garbage in garbage out** /,gɑ:bɪdʒ ɪn ,gɑ:bɪdʒ 'aʊt/ *phrase* an expression meaning that the accuracy and quality of information that is outputted depends on the quality of the input. Abbr **GIGO**

COMMENT: GIGO is sometimes taken to mean 'garbage in gospel out', meaning that whatever wrong information is put into a computer people will always believe the output is true.

**garner** /'gɑ:nə/ *verb* to collect or accumulate something such as information or facts

**gatefold** /'geɪtfəʊld/ *noun* a page in a publication that is larger than the other pages and is folded to fit

**gateway** /'geɪtweɪ/ *noun* a software translation device which allows users working in one network to access another

'In addition, the company is offering the IP Drum Mobile Skype Cables, which connect a Nokia or Sony Ericsson mobile phone to a computer, creating a gateway from Skype to the mobile network. Incoming Skype calls are then forwarded through the mobile phone connected to the computer to the mobile phone the user is carrying.' [*Internet Business News*]

**gateway page** /'geɪtweɪ peɪdʒ/ *noun* the initial webpage that a visitor to a website sees and that contains key words and phrases that enable a search engine to find it

**gather** /'gæðə/ *verb* to compile something such as information or ideas from various sources

**gathering** /'gæðərɪŋ/ *noun* the act of bringing printed sections together to be bound

**gathering machine** /'gæðərɪŋ mə ,ʃi:n/, **gatherer** *noun* a machine that gathers signatures for binding

**gauge** /geɪdʒ/ *noun* a device that measures thickness or width ■ *verb* to measure the thickness or width of something

**gauze** /gəʊz/ *noun* thin woven material, used to strengthen hinges in binding

**gazetteer** /,gæzə'ti:ə/ *noun* an index of geographical place names

**gear** /gɪə/ *noun* a system of moving wheels, which connect together to give movement to a machine

**gear marks** /'gɪə mə:ks/ *plural noun* uneven printing caused by the rollers in a printing press moving at different speeds

**gelatine** /'dʒelətɪn/, **gelatin** *noun* a substance obtained from animal bones, used to make glue and size for coating paper

**general audit** /,dʒen(ə)rəl 'ɔ:dɪt/ *noun* an examination of all the books and accounts of a company

**general books** /'dʒen(ə)rəl bʊks/ *plural noun* books which may interest the adult public, usually not including children's books, fiction or specialised books

**general books editor** /'dʒen(ə)rəl bʊks ,edɪtə/ *noun* an editor at a publishing house who is in charge of a general list. Also called **trade editor**

**general expenses** /,dʒen(ə)rəl ɪk 'spensɪz/ *plural noun* money spent on the day-to-day costs of running a business

**general index** /'dʒen(ə)rəl ˌɪndeks/ *noun* an index which covers all items in a book

**general interest** /,dʒen(ə)rəl ˌɪntrəst/ *adjective* of a publication, of interest to everybody, not on a specialist topic

**general list** /'dʒen(ə)rəl lɪst/ *noun* books published by a company for the general adult public ○ *The general list has improved its sales this year, while the children's list has fallen back.*

**general manager** /,dʒen(ə)rəl ˌmænɪdʒə/ *noun* the manager in charge of the administration of a company

**general office** /'dʒen(ə)rəl ˌɒfɪs/ *noun* the main administrative office of a company

**generate** /'dʒenəreɪt/ *verb* to cause something to start and develop

**generation** /,dʒenə'reɪʃ(ə)n/ *noun* **1.** a stage of development in the design and manufacture of machines ○ *fifth generation computers* **2.** the period of time in which people can grow up and have children, usually 25 to 30 years

**generic coding** /dʒə'nerɪk 'kəʊdɪŋ/ *noun* the coding of a document to specify things such as headings and use of bold, roman and italic ○ *ASPIC is a system of generic coding.*

**generic tags** /dʒə'nerɪk tægz/ *plural noun* codes to identify the headings and setting style for a manuscript

**generic top-level domain** /dʒə'nerɪk tɒp ˌlev(ə)l də'meɪn/ *noun* full form of **gTLD**

**genre publishing** /'ʒɒnrə ˌpʌblɪʃɪŋ/ *noun* publishing of a fiction list, all of which is the same type of novel, e.g. science fiction, romantic fiction or westerns

**gentleman's agreement** /'dʒent(ə)lmənz əˌɡri:mənt/

**gentlemen's agreement** *noun* a verbal agreement between two parties who respect each other ○ *They have a gentleman's agreement not to trade in each other's area.*

**geological map** /,dʒi:ə'lɒdʒɪk(ə)l ˌmæp/ *noun* a map which shows the types of rock and soil in an area

**get-up** /'get ʌp/ *noun* **US** the general format and style of a book

**ghost** /ɡəʊst/ *noun* **LITERAT** same as **ghostwriter** ■ *verb* to be the ghostwriter of a work ○ *His autobiography was ghosted by John Smith.*

**ghosted autobiography** /,ɡəʊstɪd ˌɔ:təʊbaɪ'ɒɡrəfi/ *noun* an autobiography apparently written by a famous person, but in fact written by a ghostwriter

**ghosting** /'ɡəʊstɪŋ/ *noun* **1.** the effect when a text is printed out of register, so that a second text appears beside the first **2.** a faint image caused by a defect in the ink

**ghostwriter** /'ɡəʊstˌraɪtə/ *noun* somebody who writes something for or with somebody else, the other person receiving sole credit as the author

**GIF** /ɡɪf/ a trade name for a graphics file format for a file containing a bitmapped image. Full form **Graphics Interchange Format**

**.gif** *suffix* a file extension for a GIF file. Full form **Graphics Interchange Format**

**GIF file** /'ɡɪf faɪl/ *noun* a graphics file format for a file containing a bitmapped image

**gift** /ɡɪft/ *noun* something given as a present

**gift book** /'ɡɪft bʊk/ *noun* a book which is given as a present, formerly often used for special anthologies which were given as presents

**gift coupon** /'ɡɪft ˌku:pən/, **gift token** /'ɡɪft ˌtəʊkən/, **gift voucher** /'ɡɪft ˌvaʊtʃə/ *noun* a card or voucher, bought in a shop, which is given as a present and which must be exchanged in that store for goods

**gift-wrap** /'ɡɪft ræp/ *verb* to wrap a present in attractive paper ○ *Do you want this book gift-wrapped?*

**gift-wrapping** /'ɡɪft ˌræpɪŋ/ *noun* **1.** a service in a store for wrapping presents for customers **2.** attractive paper for wrapping presents

**gigabyte** /'gɪgəbaɪt/ *noun*  
1,000,000,000 bytes

**GIGO** /'gɑɪgəʊ/ *abbreviation* garbage in garbage out

**gilding** /'gɪldrɪŋ/ *noun* the process of putting gold leaf on a binding or on the top edge or foredge of a book

**gilt** /gɪlt/ *noun* a shiny material, usually gold, used as a thin covering to other material ■ *adjective* with gold leaf decoration □ **gilt in the round** a foredge which is gilded after the book has been rounded □ **gilt in the square** a foredge which is gilded before the book has been rounded

**gilt edge** /'gɪlt edʒ/ *noun* a gold edge to a page of a book, so that when the book is closed it looks like a gold block

**gilt-edged** /'gɪlt edʒd/ *adjective* denoting a book with a gilt edge to the pages

**GIP** *abbreviation* glazed imitation parchment

**giveaway paper** /'gɪvəweɪ ˌpeɪpə/ *noun* same as **free paper**

**glair, glaire** *noun* a glue made from egg white and vinegar, used to stick gold foil to a book cover when blocking

**glassine** /'glɑːsɪn/ *noun* thin transparent paper made from beaten pulp, used as wrapping paper or for the windows in window envelopes

**glaze** /gleɪz/ *noun* a shiny coat given to art paper

**glazed** /gleɪzd/ *adjective* shiny or glossy  
**glazed imitation parchment** /,gleɪzd ˌɪmɪteɪʃ(ə)n ˈpɑːtɪʃmənt/ *noun* shiny whitish paper, used for wrapping. Abbr **GIP**

**glazed morocco** /,gleɪzd məˈrɒkəʊ/ *noun* polished goatskin leather, used as a binding material

**glazed vellum** /,gleɪzd ˈveləm/ *noun* shiny vellum, used for special documents such as presentation scrolls

**global** /'glɔːb(ə)l/ *adjective* covering everything

**Global Positioning System** /,glɔːb(ə)l pəˈzɪʃ(ə)nɪŋ ˌsɪstəm/ *noun* full form of **GPS**

**global search and replace** /,glɔːb(ə)l ˌsɜːtʃ ən rɪˈpleɪs/ *noun* a search and replace function which is applied to a whole computer file

**global village** /,glɔːb(ə)l ˈvɪldrɪʒ/ *noun* the whole world considered as a single

community served by electronic media and information technology

‘Given the open architecture of the world wide web, anyone operating a website has access to a worldwide audience – the internet has fuelled globalisation and the ‘global village’ has become reality.’  
[M2 presswire]

**gloss** /glɒs/ *noun* a short definition, explanation or translation of a word or phrase that may be unfamiliar to the reader, often located in a margin or collected in an appendix or glossary

**gloss art paper** /,glɒs ˈɑːt ˌpeɪpə/ *noun* shiny art paper

**glossary** /'glɒsəri/ *noun* **1.** an alphabetical list of the specialist words used in a document, with definitions **2.** a list of specialised terms with explanations or translations ○ *a glossary of chess terms* ○ *an English-Chinese business glossary*

**gloss over** /,glɒs ˈəʊvə/ *verb* to intentionally leave out negative information, or treat something superficially, in order to make it appear more attractive or acceptable

**gloss paper** /'glɒs ˌpeɪpə/, **glossy coated paper** *noun* paper with a shiny finish

COMMENT: The glossiness of gloss paper is measured in terms of the ratio of reflected light from the paper surface to that from a polished black tile.

**glossy** /'glɒsi/ *adjective* smooth and shiny ■ *noun* a photograph on glossy paper, the best quality for reproduction (*informal*) □ **the glossies** expensive magazines

**glue** /gluː/ *noun* material which sticks items together ○ *She put some glue on the back of the poster to fix it to the wall.* ○ *The glue on the envelope does not stick very well.* ■ *verb* to stick things together with glue ○ *He glued the label to the box.* ○ *The cover is glued to the endpapers.*

COMMENT: In hand binding, organic glues and pastes are used; these are flour paste or gelatine glue made from animal bones. In commercial binding, synthetic adhesives of the PVA type are used. These are often thermoplastic and set when cold; they remain flexible when set, while organic glues tend to set hard, and so may crack.

**glueing machine** /'gluːɪŋ məˌʃɪːn/, **gluer** *noun* a machine which puts the glue onto book blocks before the cover is attached



**glyph** /glɪf/ *noun* the symbol, or set of symbols, that forms a single character in a font

**glyphic** /'glɪfɪk/ *adjective* based on letters carved in stone

**gm** *abbreviation* gram

**gm<sup>2</sup>, g/m<sup>2</sup>** *abbreviation* grams per square metre

**gnostic** /'nɒstɪk/ *adjective* relating to knowledge, especially knowledge of spiritual truths

**go** /gəʊ/ *verb* **1.** to circulate as information around a place or among people **2.** □ **to go to bed** to start printing ○ *Your story is too late for the first edition – the paper went to bed thirty minutes ago.* □ **to go to press** to start printing ○ *The author cannot make any more corrections – the book has gone to press.*

**go-ahead** /'gəʊ ə,hed/ *adjective* energetic or keen to do well ○ *He is a very go-ahead type.* ○ *She works for a go-ahead book packaging company.*

**goatskin** /'gəʊtskɪn/ *noun* leather from the skin of a goat, called morocco when used for binding

**gofer** /'gəʊfə/ *noun* US a person who does all types of work in an office for low wages

**going** /'gəʊɪŋ/ *adjective* active or busy

**gold cushion** /'gəʊld ,kʊʃ(ə)n/ *noun* a soft pad on which gold leaf is kept ready for use

**goldenrod** /'gəʊldənrɒd/ *noun* orange paper used to mount films for plate-making

**golden section** /'gəʊld(ə)n ,sekʃən/,

**golden rectangle** *noun* ideal elegant proportions of a page, based on the ratio of 34:21

COMMENT: These proportions were first used in medieval manuscripts and were considered the ideal proportions for page design. In small formats they are also considered the ideal proportions for a type area. They were adopted by Penguin Books for their small paperback formats.

**gold foil** /,gəʊld 'fɔɪl/ *noun* gold-coloured metal foil on a paper backing

**gold leaf** /,gəʊld 'li:f/ *noun* a very thin sheet of real gold, used to decorate tooling on a binding

**gold rubber** /'gəʊld ,rʌbə/, **gold rug** *noun* a pad of soft leather used to wipe the cover of a book to remove bits of excess gold leaf

**gold tooling** /'gəʊld ,tu:ɪŋ/ *noun* decorations in gold leaf stamped by hand on a binding

**good colour** /,gʊd 'kʌlə/ *adjective* relating to a printing job where the ink is evenly spread

**good for press** /,gʊd fə 'pres/ *adjective* US ready for printing (NOTE: The UK term is **passed for press**.)

**goodwill** /gʊd'wɪl/ *noun* the good reputation of a business ○ *He paid £10,000 for the goodwill of the shop and £4,000 for the stock.*

**gopher** /'gəʊfə/ *noun* a servicing device within the Internet which allows access by allowing links between systems

**gothic** /'gɒθɪk/ *noun* **1.** an old typeface, similar to black letter, used in the first printed books. ♠ **Textura 2.** US a block letter in thick bold sans serif face

COMMENT: The word 'gothic' was used in the 15th and 16th centuries by Italians (who preferred roman and italic type) to refer to the black letter faces used in Germany. By calling it gothic, they implied that it was barbaric. Gothic is still used to refer to the black letter faces used in Northern Europe.

**Goudy** /'gəʊdi/ *noun* an old typeface, designed by the American typographer Frederic Goudy in the 18th century

**gouge** /gəʊdʒ/ *noun* a tool used to impress decorative lines on a book cover

**Government Printing Office** /,gʌv(ə)nɪmənt 'prɪntɪŋ ,ɒfɪs/ *noun* US an American government department which prints all government documents (NOTE: The UK equivalent is **Her Majesty's Stationery Office**.)

**GPUM** *noun* a British trade union for the printing and paper industries formed by the amalgamation of NGA and SOGAT. Full form **Graphical, Paper and Media Union**

**GPRS** /,dʒi: pi: ɑ:r 'es/ *noun* a system that provides immediate and continuous access to the Internet from wireless devices such as mobile phones. Full form **General Packet Radio Service**

**GPS** *abbreviation* the use of satellite technology to identify the location of something such as a mobile phone anywhere within the world, often to within a few metres. Full form **Global Positioning System**

**gradation** /grə'deɪʃ(ə)n/ *noun* a series of slight changes in colour or tone

**grade** /greɪd/ *verb* to judge or measure the quality of something

**graded advertising rates** /ˌɡreɪdɪd 'ædvə,təɪzɪŋ ˈreɪts/ *plural noun* rates which become cheaper as you take more advertising space

**graduate** /'ɡrædʒuət/ *noun* a person who has successfully completed a first degree course at a university

**graduate entry** /'ɡrædʒuət ˌentri/ *noun* the entry of graduates into employment with a company ○ *the graduate entry into the civil service*

**graduate trainee** /ˌɡrædʒuət treɪˈniː/ *noun* a person who has graduated in one subject and is receiving further training in a specialist skill

**graduate training scheme** /ˌɡrædʒuət ˈtreɪnɪŋ skiːm/ *noun* a training scheme for graduates

**grain** /ɡreɪn/ *noun* **1.** the direction in which the fibres run in wood ○ *Wood engravings are cut across the grain.* **2.** the size of dots which form a photograph **3.** a spotted effect on fast photographic films due to the size of the light-sensitive silver halide crystals ■ *verb* to texture the surface of a lithographic plate to allow it to hold the ink

COMMENT: The grain on machine-made paper is formed as the wire mesh holding the pulp is shaken from side to side. The fibres in the pulp fall into line lengthwise with the web. In the case of handmade paper, the wire is also shaken, but in several directions, with the result that the fibres do not lie in one direction and the paper has no definite grain. In a reel of paper, the grain always runs in the direction of the web. Sheets can have the grain either along or across the sheet, depending on how the sheet is cut from the web. Books are normally printed with the grain (i.e. the grain runs down the page from top to bottom). Printing on paper against the grain (i.e. with the grain of the paper running from the foredge to the gutter) may avoid wrinkling of the pages in damp conditions, but it has other considerable disadvantages as it makes the book more difficult to keep flat when open and makes the pages curve. If paper is folded against the grain it will not lie flat. When printing in full colour it is desirable to print with the grain to avoid problems of register.

**grain direction** /'ɡreɪn daɪˌrekʃən/ *noun* same as **machine direction**

**graining** /'ɡreɪnɪŋ/ *noun* making a grainy effect on a picture

**grain short** /'ɡreɪn ʃɔːt/ *noun* same as **short grain**

**grainy** /'ɡreɪni/ *adjective* relating to an image that has a coarse grain ○ *We will use*

*grainy photographs to achieve an old-fashioned effect.*

**gram** /ɡræm/, **gramme** /ɡræm/ *noun* a measure of weight, one thousandth of a kilo (NOTE: Usually written **g** or **gm** with figures: **25g.**)

**grammage** /'ɡræmɪdʒ/ *noun* the weight of paper, calculated as grams per square metre (NOTE: Usually shown as **gsm**, as in **80gsm paper.**)

**granularity** /ˌɡrænɪjʊˈlærɪti/ *noun* the number of separate components in a system such as a web page

**graph** /ɡrɑːf/ *noun* a mathematical diagram which visually shows the relationship between two or more sets of variables

**graphic** /'ɡræfɪk/ *adjective* concerned with drawing

**graphical** /'ɡræfɪkəl/ *adjective* referring to something represented by graphics

**graphically** /'ɡræfɪkli/ *adverb* using pictures ○ *The sales figures are graphically represented as a pie chart.*

**graphic artist** /ˌɡræfɪk ˈɑːtɪst/,

**graphic designer** /ˌɡræfɪk dɪˈzɑɪnə/ *noun* an artist or designer who specialises in commercial design, involving text and illustrations

**graphic colour printer** /ˌɡræfɪk ˈkɒlə ˌprɪntə/ *noun* a printer that can output colour graphics

**graphic display** /ˌɡræfɪk dɪsˈpleɪ/ *noun* a computer screen that is able to present graphical information

**graphic display resolution** /'ɡræfɪk dɪsˈpleɪ ˌrezɒluːʃ(ə)n/ *noun* the number of pixels that a computer is able to display on the screen

**graphic novel** /ˌɡræfɪk ˈnɒv(ə)/ *noun* a fictional story for adults published in the form of a comic strip

**graphic object** /ˌɡræfɪk ˈɒbdʒekt/ *noun* a small graphic image imported from another drawing application and placed on a page (NOTE: In most DTP, paint or drawing packages, the object can be moved, sized and positioned independently from the other elements on the page.)

**graphics** /'ɡræfɪks/ *plural noun* pictures or lines which are drawn on paper or on a screen to represent information ○ *The computer will output graphics such as bar charts, pie charts and line drawings.*

**graphics accelerator** /'ɡræfɪks æk ˌseləreɪtə/ *noun* a video display board with its own graphics coprocessor and

high-speed RAM that can carry out graphical drawing operations at high speed

**graphics adapter** /'græfɪks ə,dæptə/ *noun* an electronic device in a computer that converts software commands into electrical signals which display graphics on a connected monitor

**graphics art terminal** /,græfɪks 'ɑ:t ,tɜ:mɪn(ə)/ *noun* a typesetting terminal that is used with a phototypesetter

**graphics character** /'græfɪks ,kærɪktə/ *noun* a preprogrammed shape that can be displayed on a non-graphical screen instead of a character, used extensively in videotext systems to display simple pictures

**graphics coprocessor** /'græfɪks kəʊ ,prəʊsesə/ *noun* same as **graphics processor**

**graphics file** /'græfɪks faɪl/ *noun* a binary file which contains data describing an image ○ *There are many standards for graphics files including TIFF, IMG and EPS.*

**graphics file format** /'græfɪks faɪl ,fɔ:mæt/ *noun* a method by which data describing an image is stored

**graphics mode** /'græfɪks məʊd/ *noun* a videotext terminal whose displayed characters are taken from a range of graphics characters instead of text

**graphics pad** /'græfɪks pæd/, **graphics tablet** /'græfɪks ,tæblət/ *noun* a flat device that allows a user to input graphical information into a computer by drawing on its surface

**graphics printer** /'græfɪks ,prɪntə/ *noun* a printer capable of printing bitmapped images

**graphics processor** /'græfɪks ,prəʊsesə/ *noun* a secondary processor used to speed up the display of graphics. It calculates the position of pixels that form a line or shape and display graphic lines or shapes. Also called **graphics coprocessor**

**graphics terminal** /'græfɪks ,tɜ:mɪn(ə)/, **graphics VDU** /,græfɪks ,vi:di: 'ju: / *noun* a special VDU which can display graphics

**graph paper** /'grɑ:f ,peɪpə/ *noun* paper which is printed with measured squares so that it can be used for drawing graphs

**gratis** /'græʔtɪs/, /'græʔtɪs/ *adverb, adjective* not costing anything ○ *gratis copies* ○ *The author gets six copies gratis.*

**grave accent** /,grɑ:v 'æksənt/ *noun* a mark placed over a vowel (e.g. è) to show how it should be pronounced

COMMENT: Grave accents are used in French (è, à, ù) to indicate a pronunciation change or a spelling change. They are used in other languages to show stress.

**graver** /'greɪvəl/ *noun* a tool used in engraving

**gravure** /grə'vʒʊə/ *noun* a method of printing where the ink is in hollows etched into a copper surface, with the top surface being wiped clean so that when the paper is pressed onto the plate the ink from the hollows is transferred to it. ◊ **photogravure**

**gray goods** /'greɪ gʊdz/ *plural noun* US uncoloured cloth for binding

**greasy ink** /'greɪsɪ ɪŋk/ *noun* ink used in lithography

COMMENT: The image is drawn on the stone or plate with greasy ink; the surface is then wetted and printing ink is applied. The printing ink is repelled by the water but held by the greasy ink lines.

**greek** /gri:k/ *noun* meaningless mixed letters used to make typeset text used in layouts

**Greek alphabet** /'gri:k ,ælfəbet/ *noun* the alphabet used in ancient and modern Greek, which contains 24 characters

**greeked text** /,gri:kt 'tekst/ *noun* same as **dummy text**

**greeking** /'gri:kɪŋ/ *noun* the act of using meaningless jumbled letters or random text as a placeholder for actual text in a page layout

**grey balance** /'greɪ ,bæləns/ *noun* a condition in a colour reproduction system where the values of the primary colours are balanced to give a visually neutral grey

**grey board** /'greɪ bɔ:d/ *noun* a pale grey cardboard used in binding

**grey literature** /'greɪ ,lɪ(ə)rətʃə/ *noun* articles and information published, especially on the Internet, without a commercial purpose or the mediation of a commercial publisher

**grey scale** /'greɪ skeɪl/ *noun* **1.** shades of grey that are used to measure the correct exposure when filming **2.** shades which are produced from displaying what should be colour information on a monochrome monitor

**grid** /grɪd/ *noun* a system of numbered squares allowing points to be easily plotted or located

COMMENT: Grids are used by designers and paste-up artists for laying out magazines and books, where the page size, type area and general layout remain the same for each page. The designer will prepare a master grid, showing the basic proportions of the page, with its trim size, type area, headlines, folio positions, margins, etc., and this is used when pasting up each page.

**grid gauge** /'grɪd geɪdʒ/ *noun* a positioning tool for microfiche image display

**grid structure** /'grɪd ,strʌktʃə/ *noun* a structure based on a grid

**grind** /graɪnd/ *verb* to crush something into tiny pieces ○ *Wood from softwood trees is ground up to make woodpulp.*

**grinder** /'graɪndə/ *noun* a machine for crushing wood, as the first stage in paper-making

**gripper edge** /'grɪpə edʒ/ *noun* the edge of a sheet of paper which is held by the grippers and goes through the press first

**grippers** /'grɪpəz/ *plural noun* little metal fingers which hold the paper in place and pull it through the printing press

**groove** /gru:v/ *noun* a low space between the cover board and the spine, where the covers hinge, and which, if it is large enough, will allow the book to lie flat when open

**gross margin** /grəʊs 'mɑ:dʒɪn/ *noun* a percentage difference between the unit manufacturing cost and the received price

**gross profit** /,grəʊs 'prɒfɪt/ *noun* the difference between revenue and direct costs

**gross weight** /,grəʊs 'weɪt/ *noun* the total weight of something including all packaging

**grot** /grəʊ'tesk/, **grotesque** *noun* any sans serif typeface

COMMENT: Sans faces are called 'grot' in British English and 'gothic' in US English. The first sans faces appeared in the first part of the 19th century and were called 'grotesque' because they seemed so strange.

**groundwood pulp** /'graʊndwʊd pʌlp/ *noun* US woodpulp which has been ground by a machine (NOTE: The UK term is **mechanical pulp**.)

**groupware** /'gru:pweə/ *noun* software designed to be shared collaboratively by a number of users on a computer network

**gsm** *noun* a way of showing the weight of paper used in printing. Full form **grams per square metre**

**gTLD** /,dʒɪ: ti: el 'di:/ *noun* the portion of an Internet address that identifies it as belonging to a specific generic domain class, e.g. com, edu or gov. Full form **generic top-level domain**

**guard** /gɑ:d/ *noun 1. something which protects, especially a card which protects an illustration or a strip of linen pasted onto the back fold of a signature 2. a strip of paper sewn between sections of a book, to which tipped-in illustrations can be glued, also used to increase the bulk at the spine so as to allow space for folded maps or plates to be inserted*

**guarding** /'gɑ:dɪŋ/ *noun* 1. the joining of a single sheet to a book or magazine 2. the act of pasting a strip of paper or gauze to the fold of a signature to repair or strengthen it

**guide** /gaɪd/ *noun* 1. a book of instructions 2. a person who shows people the way

**guide bars** /'gaɪd bɑ:z/ *plural noun* special lines in a barcode which show the start and finish of the code ○ *The standard guide bars are two thin lines that are a little longer than the coding lines.*

**guidebook** /'gaɪdbʊk/ *noun* a book containing information for tourists about a country, place or institution

**guideline** /'gaɪdlaɪn/ *noun* 1. general instructions given to a compositor 2. an unofficial suggestion from the management as to how something should be done ○ *All editors should follow the guidelines for dealing with agents which have been laid down by the editorial director.* 3. a line on artwork, showing the edge of the printing area

**guild** /gɪld/ *noun* an association of people with similar interests or skills who join together to support each other

**guillemets** /'gi:əmeɪ/ *plural noun* small angled quotation marks (« and »), used in some languages to indicate speech, when in English inverted commas would be used. Also called **chevrons**, **duck-foot quotes**

**guillotine** /'gɪləti:n/ *noun* a device used for cutting and trimming paper ■ *verb* to cut paper with a guillotine

**gum** /gʌm/ *noun* a type of glue which is made from plant resin ○ *He stuck the label to the box with gum.* ■ *verb* to stick with glue

**gum arabic** /,gʌm 'æɾəbɪk/ *noun* gum made from resin from acacia trees, used as an adhesive on stamps and labels

**gummed label** /gʌmd 'leɪb(ə)/ *noun* a label with dry glue on it, which has to be made wet to make it stick

**gummed paper** /,gʌmd 'peɪpə/ *noun* paper with dry glue on it, which sticks if it is moistened

**gummed tape** /,gʌmd 'teɪp/ *noun* paper tape with glue on it, which sticks when moistened

**gumming up** /,gʌmɪŋ 'ʌp/ *noun* the process of covering a lithographic stone with a thin layer of gum arabic, to enhance the printed image

**gusset** /'gʌsət/ *noun* folded paper which forms the expanding edge of a pocket

**Gutenberg** /'gʊtənɪz:ɡ/ *noun* Johannes Gutenberg (1399?–1468), a German printer, and the inventor of printing as we know it. Gutenberg was the man who saw that separate pieces of metal type, one for each letter, could be duplicated by being cast from matrices, and that these separate pieces of type could then be put together in rows, clamped into chases, inked and multiple impressions taken from them. This method of typesetting did not materially change until the phototypesetting machines of the 1960s.

**gutter** /'gʌtə/ *noun* the inside margin between two pages of type. Compare **foreedge margin**

**gutter press** /'gʌtə pres/ *noun* a name for the tabloid newspapers which print large amounts of gossip rather than factual news. ♦ **yellow press**

# H

**hache** /hæʃ/ *noun* a symbol (#) to indicate a space, or to indicate the word 'number.' ◊ **hash**

**hack** /hæk/ *noun* a writer who produces poor-quality material only for money

**hack work** /'hæk wɜ:k/ *noun* an uninspired work written to order

**hack writer** /'hæk ,raɪtə/ *noun* a writer who will write anything to order

**haggle** /'hæɡ(ə)l/ *verb* to discuss prices and terms and try to reduce them ◊ *to haggle over the details of a contract* ◊ *After two days' haggling the agreement was signed.*

**hairline** /'heəlaɪn/ *noun* a very thin line or a thin stroke on a character, as opposed to the main stem

**hairline serif** /'heəlaɪn ,serɪf/ *noun* a serif which is simply a thin straight line

**hair space** /'heə speɪs/ *noun* a very thin space between characters, in letterpress half a point or one twelfth of an em wide

**halation** /hə'leɪʃ(ə)n/ *noun* a halo effect in the light parts of a photograph, caused by light reflecting back from the emulsion

**half** /hɑ:f/ *noun* one of two parts into which something is divided ◊ *The first half of the book is the text, and the rest is taken up with supplements.* ■ *adjective* divided into two parts

**half binding** /'hɑ:f ,baɪndɪŋ/ *noun* a type of bookbinding in which the back and sometimes the corners of a book are bound in one material and the sides in another

**half bound book** /'hɑ:f baʊnd ,bʊk/ *noun* a book with a style of binding which was common from the beginning of the 19th century, where binding leathers or vellum were used on the spine and corners and the rest of the boards were covered with marbled paper or plain paper and cloth

**half leather binding** /,hɑ:f ,leðə 'baɪndɪŋ/ *noun* a binding on a hardcover book, where the spine and corners are covered with leather and the rest is left in ordinary cloth or paper

**half line block** /'hɑ:f laɪn ,blɒk/ *noun* a line block where the lines appear greyer, made by using parallel cross-lines

**half measure** /,hɑ:f 'meɜ:ə/ *noun* a process in which type is set at half its normal width, usually to leave space for an illustration

**half page** /,hɑ:f 'peɪdʒ/ *noun* half of a full page ◊ *We need to save a half page from the index.* ◊ *The book has sixteen half page line drawings.*

**half plate** /,hɑ:f 'pleɪt/ *noun* 1. an illustration which takes half a page 2. a common format for small photographs, 6 x 4 inches

**half sheet work** /,hɑ:f 'ʃi:t ,wɜ:k/ *noun* a printing process in which both sides of a sheet are printed from the same forme, giving two identical copies. ◊ **work and twist**

**half space** /,hɑ:f 'speɪs/ *noun* a paper movement in a printer by half the amount of a normal character

**half stuff** /,hɑ:f 'stʌf/ *noun* paper pulp ready for the beater

**half title** /'hɑ:f ,taɪt(ə)l/ *noun* the first page of a book with only the title and not the details of the publisher or author

**halftone** /'hɑ:ftəʊn/, **half-tone** *noun* 1. continuous shading of a printed area 2. a shade of grey appearing to be halfway between white and black 3. an illustration made using the halftone process ◊ *a book with 25 halftone illustrations* ◊ *We need a full page halftone facing the beginning of the chapter.*

COMMENT: Halftones are made by breaking up a continuous tone pattern into a series of

dots of varying sizes. When printed, the dots appear to merge into a continuous tone, though if you look at them closely the dots are visible. The dots are created by scanning or by photographing the original through a screen, which is a mesh of criss-cross lines or a series of dots.

**halftone block** /'hɑ:ftəʊn blɒk/ *noun* an illustration on a copper block where the image has been broken up by a screen so that it is made up of a series of dots of different sizes

**halftone process** /'hɑ:ftəʊn ,prəʊses/, **halftoning** *noun* the process of making halftones from photographs

**halftone screen** /'hɑ:ftəʊn skri:n/ *noun* a screen with cross-lines or a grid of dots used for preparing a halftone illustration

**half up** /,hɑ:f 'ʌp/ *adjective* relating to an illustration which is prepared at one and a half times the size it will be printed in the book

**half-year** /,hɑ:f 'jiə/ *noun* six months of an accounting period

**half-yearly** /,hɑ:f 'ji:əli/ *adjective* 1. happening every six months ○ *a half-yearly magazine* 2. relating to a period of six months ○ *a half-yearly royalty statement* ■ *adverb* every six months ○ *We pay some royalties half-yearly.*

**halide** /'heɪlaɪd/ *noun* a silver compound which is used to provide a light-sensitive coating on photographic film and paper

**halo** /'heɪləʊ/ *noun* 1. a photographic effect seen as a dark region with a very bright line around it, caused by pointing the camera into the light 2. thicker ink at the edge of halftone dots, which makes the dots darker

**hand** /hænd/ *noun* a printed sign indicating a reference or the beginning of a paragraph

**handbill** /'hændbɪl/ *noun* a sheet of printed paper, printed on one side only, handed out to members of the public as an advertisement

**handbinding** /'hændbaɪndɪŋ/ *noun* binding in which each book is bound separately by a trained operator

**handbook** /'hændbʊk/ *noun* a book of advice and instructions

**handbound** /'hændbaʊnd/ *adjective* bound separately by a trained operator ○ *An illustrated edition of Shakespeare has been handbound in white leather.*

**hand-coloured** /,hænd 'kɒləd/ *adjective* relating to an image such as a line drawing that has been coloured by hand ○ *an early 19th-century travel book with hand-coloured illustrations*

**H & J** /,eɪtʃ ənd 'dʒeɪ/, **h & j** *abbreviation* hyphenation and justification

**handle** /'hænd(ə)l/ *verb* to deal with or accept responsibility for a situation or people

**hand lettering** /,hænd 'letərɪŋ/ *noun* the drawing of letters by hand, used when designing publicity material

**handling charges** /'hændlɪŋ ,tʃɑ:dʒɪz/ *plural noun* money to be paid for packing and invoicing, for moving goods from one place to another, or for dealing with something in general ○ *The company adds on 5% handling charges for processing orders on our behalf.*

**handling stiffness** /'hændlɪŋ ,stɪfnəs/ *noun* the amount of stiffness in paper such as newsprint which is handled a lot

**handmade** /'hændmeɪd/ *adjective* made by hand, not by machine

**handmade paper** /,hændmeɪd 'peɪpə/ *noun* paper which is made by hand, using a hand mould to take stock from a vat and then, after the water has been shaken out, dried on felt pads

**hand mould** /'hænd məʊld/ *noun* a wooden frame with a wire mesh bottom, in which handmade paper is made

**handout** /'hændaʊt/ *noun* a printed paper which supports a talk or lecture with summaries or other information

**hand press** /'hænd pres/ *noun* a printing press which is operated by hand, printing one sheet at a time ○ *The book of poems was printed on his own hand press.*

**hand roller** /'hænd ,rəʊlə/ *noun* a roller used to ink the type by hand on a hand press

**hand-set** /,hænd 'set/ *verb* to set metal type by hand

**hand-setting** /,hænd 'setɪŋ/ *noun* the setting of a text in metal type by hand

**hand-set type** /,hænd set 'taɪp/ *noun* a type which has been set by hand

**hand sewing** /,hænd 'səʊɪŋ/ *noun* the sewing of the sections of a book together by hand

**handwriting** /'hændraɪtɪŋ/ *noun* a system of putting words on paper using a

pen or pencil ○ *Everyone has their own distinctive style of handwriting.*

**handwritten** /,hænd'rit(ə)n/ *adjective* written with a pen or pencil rather than printed by a machine

**hanging figures** /'hæŋɪŋ ,fɪgəz/ *plural noun* figures which have ascenders and descenders

**hanging indent** /,hæŋɪŋ 'ɪndent/ *noun* a type of indentation where the first line is full out and the rest of the paragraph is indented. Also called **reverse indent**

**hanging paragraph** /,hæŋɪŋ 'pærəgrɑ:f/ *noun* a paragraph with the first line full width and the rest indented

**hardback** /'hɑ:dbæk/ *noun* a copy of a book with a board cover. Compare **paperback**

**hardback rights** /'hɑ:dbæk raɪts/ *plural noun* the right to publish a hardback edition of a book which was originally published as a paperback

**hard bargain** /,hɑ:d 'bɑ:gɪn/ *noun* a bargain with difficult terms

**hardbound** /'hɑ:dbaʊnd/ *adjective* bound as a book in a stiff cover

**hard cash** /,hɑ:d 'kæʃ/ *noun* money in notes and coins which is ready at hand

**hard copy** /,hɑ:d 'kɒpi/ *noun* a printed version of a document held on a computer

**hardcover** /'hɑ:dkʌvə/ *noun* PUBL same as **hardback**

**hard currency** /,hɑ:d 'kʌrənsi/ *noun* the currency of a country which has a strong economy and which can be changed into other currencies easily ○ *a hard currency deal* ○ *Exports which can earn hard currency for the Soviet Union.* ○ *These goods must be paid for in hard currency.*

**hard disk** /'hɑ:d dɪsk/ *noun* a rigid magnetic disk usually built into a computer, which can store much more data than a floppy disk

**hard hyphen** /,hɑ:d 'haɪf(ə)n/ *noun* a hyphen which is part of the normal spelling of a word. Also called **required hyphen**

**hard mechanical** /,hɑ:d mɪ 'kæmɪk(ə)l/ *noun* a physical paste-up of text and illustrations on paper, ready to be photographed. Compare **soft mechanical**

**hard packing** /,hɑ:d 'pækɪŋ/ *noun* stiff paper used to wrap round a printing cylinder to give a sharp image when printing on hard paper

**hard pencil** /,hɑ:d 'pens(ə)l/ *noun* a pencil with a hard lead making precise grey lines

**hard selling** /,hɑ:d 'selɪŋ/ *noun* the act of selling by using great persuasive efforts ○ *A lot of hard selling went into that deal.*

**hard-sized paper** /'hɑ:d saɪzd ,peɪpə/ *noun* paper containing a large quantity of size

**hardware** /'hɑ:dweə/ *noun* the machinery of a computer, rather than the programs written for it

**hardwood** /'hɑ:dwʊd/ *noun* wood from a tree which loses its leaves in winter, as opposed to conifers which give softwood

**hardwood pulp** /'hɑ:dwʊd ɔ:lp/ *noun* paper pulp from hardwood trees, which gives a bulky opaque paper

**Hart's Rules** /'hɑ:ts ru:lz/ *plural noun* a book of instructions on spelling, hyphenation and punctuation, originally published for the benefit of staff at Oxford University Press, but used by most printers and publishers (NOTE: The American equivalent is the **Manual of Style** published by the University of Chicago Press. The full title is 'Hart's Rules for Compositors and Readers at the University Press, Oxford'.)

**Harvard system** /'hɑ:vəd ,sɪstəm/ *noun* a bibliographic reference system, used in academic publishing, in which the author and date are given in the text and the full reference is supplied in a general list of references

**hash** /hæʃ/, **hashmark** /'hæʃmɑ:k/ *noun* US a printed sign (#) which indicates one of a series of numbers

**hatching** /'hætʃɪŋ/ *noun* a series of lines drawn across an illustration to indicate tones

**head** /hed/ *noun* the top or most important part or person ■ **verb** **1.** to be the manager or the most important person ○ *to head a department* ○ *He is heading a buying mission to China.* **2.** to put a title to a chapter or page, etc. ○ *See the paragraph headed 'Final Comments'.*

**headband** /'hedbænd/ *noun* a decorative strip, often in two colours, along the top of the back of the book, inside the spine

**headbox** /'hedbɒks/ *noun* a vat of liquid pulp from which the pulp passes onto the wire mesh to be made into paper. Also called **flowbox**

**head buyer** /,hed 'baɪə/ *noun* the most important buyer in a department store



**headcap** /'hedkæp/ *noun* a piece of leather binding on the spine, which folds over at the top and bottom and is tucked into the spine

**headed paper** /,hedɪd 'peɪpə/ *noun* notepaper with the name of the company and its address printed on it

**header** /'hedə/ *noun* **1.** (in a document) a piece of text that appears at the very top of each page, containing e.g. the chapter name and the page number. **φ footer 2.** the beginning of an e-mail message with full information about the recipient's address, sender's name and address and any delivery options

**header block** /'hedə blɒk/ *noun* a block of data at the beginning of a file, which contains the file characteristics

**heading** /'hedɪŋ/ *noun* a word, phrase, title or name at the beginning of a page, section or catalogue entry

**headline** /'hedlaɪn/ *noun* **1.** the title at the top of a page in a book or the title of an article in a newspaper story **2.** a spoken list of items to be covered in a radio or TV news bulletin

**headliner** /'hedlaɪnə/ *noun* a typesetting machine which produces display setting

**head margin** /'hed ,mɑ:dʒɪn/ *noun* the margin between the text and the top of the page

**head of department** /,hed əv dɪ 'pɑ:tmənt/ *noun* a person who is responsible for a group of people working in the same department

**headpiece** /'hedpi:s/ *noun* a decorative design at the beginning of a chapter. Compare **tailpiece**

**head up** /,hed 'ʌp/ *verb* to be in charge of a group **○ He has been appointed to head up our European organisation.**

**headword** /'hedwɜ:d/ *noun* the main entry word in a dictionary

**heater box** /'hi:tə bɒks/ *noun* a box in which a die is placed to be heated before tooling

**heatsealed** /'hi:tsi:ld/ *adjective* relating to shrink-wrapping which is sealed by heating

**heat sealing** /'hi:t ,si:lɪŋ/ *noun* the act of sealing plastic shrink-wrapping by heating it

**heat-set ink** /'hi:t set ,ɪŋk/ *noun* ink which dries when it is heated, used e.g. in a heat-set web offset machine

**heat transfer copier** /'hi:t ,trænsfə: ,kɒpiə/ *noun* a type of small copying machine which takes the print dye from printed paper and transfers it to another surface such as paper or cloth

**heavy** /'hevi/ *adjective* thick or bold **○ a book printed in heavy type**

**heavy equipment** /,hevi 'rɪkwɪpmənt/ *noun* large machines such as for making cars or for printing

**heavy rule** /'hevi ru:l/ *noun* a thick line

**height** /haɪt/ *noun* a measurement of how tall or high something is

**height to paper** /,haɪt tə 'peɪpə/ *noun* the standard height of metal type, 0.918 inches or 23.3mm in the UK and USA

**hell box** /'hel bɒks/ *noun* a box in which broken pieces of type, or type that is in the wrong case, can be put

**hemp** /hemp/ *noun* a plant used for making rope and paper

COMMENT: Hemp waste or old ropes are used to make pulp: hemp paper is very thin, but strong and opaque. India paper and airmail paper can be made from hemp.

**hempel quoin** /'hemp(ə)l kɔɪn/ *noun* a quoin used to tighten a forme, by placing it in a corner of the forme and tightening it with a key

**Hercules graphics adapter** /,hɜ:kju:lɪz ,græfɪks ə'dæptə/ *noun* a standard for high-resolution mono graphics adapter developed by Hercules Corporation that can display text or graphics at a resolution of 720x348 pixels. Abbr **HGA**

**Her Majesty's Stationery Office** /,hɜ: ,mædʒəstɪz 'steɪf(ə)n(ə)rɪ ,ɒfɪs/ *noun* the publications office of the British government. Abbr **HMSO**

**Hewlett Packard LaserJet** /,hewlət ,pækɑ:d 'leɪzədʒet/, **HP LaserJet** /,eɪf ,pi: 'leɪzədʒet/ *noun* a laser printer manufactured by Hewlett Packard which uses its PCL language to describe a page

**Hewlett Packard Printer Control Language** /,hewlət ,pækɑ:d ,prɪntə kən'trəʊl ,læŋgwɪdʒ/ *noun* a standard set of commands developed by Hewlett Packard to allow a software application to control a laser printer's functions. Abbr **HP-PCL**

**HGA** *abbreviation* Hercules graphics adapter

**hickey** /'hɪki/, **hicky** *noun* a dirty mark on a printed sheet made by dust or ink on a film or plate

**hide** /haɪd/ *noun* leather made from the skin of animals older than a calf, used for binding large-format books

**hi-end** /'haɪ end/ *noun* a pre-press system of larger capacity and range than a DTP system, found in specialised trade houses

**high-bulk antique** /,haɪ bʌlk æn'ti:k/ *noun* US light, very thick paper, formerly used for children's books (NOTE: The UK term is **featherweight antique**.)

**higher learning** /,haɪə 'lɜ:nɪŋ/ *noun* education or study at university level

**highest bidder** /,haɪəst 'bɪdə/ *noun* a person who offers the most money at an auction ○ *The property was sold to the highest bidder.*

**high gloss paper** /,haɪ glɒs 'peɪpə/ *noun* paper with a very shiny finish

**high-grade** /'haɪ greɪd/ *adjective* of very good quality ○ *a high-grade art paper*

**high-level language** /,haɪ ,lev(ə)l 'læŋgwɪdʒ/ *noun* a computer programming language that is easy to use and uses natural language

**highlight** /'haɪlaɪt/ *verb* to colour or mark text on a document or computer screen to make it stand out from the rest

**highlight bump** /'haɪlaɪt bʌmp/ *noun* an act of increasing the sharpness of the highlights in a halftone by exposing the film to the original a second time, after screening

**highlights** /'haɪlaɪts/ *plural noun* **1.** the main white or light-coloured parts of an illustration **2.** characters or symbols treated to make them stand out from the rest of the text, often by using bold type

**high quality** /,haɪ 'kwɒləti/ *adjective* very best quality ○ *The firm specialises in high quality four-colour printing.*

**high-resolution** /,haɪ ,reɪzə'lu:ʃ(ə)n/ *adjective* relating to the ability to display or detect a very large number of pixels per unit area. Abbr **hi-res**

COMMENT: Currently, high-resolution graphics displays can show images at a resolution of 1024 x 1024 pixels, high-resolution printers can print at 600 or 800 dots per inch and a high-resolution scanner can scan at a resolution of 800 or 1200 dots per inch.

**high spaces** /'haɪ ,speɪsɪz/, **high quads** *plural noun* spaces in letterpress which are the shoulder height of the type

**highspeed skip** /'haɪspi:d skɪp/ *noun* a rapid movement in a printer to miss the perforations in continuous stationery

**hinge** /hɪndʒ/ *noun* a line along which a book cover bends, where the front or back of the cover joins the spine, strengthened in cased books by a strip of gauze

**hinged style** /'hɪndʒd staɪl/ *noun* a type of cut flush paperback binding where the cover is creased in four places, head to foot, and glue is applied to the spine and about 3mm to first and last pages

**hire** /'haɪə/ *noun* the act of paying money to rent a car, boat or piece of equipment for a time

**hi-res** /,haɪ 'reɪz/ *abbreviation* high-resolution

**histogram** /'hɪstəgræm/ *noun* a graph on which the data is represented by vertical or horizontal bars

**historical figure** /hɪ,stɔ:rɪk(ə)l 'fɪɡə/ *noun* a person who was current in the past

**historical novel** /hɪ'stɔ:rɪk(ə)l 'nɒv(ə)l/ *noun* a type of fiction where the action is accurately placed in some definite time in the past

**historic cost** /hɪ,stɔ:rɪk 'kɒst/, **historical cost** /hɪ,stɔ:rɪk(ə)l 'kɒst/ *noun* the actual cost of something which was made some time ago

**hit** /hɪt/ *noun* **1.** a successful match when searching a database **2.** a response to a request sent from an Internet browser

**HM Revenue and Customs** /,aɪf'ɛm ,revənʃu: ən 'kʌstəmz/ *noun* the UK government department which deals with taxes on imports and with VAT. Abbr **HMRC**

**HMSO** *abbreviation* Her Majesty's Stationery Office

**holding lines** /'həʊldɪŋ ,fɪɡəz/ *plural noun* lines on a page design, showing where the artwork is to be placed

**holdout** /'həʊldaʊt/ *noun* the degree of resistance to ink absorption of a piece of paper

**holiday entitlement** /'hɒlədeɪ ɪn ,taɪt(ə)lmənt/ *noun* the number of days' paid holiday which an employee has the right to take ○ *She has not used up all her holiday entitlement.*

**Holland cloth** /'hɒlənd klɒθ/ *noun* a stiff cloth used to strengthen hinges

**hollander beater** /'hɒləndə ,bi:tə/ *noun* a machine for beating paper pulp

**hollow** /'hɒləʊ/ *adjective* empty or with nothing inside ■ *noun* **1.** a space between the back and the sewn signatures **2.** a paper

tube glued to the spine of a book and to the covers, in order to strengthen the binding

**hollow back binding** /'hɒləʊ bæk ,baɪndɪŋ/ *noun* binding in which the back is not glued to the spine of the book block, but is rounded to leave a space between it and the sewn signatures. Also called **open back binding**

**hologram** /'hɒləgræm/ *noun* a three-dimensional photographic image created by laser beams

**holograph** /'hɒləgrɑ:f/ *noun* a book or document written in the author's own handwriting

**home country** /,həʊm 'kʌntri/ *noun* a country where a company is based

**homepage** /'həʊmpetɪdʒ/ *noun* 1. the opening page of an Internet website 2. somebody's personal website on the Internet, often containing personal data, photographs or contact information

**home-produced products** /,həʊm prə,dju:st 'prɒdʌkts/ *plural noun* products manufactured in the country where a company is based

**home sales** /,həʊm 'seɪlz/ *plural noun* sales in the country where a company is based. Also called **domestic sales**

**home trade** /,həʊm 'treɪd/ *noun* trade in the country where a company is based

**honorarium** /,ɒnə'reəriəm/ *noun* a payment made for professional services which are usually provided without charge

**hook down** /'hʊk daʊn/ *noun* the end of a line which runs over to the next line and is attached to the line below with a bracket

**hooked plates** /'hʊkt pleɪts/ *plural noun* plates that have a narrow folded edge which hooks round a printed section

**hook up** /'hʊk ʌp/ *noun* the end of a line which runs over to the next line and is attached to the line above with a bracket

**hopper** /'hɒpə/ *noun* the part of a finishing machine onto which folded sections are loaded so that they can be bound

**horizontal axis** /,hɒrɪzənt(ə)l 'æksɪs/ *noun* reference lines used for horizontal coordinates on a graph

**horizontal dimension** /,hɒrɪ'zɒnt(ə)l daɪ,mənʃən/ *noun* the width of a page from inside margin to outside margin

**horizontal format** /,hɒrɪzənt(ə)l 'fɔ:mæt/ *noun* US a book format where the spine and foreedge are shorter than the

top and bottom edges (NOTE: The UK term is **landscape format**.)

**horizontal wraparound** /,hɒrɪzənt(ə)l 'ræpə,raʊnd/ *noun* movement of a cursor on a computer display from the end of one line to the beginning of the next

**host** /həʊst/ *noun* the main computer in a system which allows access to online databases ■ *verb* to provide storage space on a server computer where a user can store files or data, often used to store the files required for a website

**hosting** /'həʊstɪŋ/ *noun* the business of putting websites onto the Internet so that people can visit them

**hosting option** /,həʊstɪŋ 'ɒpʃən/ *noun* any of the different kinds of hosting that a business may use when putting a website on the Internet and that are usually provided by specialist hosting companies

**host service** /'həʊst ,sɜ:vɪs/ *noun* a company that provides connections to the Internet and storage space on its computers which can store the files for a user's website

**hot-ground pulp** /'hɒt graʊnd ,pʌlp/ *noun* paper pulp which has been ground with very little water, allowing the pulp to become hotter

**hotline** /'hɒt laɪn/ *noun* a direct telephone line giving direct access, used e.g. for quick ordering, for complaints or between heads of governments

**hot link** /,hɒt 'lɪŋk/ *noun* a command within a hypertext program that links a hotspot or hotword on one page with a second destination page which is displayed if the user selects the hotspot

**hot melt adhesive** /'hɒt melt əd ,hi:stɪv/ *noun* binding glue which is heated before being used

**hot metal composition** /,hɒt ,met(ə)l ,kɒmpə'zɪʃ(ə)n/, **hot metal**, **hot type** *noun* a form of typesetting where characters or whole words or lines of type are set using molten metal, from instructions given to the setting machine on perforated tape produced by the compositor's keyboard ○ *The book was set in hot metal.* ○ *We used hot metal setting for his last book.*

COMMENT: Hot metal setting was used both for books and for newspapers for over 100 years. The 'Guardian' newspaper was still being set in hot metal in 1987. This type of setting is still occasionally used by jobbing printers.

**hot press** /'hɒt pres/ *noun* a press used to block letters on a cover

**hot-pressed paper** /'hɒt prest ,peɪpə/ *noun* paper which is pressed between heated metal plates to make it smooth

**hot-pressing** /,hɒt 'presɪŋ/ *noun* the blocking of letters on a cover with a hot stamp

**hotspot** /'hɒtspɒt/ *noun* a special area on an image or display that does something when the cursor is moved onto it ○ *The image of the trumpet is a hotspot and will play a sound when you move the pointer over it.*

**hotword** /'hɒtwɜːd/ *noun* a word within displayed text that does something when the cursor is moved onto it or it is selected

**hot zone** /'hɒt zəʊn/ *noun* a text area to the left of the right margin in a word-processed document, where if a word does not fit completely into the line, a hyphen is automatically inserted

**house** /haʊz/ *noun* a company, especially a publishing company ○ *a French publishing house* ○ *She works for a trade publishing house.* ○ *We employ six in-house keyboarders.*

**house ad** /'haʊs æd/ *noun* an advertisement in a magazine, advertising something offered for sale by the magazine itself, used to fill advertising space that has not been sold

**house copy** /'haʊs ,kɒpi/ *noun* a copy of a magazine or book used in the publisher's offices

**house corrections** /'haʊs kə ,rekʃ(ə)nz/ *plural noun* corrections noted by the proofreaders employed by the printer or publisher

**house editor** /'haʊs ,edɪtə/ *noun* an editor employed by a publishing company

**house journal** /'haʊs ,dʒɜːn(ə)l/ *noun* an internal magazine giving information and news to the employees of a company or organisation. Also called **house magazine**

'...the new premises are said to be 'a sixth of the cost' and have better facilities for training and meetings... the organisation will offer a full package of membership benefits as before – including Aslib journals from Emerald, a range of training courses, and the monthly Managing Information house journal.' [*Information World Review*]

**house magazine** /'haʊs mæɡəˌziːn/ *noun* same as **house journal**

**house organ** /'haʊs ,ɔːɡən/ *noun* a magazine published by a business or other organisation for its employees or customers, containing information about the company, its products and its employees

**house reader** /'haʊs ,riːdə/ *noun* a proofreader employed by a printer or publishing house

**house style** /,haʊs 'stail/ *noun* a style of writing and presentation that is specific to a particular group, company or organisation

COMMENT: The aim of a house style is to give consistency to all the products of a publishing house, thus making them more recognisable to the reading public. In the case of magazines, contributors will be sent a style sheet which shows how they should lay out their contributions. A house style will cover many aspects of layout, such as headlines, position of folios, typefaces and sizes; it will also cover details of spelling and punctuation: the form for writing dates (1st January 1999 or January 1st, 1999 or 1st Jan. 1999 or 01.01.99, etc.); the use of full stops after abbreviations (Mr or Mr., P.O.Box or PO Box, etc.). Most publishing companies have their own style sheets which are given to editors and form part of the training programme for new editorial and production staff. Many printers as well as publishers have their own house style and many follow the style of one of the University Presses (Oxford and Cambridge).

**house-to-house** /,haʊs tə 'haʊs/ *adjective* going from one house to the next, asking people to buy something ○ *house-to-house encyclopedia selling*

**how-to book** /,haʊ 'tuː ,bʊk/ *noun* US same as **do-it-yourself handbook**

**HP/PCL** *abbreviation* Hewlett Packard Printer Control Language

**HTML** /,eɪtʃ 'tiː em 'el/ *noun* a series of special codes which define the typeface and style that should be used when displaying the text and also allow hypertext links to other parts of the document or to other documents. Full form **HyperText Markup Language**. ◊ **SGML**, **XML**

**.html** *suffix* a file extension for an HTML file. Full form **HyperText Markup Language**

COMMENT: Normally used to define screens used in the World Wide Web on the Internet, similar to SGML; for example, the '<p>' code means new paragraph, the '<b>' code means display in bold. A document

coded in HTML can be displayed on any viewer software that understands HTML.

**HTTP** /ˌeɪtʃ ti ti: 'pi:/ *noun* a series of commands used by a browser to ask an Internet web server for information about a webpage. Full form **hypertext transfer protocol**

**humidity** /hju:'mɪdɪti/ *noun* the amount of moisture in a substance such as paper

**Hunter Lab values** /'hʌntə læb ,vælju:z/ *plural noun* US colour measurement scales used to measure colour values

**hurt** /hɜ:t/ *verb* to harm or damage something ○ *The bad publicity did not hurt our sales.* ○ *The company has been hurt by the cuts in educational expenditure.* ○ *It won't hurt to let the author make a few changes.*

**hurt books** /'hɜ:t bʊks/ *plural noun* US damaged or soiled books, which are then sold cheaply

**hybrid library** /'haɪbrɪd ,laɪbrəri/ *noun* a place in which information can be accessed both in hard copy and electronic formats

**hybrid typeface** /,haɪbrɪd 'taɪpfeɪs/ *noun* a computer-generated typeface which combines elements of several faces

**hydrapulper** /'haɪdrəʊlɪpə/ *noun* a tank in which dry pulp and other ingredients are added to water when making paper

**hydration** /haɪ'dreɪʃ(ə)n/ *noun* a condition of paper pulp where water does not drain away from it through the mesh

**hygrometer** /haɪ'grɒmɪtə/ *noun* an instrument which measures relative humidity

**hype** /haɪp/ *noun* excessive claims made in advertising ○ *all the hype surrounding the launch of the new novel* ■ *verb* to make excessive claims in advertising

**hyperlink** /'haɪpəlɪŋk/ *noun* a word, symbol, image or other element in a hypertext document that links to another element in the same document or in another hypertext document

**hypermedia** /'haɪpəmi:diə/ *noun* a hypertext system that supports the linking of graphics, audio and video elements, and text

**hypertext** /'haɪpətɛkst/ *noun* 1. a multimedia system of organising information in

which certain words in a document link to other documents and display the text when the word is selected 2. a way of linking one word or image on an Internet page to another page in which clicking on certain words or images moves the user directly to the relevant new page

**HyperText Markup Language** /'haɪpətɛkst ,mɑ:kʌp ,læŋgwɪdʒ/ *noun* full form of **HTML**

**hypertext transfer protocol** /,haɪpətɛkst 'trænsfɜ: ,prəʊtəkɒl/ *noun* full form of **HTTP**

**hyphen** /'haɪf(ə)n/ *noun* a punctuation mark (-) used to join two words together, as in 'two-sided'

**hyphenate** /'haɪfəneɪt/ *verb* to put a hyphen between two characters, or to separate a long word at the end of a line by inserting a hyphen ○ *'Coordinate' should be hyphenated.* ○ *Can you hyphenate 'bookshop' as 'book-shop'?*

**hyphenated** /'haɪfəneɪtɪd/ *adjective* formed of two words joined by a hyphen

**hyphenation** /,haɪfə'neɪʃ(ə)n/ *noun* a way of dividing a long word at the end of a line by inserting a hyphen

**hyphenation and justification program** /,haɪfəneɪʃ(ə)n ən ,dʒʌstɪfɪ 'keɪʃ(ə)n ,prəʊgræm/ *noun* a computer program which allows the typesetting machine to justify lines automatically and to hyphenate correctly words that have to be split at the end of a line. Abbr **H&J program**

**hyphenation exception dictionary** /,haɪfəneɪʃ(ə)n ɪk'sepʃən ,dɪkʃən(ə)rɪ/ *noun* a list of words held in a computer memory, which either cannot be divided or are divided in an unusual way

**hyphenation routine** /,haɪfə'neɪʃ(ə)n ru:ti:n/ *noun* a computer program which automatically divides words at the ends of lines and inserts a hyphen

**hyphenless justification** /,haɪfənləs ,dʒʌstɪfɪ 'keɪʃ(ə)n/ *noun* justification carried out without splitting words

**hypo** /'haɪpəʊ/ *noun* photographic fixing solution, used to fix the image after the film has been developed

**IAP** *abbreviation* ONLINE Internet access provider

**IBC** *abbreviation* inside back cover

**ibid** /'ɪbɪd/, **ibidem** *abbreviation* meaning 'in the same place' (NOTE: Used especially in bibliographical references, where if several references are to the same book, the full title is not repeated, but is replaced by **ibid**: *ibid*, page 324.)

**icon** /'aɪkɒn/ *noun* a picture or symbol that is universally recognised to be representative of something

**iconography** /,aɪkɒ'nɒgrəfi/ *noun* the set of symbols or images used in a particular field of activity such as music or cinema and recognised by people as having a particular meaning

**ICR** *abbreviation* intelligent character recognition

**-ics** /ɪks/ *suffix* forming nouns referring to a science, art or branch of knowledge

**id.** *abbreviation* idem

**ideal** /aɪ'diəl/ *adjective* perfect or very good for something ○ *This is the ideal size for a pocket dictionary.*

**ideal format** /aɪ,dɪəl 'fɔ:mæt/ *noun* a standard large format for photographic negatives, used mainly in professional equipment

**idem** /'ɪdem/ *noun* a Latin word meaning 'the same', used to refer to a reference which has just been used. Abbr **id.**

**idiot copy** /'ɪdiət ,kɒpi/ *noun* a keyboarded text without any formatting commands

**idiot tape** /'ɪdiət teɪp/ *noun* a computer tape with plain text, without typesetting codes, which cannot be typeset until formatting data, such as hyphenation, justification, line width, and page size, has been added by a computer

**idle machinery** /,aɪd(ə)l mə'ʃi:nəri/ *noun* machines not being used

**idler, idling roller** *noun* a roller on a web press which turns freely

**idle time** /'aɪd(ə)l taɪm/ *noun* the time when a machine is not being used

**ignorant** /'ɪgnərənt/ *adjective* **1.** lacking knowledge or education in general or in a specific subject **2.** caused by a lack of knowledge, understanding or experience

**IGT method** /,aɪ dʒi: 'ti: ,məθəd/ *noun* a method of testing paper absorbency in which the paper is printed with a solution of Sudan Red in dibutylphthalate

**IGT printability tester** /,aɪ dʒi: ti: ,prɪntə'bɪlɪti ,testə/ *noun* a device for printing strips of paper under controlled conditions, used to measure oil absorbency and pick resistance

**ILL** *abbreviation* inter-library loan

**illegibility** /ɪ,lɛdʒɪ'bɪlɪti/ *noun* the fact of being illegible

**illegible** /ɪ'lɛdʒɪb(ə)l/ *adjective* so badly written that it cannot be read

**illicit** /ɪ'lɪsɪt/ *adjective* not legal or not permitted ○ *the illicit sale of pornographic magazines*

**illiteracy** /ɪ'lɪt(ə)rəsi/ *noun* the inability to read or write

**illiterate** /ɪ'lɪt(ə)rət/ *adjective* **1.** unable to read or write **2.** unable to understand or operate a piece of technology ○ *He is computer-illiterate.*

**illuminate** /ɪ'lju:mɪneɪt/ *verb* **1.** to illustrate a medieval manuscript **2.** to shine light on something **3.** to make things clear by explaining them

**illumination** /ɪ,lju:mɪ'neɪʃ(ə)n/ *noun* the painting of initial letters in manuscripts with gold, silver and colours

**illustrate** /'ɪləstreɪt/ *verb* **1.** to draw pictures or diagrams to put into written text

**2.** to make a point clear by using examples or stories

**illustrated** /'ɪləstreɪtɪd/ *adjective* relating to a text that includes pictures and diagrams ○ *The book is illustrated with twenty-five full-colour plates.*

**illustration** /,ɪlə'streɪf(ə)n/ *noun* a picture, chart or diagram which helps to explain the words of a book or talk

**illustration board** /,ɪlə'streɪf(ə)n ,bɔ:d/ *noun* thick card used for artwork

**illustrator** /'ɪləstreɪtə/ *noun* a person who does the drawings or pictures for a book

**image** /'ɪmɪdʒ/ *noun* **1.** a picture or reflection of somebody or something **2.** in computing, an exact replica of an area of memory

**image degradation** /'ɪmɪdʒ ,degrədeɪf(ə)n/ *noun* a loss of picture contrast and quality due to signal distortion or bad copying of a video signal

**image master** /'ɪmɪdʒ ,mɑ:stə/ *noun* the master type from which characters used in phototypesetting are formed

**image scanner** /'ɪmɪdʒ ,skænə/ *noun* an electronic device that converts pictures or drawings into machine-readable form

**image setter** /'ɪmɪdʒ ,setə/ *noun* a typesetting device that can process a PostScript page and produce a high-resolution output

**imagesetting** /'ɪmɪdʒsetɪŋ/ *noun* a method of typesetting that creates characters directly from a computer file

**imaging** /'ɪmɪdʒɪŋ/ *noun* a technique for creating pictures on a computer screen

**imitate** /'ɪmɪteɪt/ *verb* to do what somebody else does ○ *They imitate all our sales gimmicks.*

**imitation** /,ɪmɪ'teɪf(ə)n/ *noun* something that copies something else

**imitation art paper** /,ɪmɪteɪf(ə)n 'ɑ:t ,peɪpə/ *noun* smooth calendered paper which looks like art paper, but is not coated (NOTE: The US term is **English finish**.)

**imitation cloth** /,ɪmɪteɪf(ə)n 'klɒθ/ *noun* cover material which looks like cloth

**imitation leather binding** /,ɪmɪteɪf(ə)n ,ledə 'baɪndɪŋ/ *noun* binding in a plastic material which looks like leather

**imitation parchment** /,ɪmɪteɪf(ə)n 'pɑ:tʃmənt/ *noun* tough paper which is slightly transparent through having been beaten for some time

**imp.** *abbreviation* PUBL imprimatur

**impact** /'ɪmpækt/ *noun* a strong effect or influence on something, such as of a product on its intended audience

**impact paper** /'ɪmpækt ,peɪpə/ *noun* paper used to provide multiple copies on impact

**impart** /ɪm'pɑ:t/ *verb* to communicate information or knowledge

**imperfect** /ɪm'pɜ:fɪkt/ *adjective* not perfect ○ *a sale of imperfect copies* ○ *to check a batch for imperfect products*

**imperfection** /,ɪmpə'fekʃən/ *noun* an item which is not perfect, such as a book that has been badly printed or bound ○ *to check a batch for imperfections* ○ *We have asked for a refund because of imperfections.*

**imperial** /ɪm'pɪəriəl/ *noun* a traditional British large paper size, measuring 30 x 22 inches

**import** *noun* /'ɪmpɔ:t/ the importance of something because of the way it is likely to affect outcomes ○ *They discussed matters of great import.* ■ *verb* /ɪm'pɔ:t/ **1.** to buy goods or services in one country and bring them to one's own for sale ○ *We use paper imported from Scandinavia.* **2.** to bring something in from outside a system ○ *You can import images from the CAD package into the DTP program.* **3.** to convert a file stored in one format to the default format used by a program ○ *Select import if you want to open a TIFF graphics file.*

**importation** /,ɪmpɔ:'teɪf(ə)n/ *noun* the act of importing something ○ *The importation of pornographic literature is forbidden.*

**import duty** /'ɪmpɔ:t ,dju:tɪ/ *noun* a tax on goods imported into a country

**importer** /ɪm'pɔ:tə/ *noun* a person or company which imports goods ○ *a paper importer* ○ *The company is a big importer of English paperbacks.*

**import levy** /'ɪmpɔ:t ,levɪ/ *noun* a tax on imports, especially in the EU a tax on imports of farm produce from outside the EU

**import licence** /'ɪmpɔ:t ,ləɪs(ə)ns/, **import permit** /'ɪmpɔ:t ,pɜ:mɪt/ *noun* documents which allow goods to be imported

**import quota** /'ɪmpɔ:t ,kwɔ:tə/ *noun* a fixed quantity of a particular type of goods which the government allows to be

imported ○ *The government has imposed an import quota on cars.*

**imports** /'ɪmpɔ:t/s/ *plural noun* books or other goods brought into a country from abroad for sale ○ *Imports from Poland have risen to \$1m a year.*

**import surcharge** /'ɪmpɔ:t ,sɜ:tʃɑ:dʒ/ *noun* extra duty charged on imported goods, to try to prevent them from being imported and to encourage local manufacture

**impose** /ɪm'pəʊz/ *verb* **1.** to put a tax or a duty on goods ○ *to impose a tax on imported paper* ○ *They tried to impose a ban on the sale of anti-government literature.* ○ *The government imposed a special duty on newspapers.* **2.** to arrange film or type so that when the sheet is printed it will fold correctly into the right page order

**imposed page proofs** /ɪm,pəʊzd 'peɪdʒ ,pru:fs/ *plural noun* the last stage in page proofs, where the text is arranged in pages, in the correct position for making films and plates

**imposing stone** /ɪm'pəʊzɪŋ stəʊn/ *noun* a heavy table on which metal type and blocks were formerly placed to be locked into the chase

**imposition** /ɪmpə'zɪʃ(ə)n/ *noun* **1.** the act of arranging the pages of film or type so that when a sheet is printed, it will fold correctly into the right page order **2.** the act of putting together the metal type and blocks on the imposing stone, to be locked into a chase before printing **3.** the act of putting a tax on goods or services

**imposition scheme** /ɪmpə'zɪʃ(ə)n ,ski:m/ *noun* a plan showing how the pages of a book are imposed on the sheet

**impression** /ɪm'preʃ(ə)n/ *noun* the number of copies of a book or document printed on the same print run ○ *The book is in its third impression.*

**impression cylinder** /ɪm'preʃ(ə)n ,sɪlɪndə/ *noun* a cylinder which prints the image onto the paper

**imprimatur** /ɪmpri'meɪtə/ *noun* **1.** authority to do, say or print something **2.** an authorisation allowing a book or other work to be published, now usually confined to works sanctioned by the Roman Catholic Church

**imprint** /'ɪmprɪnt/ *noun* **1.** the publisher's or printer's name which appears on the title page of a book or document or in the bibliographical details **2.** a brand name under which a book is

published within a larger publishing company, which usually represents a specialised subject area **3.** a mark made by firmly pressing something onto a surface

COMMENT: Catalogues, advertisements and fliers do not need to have an imprint, but almost all other printed matter (books, newspapers, and even political leaflets) must carry two imprints: that of the publisher and of the printer. In a book, the imprints will normally appear on the reverse of the title page as part of the bibliographic information; in some countries it is usual to have the printer's imprint at the end of the book. In a magazine, imprints may be listed along with other details of the editors and other staff members.

**incidental expenses** /ɪn'sɪdɪnt(ə)l ɪk 'spensɪz/ *plural noun* small amounts of money spent at various times, in addition to larger amounts

**incised** /ɪn'saɪzɪd/ *adjective* based on letters carved in stone

**inclusive charge** /ɪn,klu:sv 'tʃɑ:dʒ/ *noun* a charge which includes all items

**inclusive type area** /ɪn,klu:sv taɪp 'eəriə/ *noun* a type area which includes the headers and footers

**increment** /'ɪŋkrɪmənt/ *noun* the amount by which something is increased

**incremental plotter** /ɪŋkrɪmənt(ə)l 'plɒtə/ *noun* a plotter which receives positional data as increments to its current position rather than separate coordinates

**incunable** /ɪn'kju:nəb(ə)l/ *noun* PRINTING same as **incunabulum**

**incunabulum** /ɪn,kju'nəbjʊləm/ *noun* a book printed from movable type before 1501 (NOTE: The plural is **incunabula**.)

**indelible ink** /ɪn,delɪb(ə)l 'ɪŋk/ *noun* ink which cannot be removed

**indelible pencil** /ɪn,delɪb(ə)l 'pens(ə)l/ *noun* a pencil which makes marks that cannot be erased

**indent** *verb* /ɪn'dent/ to leave a space at the beginning of a passage of writing (NOTE: The opposite is **outdent**.) ■ *noun* /'ɪndent/ **1.** a blank space at the beginning of a line of typesetting, which starts a little way in from the left-hand margin ○ *Each paragraph begins with a 2 em indent.* **2.** an order placed by an importer for goods from overseas on credit ○ *He put in an indent for a new stock of children's books.*

**indentation** /ɪ,ɪndent'eɪʃ(ə)n/, **indention** *noun* the act of making an indent at the beginning of a line

**independent** /ɪ,ɪndɪ'pendənt/ *adjective* not connected to, influenced by or needing



other people or machines to be able to exist or work □ **the independents** shops or companies which are owned by private individuals and are not part of large groups

**independent publisher** /,ɪndɪpɛndənt 'pʌblɪʃə/, **independent printer** *noun* a publishing or printing company which is not controlled by another company

**Independent Publishers Guild** /,ɪndɪpɛndənt 'pʌblɪʃəz ɡɪld/ *noun* a British organisation representing the interests of the many publishers who are its members. Abbr **IPG**

**independent reviewer** /,ɪndɪpɛndənt 'pʌblɪʃə/ *noun* a reviewer who is not affiliated with any another company or publication

**index** /'ɪndeks/ *noun* **1.** an alphabetical list of items contained in a book, document or computer memory **2.** a system by which the changes in the value of something can be compared or measured ○ *International financial indexes compare the value of shares.* **3.** a finding guide to information on a specific topic ■ *verb* to compile an alphabetical list of contents

**index board** /'ɪndeks bɔ:d/ *noun* board used for printing index cards

**index card** /'ɪndeks kɑ:d/ *noun* a small card containing information and usually arranged alphabetically in a card index box

**indexer** /'ɪndeksə/ *noun* a person who compiles indexes for books

**indexing** /'ɪndeksɪŋ/ *noun* the use of alphabetical methods to organise information

COMMENT: An index is usually set in smaller type than the text and in two or more columns to the page. Normally an index will begin on a right-hand page, and will be folioed consecutively from the text pages. Bold and italic can be used to highlight important or less important items in an index (as, for example, the page references to illustrations). It is always useful to have a note at the beginning of an index to explain how it has been compiled and the meaning of the various typefaces or symbols used. Indexing was formerly done manually, with the indexer going through the text and making filing cards for the items; there are now computer indexing programs, in which the words in the text are flagged and the computer then automatically lists them in alphabetical order, together with the numbers of the pages on which the words fall.

**indexing language** /'ɪndeksɪŋ ˌlæŋɡwɪdʒ/ *noun* language used in building library or book indexes

**index letter** /'ɪndeks ˌletə/, **index number** /'ɪnʌmbə/ *noun* a letter or number which identifies an item in an index

**Index Librorum Prohibitorum** /,ɪndeks li:brɔ:rəm ˌprəʊhɪbɪtɔ:rəm/ *noun* a list of books banned by the Catholic Church. Also called **The Index**

**Index Translationum** /,ɪndeks træns ˌlæ:ti'əʊnəm/ *noun* a list of all translations published in the world, published each year by UNESCO

**India ink** /'ɪndiə ɪŋk/, **Indian ink** /'ɪndiən ɪŋk/ *noun* very black indelible ink, made from lampblack and glue

**india paper** /'ɪndiə ˌpeɪpə/ *noun* extremely thin good-quality opaque paper, about 30gsm, which is nevertheless quite strong, used for printing books with a large number of pages such as bibles which would be very thick if ordinary paper were used

**indicia** /ɪn'dɪsiə/ *noun* *US* the mailing permit printed on a prepaid envelope or card

**indirect** /,ɪndaɪ'rekt/ *adjective* not done by the shortest or most obvious method

**indirect expenses** /,ɪndaɪ'rekt ɪk 'spensɪz/, **indirect costs** /,ɪndaɪ'rekt 'kɒsts/ *plural noun* costs which are not directly attached to the making of a product, such as cleaning, rent and administration

**indirect labour costs** /,ɪndaɪ'rekt 'leɪbə ˌkɒsts/ *plural noun* the costs of paying employees who are not directly involved in making a product, such as secretaries and cleaners

**indirect printing** /,ɪndaɪ'rekt 'prɪntɪŋ/ *noun* printing where the printing plate does not touch the paper, as in offset printing

**indirect process** /,ɪndaɪ'rekt 'prəʊses/ *noun* the process of reproducing an image as in a plain-paper copier, where an image of the original is transferred to the copy paper without the original touching the paper

**indirect screening** /,ɪndaɪ'rekt 'skri:nɪŋ/ *noun* a colour origination method resulting in continuous tone separations

**individual** /,ɪndɪ'vɪdʒuəl/ *adjective* relating to one single person or thing rather than to a group ■ *noun* one single person ○

a savings plan made to suit the requirements of the private individual

**industrial training** /ɪn,dʌstriəl 'treɪnɪŋ/ *noun* the training of new employees to work in an industry

**industry** /'ɪndəstri/ *noun* a group of companies making the same type of product ○ *the publishing industry* ○ *the printing industry* ○ *the newspaper industry*

**inertia selling** /ɪ'nɜːʃə ,selɪŋ/ *noun* a method of selling items by sending them to people who have not ordered them and assuming that if they are not returned, the person who has received them is willing to buy them

**infect** /ɪn'fekt/ *verb* to copy to a computer system a computer virus that is capable of damaging the system's programs or data

**inferior** /ɪn'fɪəriə/ *adjective* **1.** not as good as others ○ *inferior products* ○ *products of inferior quality* **2.** referring to figures or letters which are set in smaller size and printed below the baseline height (NOTE: Used in printing chemical formulae, such as: CO<sub>2</sub>. Inferior letters are also sometimes used, as in NO<sub>x</sub> (nitrous oxides). The opposite is **superior**.)

**infomediary** /ɪnfəʊ,mɪːdiəri/ *noun* a business or website that collects information about customers for use by other companies

**inform** /ɪn'fɔːm/ *verb* to tell somebody something officially ○ *We are pleased to inform you that your book has been accepted for publication.*

**information** /,ɪnfə'meɪʃ(ə)n/ *noun* knowledge given to somebody in a form they can understand

**information age** /,ɪnfə'meɪʃ(ə)n ,eɪdʒ/ *noun* a period characterised by widespread electronic access to information through the use of computer technology

**information appliance** /,ɪnfə'meɪʃ(ə)n ə,plaiəns/ *noun* a small portable digital information-processing machine compatible with an electronic network

**information architecture** /,ɪnfə'meɪʃ(ə)n ,ɑːkɪtektʃə/ *noun* the design of something such as a website or database so that the information is presented in the most efficient and accessible manner. Abbr IA

**information bureau** /,ɪnfə'meɪʃ(ə)n ,bjʊərəʊ/ *noun* an office that gives information

**information processing** /,ɪnfə'meɪʃ(ə)n 'prəʊsesɪŋ/ *noun* the organisation, manipulation, analysis and distribution of data, nowadays typically carried out by computers

**information retrieval** /,ɪnfə'meɪʃ(ə)n rɪ'triːv(ə)/ *noun* the process of locating quantities of data stored in a database and producing useful information from the data

**information superhighway** /,ɪnfə'meɪʃ(ə)n ,suːpə'hɑːrweɪ/ *noun* the worldwide computer network that includes the Internet, private networks and proprietary online services. It permits the rapid sending of many different forms of data, including voice, video and text.

**information technology** /,ɪnfə'meɪʃ(ə)n tek'nɒlədʒi/ *noun* the use of technologies from computing, electronics and telecommunications to process and distribute information in digital and other forms. Abbr IT

**infrared** /,ɪnfrə'red/ *noun* a form of invisible light, below the visible red level on the light scale. Abbr IR

**infrared photography** /,ɪnfrəd fə'tɒgrəfi/ *noun* the taking of photographs using an infrared camera, which shows up heat sources

**infringe** /ɪn'frɪndʒ/ *verb* to break a law or a right □ **to infringe a copyright** to copy a copyright text illegally

**infringement of copyright** /ɪn ,frɪndʒmənt əv 'kɒprɪraɪt/ *noun* same as **copyright infringement**

**ingrain paper** /'ɪngreɪn ,peɪpə/, **ingrained paper** *noun* paper with a rough finish

**in-house** /ɪn 'həʊs/ *adjective* relating to staff who are employed to work directly for a company ○ *the in-house staff* ■ *adverb* done internally by a company ○ *We do all our data processing in-house.* ○ *The colour artwork cannot be done in-house and has to be sent outside.*

**in-house training** /ɪn 'həʊs 'treɪnɪŋ/ *noun* training given to staff at their place of work

**initial** /ɪ'nɪʃ(ə)/ *adjective* happening at the start of a process ■ *verb* to sign something using only the first letters of one's names ■ *noun* the first letter of a word or

line ○ *Each paragraph should start with a 20 point initial.*

**initial capital** /ɪˌnɪʃ(ə)l 'kæpɪt(ə)l/ *noun* the capital which is used to start a business ○ *He started the business with an initial expenditure or initial investment of £500.*

**initial caps** /ɪˌnɪʃ(ə)l 'kæps/ *plural noun* an instruction to make the first letter of each word a capital

**initial print run** /ɪˌnɪʃ(ə)l 'prɪnt ˌrʌn/ *noun* the first print run of a new book ○ *When the subscription orders began to come in, the initial print run was increased from 10,000 copies to 25,000.*

**initials** /ɪˌnɪʃ(ə)lz/ *plural noun* the first letters of a person's names

**initial sales** /ɪˌnɪʃ(ə)l 'seɪlz/ *plural noun* the first sales of a new product

**Initial Teaching Alphabet** /ɪˌnɪʃ(ə)l 'ti:tɪŋ ˌælfəbet/ *noun* an alphabet of 44 symbols, each representing a single sound in English, used to teach children to read

**initiate** /ɪˌnɪʃieɪt/ *verb* to start something ○ *to initiate discussions*

**initiating editor** /ɪˌnɪʃieɪtɪŋ ˌedɪtə/ *noun* an editor at a magazine or book publishing house whose job is to start new projects, then pass them on to in-house copy editors for completion

**initiative** /ɪˌnɪʃəɪv/ *noun* a decision to start something

**injunction** /ɪnˈdʒʌŋkʃ(ə)n/ *noun* a court order telling somebody not to do something ○ *He got an injunction preventing the company from publishing her memoirs.* ○ *The company applied for an injunction to stop their rival from marketing a similar product.*

**ink** /ɪŋk/ *noun* a coloured liquid for writing or printing ■ *verb* to apply ink to something

**ink block** /'ɪŋk blɒk/ *noun* a block of hard black ink, used in Chinese and Japanese calligraphy

**inker** /'ɪŋkə/ *noun* a system of rollers and baths which put ink onto the printing surface

**ink misting** /'ɪŋk ˌmɪstɪŋ/ *noun* a fault which can develop in very fast printing presses, where the ink becomes a fine mist and so prints a faint image

**ink rollers** /'ɪŋk ˌrəʊləz/ *plural noun* rollers for distributing ink on a printing press

**ink rub** /'ɪŋk rʌb/ *noun* dirty marks on printed paper, caused when it rubs against the ink on other pages during binding

**ink set-off** /'ɪŋk set ɒf/ *noun* a defect in printing where the wet ink from one printed sheet marks another sheet

**ink slab** /'ɪŋk slæb/, **ink table** *noun* a flat surface across which an ink roller is rolled to make sure the ink is evenly distributed

**ink tack** /'ɪŋk tæk/ *noun* the degree to which the ink used in a printer sticks to the paper without causing problems by slowing the paper down during the printing process

**inland freight charges** /ɪˌnlənd 'freɪt ˌtʃɑ:dʒɪz/ *plural noun* charges for carrying goods from one part of the country to another

**inland postage** /ɪˌnlənd 'pəʊstɪdʒ/ *noun* postage for a letter to another part of the country

**inline** /ɪˌnlaɪn/ *noun* a typeface where each character is formed of a black outline with the centre of the stroke left white

**inner forme** /ɪˌnə 'fɔ:m/ *noun* a forme which carries the inside pages of a section, the outer forme carrying the outside pages, and prints on the other side of the paper

**inner margin** /ɪˌnə ˌmɑ:dʒɪn/ *noun* the margin on the side of a page nearest the binding

**innovate** /ɪˌnəʊveɪt/ *verb* to bring in new ideas or new methods

**innovation** /ɪˌnəʊ'veɪʃ(ə)n/ *noun* a new product or method of doing something

**innovative** /ɪˌnəʊveɪtɪv/ *adjective* making or suggesting interesting changes or new ideas

**innovator** /ɪˌnəʊveɪtə/ *noun* a person who brings in new ideas and methods

**in print** /ɪˌn 'prɪnt/ *adjective* **1.** still being printed and still available in the bookshops or from the publisher ○ *a list of current books in print* ○ *The book was first published in 1902 and is still in print.* (NOTE: The opposite is **out of print** or **O/P**) □ **250,000 copies in print** 250,000 copies of the book have been printed, though possibly in several editions and over several years **2.** appearing in a book or journal

**input** /ɪˌnɪpʊt/ *noun* information put into a computer memory ■ *verb* to enter data into a computer □ **to input information** to put data into a computer

**input device** /'ɪnpʊt dɪˌvaɪs/ *noun* a device such as a keyboard or barcode reader, which converts information into a form that a computer can understand and transfers the information to the processor. Compare **output device**

**input tax** /'ɪnpʊt tæks/ *noun* VAT paid on goods or services which a company buys

**in quires** /ɪn 'kwɪəz/ *plural noun* same as **in sheets**

**inscribe** /ɪn'skraɪb/ *verb* to write something, especially to write a note inside a book when giving it to somebody ○ *The book is inscribed 'With best wishes to John, from the author'.*

**inscription** /ɪn'skrɪpʃən/ *noun* words written on a monument, book or other object as a commemoration, dedication or greeting

**insert** /'ɪnsɜ:t/ *noun* additional information printed on a separate sheet of paper and put inside a magazine or document ■ **verb** **1.** to put something in ○ *to insert a clause into a contract* ○ *to insert a publicity piece into a magazine mailing* ○ *to insert a section into a signature* ○ *The author wanted to insert two paragraphs on page one.* **2.** to add new text inside a word or sentence

**inserted book** /'ɪnsɜ:tɪd bʊk/ *noun* a book with inserts added in the middle of signatures

**insertion** /ɪn'sɜ:ʃ(ə)n/ *noun* **1.** material inserted into a text ○ *The author's insertions will cost a lot of money.* ○ *The editors have made so many insertions that it will be simpler to reset the book.* **2.** an advertisement put into a magazine or newspaper ○ *Some papers give three insertions for the price of two.*

**insert mode** /'ɪnsɜ:t məʊd/ *noun* an interactive computer mode used for editing and correcting documents

COMMENT: This is a standard feature on most word-processing packages where the cursor is placed at the required point in the document and any characters typed will be added, with the existing text moving on as necessary; when the insert mode is off, new text will erase the existing text.

**inset** /'ɪnset/ *noun* **1.** a section of printed pages inserted in the middle of a signature before it is sewn **2.** a small picture in a box inside a larger picture giving detail ■ **verb** **1.** to sew or glue a page or section in the middle of a signature **2.** to place a small drawing in a box in a larger drawing ○

*There is a town-plan inset into the corner of the map.*

**inserted book** /'ɪnsetɪd bʊk/ *noun* a book with inserts added in the middle of signatures

**inserted imposition** /,ɪnsetɪd ɪmpə'zɪʃ(ə)n/ *noun* an imposition in which sections are imposed to inset one inside another

**insetter** /'ɪnsetə/ *noun* a device which automatically inserts one signature inside another

**in sheets** /'ɪn ʃi:t/ *plural noun* flat unbound printed sheets. Also called **in quires**

**inside back cover** /,ɪnsaɪd bæk 'kʌvə/, **inside front cover** /,ɪnsaɪd ˌfrʌnt 'kʌvə/ *noun* **1.** the inside of the back cover of a book, used for author information or for supplementary matter ○ *We will start the blurb on the back and continue on the inside back cover.* **2.** advertising pages on the inside of the cover of a magazine. Abbr **IBC**

**inside cover** /ɪnˌsaɪd 'kʌvə/ *noun* the inside of the cover

**inside edge** /ɪnˌsaɪd 'edʒ/, **inside margin** *noun* the edge of a piece of text or a margin which is near the binding

**inside worker** /'ɪnsaɪd ˌwɜ:kə/ *noun* an employee who works in an office or factory, not in the open air

**inspect** /ɪn'spekt/ *verb* to examine something in detail ○ *to inspect an installation* ○ *to inspect the accounts* □ **to inspect printed sheets for defects** to look at sheets in detail to see if they have any defects

**inspection copy** /ɪn'spekʃən ˌkɒpi/ *noun* a copy of a publication sent or given with time allowed for a decision to purchase or return it

**inspector** /ɪn'spektə/ *noun* an official who inspects something

**inspector of factories** /ɪnˌspektə ər əv 'fækt(ə)rɪz/ *noun* a government official who inspects factories to see if they are safely run. Also called **factory inspector**

**install** /ɪn'stɔ:l/ *verb* to set up equipment so that it is ready for use

**installation** /,ɪnstə'leɪʃ(ə)n/ *noun* the act of putting new machines into an office or a factory ○ *to supervise the installation of new equipment*

**instalment** /ɪn'stɔ:lmənt/ *noun* **1.** a small amount paid at regular intervals as

part of a larger total ○ *They paid for the encyclopedia in six monthly instalments.* **2.** a part-section of a book or magazine published at regular intervals ○ *The novel has been serialised in ten instalments.*

**instant** /'ɪnstənt/ *adjective* immediately available

**instant publishing** /,ɪnstənt 'pʌblɪʃɪŋ/ *noun* the publishing of topical books immediately after the event, such as on the World Cup or a royal wedding

**institutional** /,ɪnstɪ'tju:ʃ(ə)n(ə)/ *adjective* relating to an official organisation

**institutional purchase** /,ɪnstɪ'tju:ʃ(ə)n(ə)l 'pɜ:tʃəs/ *noun* the buying of books by schools, local authorities or libraries

**instruct** /ɪn'strʌkt/ *verb* to teach somebody how to do something

**instruction** /ɪn'strʌkʃən/ *noun* clear and detailed information about how to do something, published in a manual or typed into a computer to cause the machine to work

**insufficient feed** /,ɪnsə'fɪʃ(ə)nt 'fi:d/ *noun* a situation where the paper is not fed into the press quickly enough, increasing the tension on the paper actually in the press and so increasing the likelihood of a web break

**insurance cover** /ɪn'ʃʊərəns ˌkʌvə/ *noun* protection guaranteed by an insurance policy ○ *Do you have insurance cover against libel?*

**intaglio process** /ɪn'taɪliəʊ ˌprəʊses/ *noun* any printing process where the ink is in recesses cut into the plate, the flat surface of the plate being wiped clean before printing

**integrate** /'ɪntɪgreɪt/ *verb* to link things together to form a united whole

**integrated book** /'ɪntɪgreɪtɪd bʊk/ *noun* a book with text and illustrations on the same page

**integrated digital network** /,ɪntɪgreɪtɪd ˌdɪdʒɪt(ə)l 'netwɜ:k/ *noun* a communications network that uses digital signals to transmit data

**integrated production system** /,ɪntɪgreɪtɪd prə'dʌkʃən sɪstəm/ *noun* a printing system where all the processes are linked automatically

**integrated publishing house** /,ɪntɪgreɪtɪd 'pʌblɪʃɪŋ ˌhaus/ *noun* a

publishing house which publishes in hardback and has its own paperback list

**Integrated Services Digital Network** /,ɪntɪgreɪtɪd ˌsɜ:vɪsɪz ˌdɪdʒɪt(ə)l 'netwɜ:k/ *noun* a service which provides high-quality telecommunications such as facsimile transmission and video conferencing. Abbr **ISDN**

**intellectual** /,ɪntɪ'lektʃuəl/ *adjective* having a highly developed ability to think, reason and understand, especially in combination with wide knowledge

**intellectual property** /,ɪntɪlektʃuəl 'prɒpəti/ *noun* original writing, ideas, inventions, works of art or music which are the property of the creator, and protected by copyright law

**intelligent** /ɪn'telɪdʒənt/ *adjective* **1.** having a built-in electronic processing and data storage ability **2.** programmed to be able to adjust to changes in the environment and make deductions from information being processed

**intelligent character recognition** /ɪn'telɪdʒənt 'kærɪktə ˌrekəɡnɪʃ(ə)n/ *noun* an advanced form of OCR which can recognise a number of different typefaces. Abbr **ICR**

**intelligent spacer** /ɪn'telɪdʒənt 'speɪsə/ *noun* a facility on a word-processing system used to prevent words from being hyphenated or separated at the wrong point

**interactive** /,ɪntər'æktɪv/ *adjective* **1.** working together for the exchange of information **2.** relating to a computer program that responds to user activity, so that it can be changed while running ○ *The computer game was interactive, so the players could get answers to their questions.*

**interactive processing** /,ɪntər'æktɪv 'prəʊsesɪŋ/ *noun* a computer mode that allows the user to enter commands, programs or data and receive immediate responses

**interactive system** /,ɪntər'æktɪv 'sɪstəm/ *noun* a computer system where the operator and the computer can communicate with each other

**interactive video** /,ɪntər'æktɪv 'vɪdiəʊ/ *noun* a system using a computer linked to a video disk player which allows the user to answer questions in order to move on to the next picture

**intercalate** /,ɪntə'kæleɪt/ *verb* to insert things in between a series of items ○ *Blank pages are intercalated between each page*

of the book, so that the user can write notes.

**intercharacter spacing**

/,ɪntəkærəktə 'speɪsɪŋ/ *noun* a word-processor feature that provides variable spacing between characters to create a justified line. ◊ **interword spacing**

**interest-free credit** /,ɪntrəst frɪ: 'kredɪt/ *noun* an arrangement to borrow money without paying interest on the loan

**interface** /'ɪntəfeɪs/ *noun* the point at which two systems contact each other ■ *verb* to connect and act with something ○ *The office micros interface with the main-frame computer at head office.*

**interfere** /,ɪntə'fɪə/ *verb* to cause difficulty with other people's affairs

**interference** /,ɪntə'fɪərəns/ *noun* unwanted signals causing difficulty in reception on a computer or broadcasting system

**interlay** /'ɪntəleɪ/ *noun* paper or card placed under a letterpress printing plate to lift it to type height or to increase pressure on the dark image areas

**interleaf** /'ɪntələɪf/ *noun* an extra sheet or page, usually a blank one, inserted into a book

**interleave** /,ɪntə'li:v/ *verb* to add extra sheets or pages, usually blank ones, between the pages of a book, e.g. to allow for notes or to protect illustrations

**interleaving** /,ɪntə'li:vɪŋ/ *noun* the addition of blank paper between printed sheets to prevent set-off

**interlinear** /,ɪntə'li:nɪə/ *adjective* between lines

**interlinear spacing** /,ɪntə'li:nɪə 'speɪsɪŋ/, **interline spacing** *noun* the insertion of spaces between lines of text to make it more legible

**interlinear translation** /,ɪntə'li:nɪə træn'sleɪʃ(ə)n/ *noun* a translation printed in small characters between the lines of a text

**intermediates** /,ɪntə'mɪ:diəts/ *plural noun* films used in intermediate stages of reproduction before producing the final films

**internal audit** /ɪn,tɜ:n(ə)l 'ɔ:dɪt/ *noun* an audit carried out by a department within the company

**internal audit department** /ɪn,tɜ:n(ə)l 'ɔ:dɪt dɪ,pɑ:tmənt/, **internal auditor** /ɪn,tɜ:n(ə)l 'ɔ:dɪtə/ *noun* a department or member of staff in a

company who audits the accounts of that company

**internal editorial department** /ɪn,tɜ:n(ə)l ,edɪ'tɔ:riəl dɪ,pɑ:tmənt/ *noun* an editorial department which works in a company

**internally** /ɪn'tɜ:n(ə)li/ *adverb* inside a company ○ *The job was advertised internally.*

**internal sizing** /ɪn,tɜ:n(ə)l 'saɪzɪŋ/ *noun* the adding of size to the pulp before paper is made

**international** /,ɪntə'næʃ(ə)nəl/ *adjective* relating to different countries

**international dialling code** /,ɪntənæʃ(ə)nəl 'daɪəlɪŋ ,kɔ:ʊd/ *noun* a numerical code which allocates specific numbers to each country to make it possible to dial directly without using an operator

**international lawyer** /,ɪntənæʃ(ə)nəl 'lɔ:ʃə/ *noun* a person who specialises in international law

**International Standard Book Number** /,ɪntənæʃ(ə)nəl ,stændəd

'bʊk ,nʌmbə/ *noun* a system of identifying publications by specific numbers relating to publishers and titles. Abbr **ISBN**

**International Standard Music Number** /,ɪntənæʃ(ə)nəl ,stændəd

'mju:zɪk ,nʌmbə/ *noun* a system for identifying editions of published music. Abbr **ISMN**

**International Standard Serial Number** /,ɪntənæʃ(ə)nəl ,stændəd

'sɪəriəl ,nʌmbə/ *noun* a system for identifying publications of journals and their publishers. Abbr **ISSN**

**International Standards Organisation** /,ɪntənæʃ(ə)nəl 'stændəz

,ɔ:ɡənəʊzɪʃ(ə)n/ *noun* an organisation that controls the standards of production for goods and services worldwide. Abbr **ISO**

**international trade** /,ɪntənæʃ(ə)nəl 'treɪd/ *noun* trade between different countries

**internegative** /,ɪntə'negətɪv/ *noun* a colour negative

**Internet** /'ɪntənət/ *noun* a system of computer communication which allows international access to databases and electronic mail systems

**Internet protocol** /'ɪntənət ,prəʊtəkɒl/ *noun* a TCP/IP standard that

defines how data is transferred across a network. Abbr **IP**

**Internet protocol address** /,ɪntənɛt ˌprəʊtəkɒl əˈdres/ *noun* a unique, 32-bit number which identifies each computer connected to a TCP/IP network. Abbr **IP address**

**Internet service provider** /,ɪntənɛt ˈsɜːvɪs prəˌvaɪdə/ *noun* a business that provides access to the Internet, usually for a monthly fee. Some large providers offer users a wide range of news, information and entertainment services. Abbr **ISP**

**interpolation** /ɪnˌtɜːpəˈleɪʃ(ə)n/ *noun* a calculation of intermediate values between two points

COMMENT: Interpolation is often used in image manipulation software when resolution or size increases are required. It is the process by which pixel data is 'invented' to fill in the gaps between known points.

**interpret** /ɪnˈtɜːprɪt/ *verb* **1.** to change what is spoken in one language to another  
○ *My assistant speaks Italian, so he will interpret for us.* **2.** to decide on the meaning of a communication

**interpreter** /ɪnˈtɜːprɪtə/ *noun* **1.** a person who is used to translate somebody's speech into another language **2.** software used to translate from one computer system to another

**interrogation mark** /ɪnˌtɛrəˈgeɪʃ(ə)n ˌmɑːk/ *noun* same as **question mark**

**interstitial** /,ɪntəˈstiʃ(ə)l/ *noun* a page of advertising which is inserted into a website

**Intertype** /ˈɪntətəɪp/ a trade name for a hot metal typesetting machine which casts slugs of type

**interword spacing** /,ɪntəwɜːd ˈspeɪsɪŋ/ *noun* variable spaces between words used to justify line endings

**intranet** /ˈɪntrənɛt/ *noun* a private network of computers within a company which provide similar functions to the Internet

**in tray** /ɪn treɪ/ *noun* a basket on a desk for letters or memos which have been received and are waiting to be dealt with

**intro** /ˈɪntrəʊ/ *noun* the first section of a text. Full form **introduction**

**introduce** /,ɪntrəˈdjuːs/ *verb* to make somebody get to know a new person or thing

**introduction** /,ɪntrəˈdʌktʃ(ə)n/ *noun* **1.** the first part of written text or spoken information which tells what the rest of the document or talk is about **2.** a book that provides elementary information on a specific subject ○ *An Introduction to Library Management*

**introductory offer** /,ɪntrədʌkt(ə)rɪ ˈɒfə/ *noun* a special price offered on a new product to attract customers

**introductory paragraphs** /,ɪntrə ˈdʌkt(ə)rɪ ˌpærəgrɑːfs/ *plural noun* paragraphs which introduce a subject or paragraphs at the beginning of a text

**inventory** /ˈɪnvənt(ə)rɪ/ *noun* a written list of the assets owned by an organisation  
○ *The manager asked for an inventory of the library holdings.* ■ *verb* to make a list of stock or contents

**inventory control** /ˈɪnvənt(ə)rɪ kən ˌtrəʊl/ *noun* a system of checking that there is not too much stock in a warehouse, but just enough to meet requirements

**inversion** /ɪnˈvɜːʃ(ə)n/ *noun* the act of changing something into its opposite

**invert** /ɪnˈvɜːt/ *verb* to turn something upside down

**inverted commas** /ɪnˌvɜːtɪd ˈkɒməz/ *noun* punctuation marks ( ‘ ’ ) indicating speech or quotations

**investigate** /ɪnˈvestɪgeɪt/ *verb* to examine something which may be wrong

**investigative journalism** /ɪn ˌvestɪgətɪv ˈdʒɜːnəlɪz(ə)m/ *noun* a type of journalism where reporters try to find out and publish the truth about corruption or government mismanagement, etc.

**invisible** /ɪnˈvɪzɪb(ə)l/ *adjective* relating to a guide or object that is visible on a DTP page or graphics layout during the design phase, but is not printed

**invoice** /ˈɪnvɔɪs/ *noun* an official document listing the goods or services supplied and stating the amount of money owed ■ *verb* to send an invoice to somebody ○ *The company were invoiced on November 10th.*

**invoice price** /ˈɪnvɔɪs praɪs/ *noun* the price of something as given on an invoice, including discount and VAT

**invoicing** /ˈɪnvɔɪsɪŋ/ *noun* the sending of invoices ○ *Our invoicing is done by the computer.*

**invoicing department** /ˈɪnvɔɪsɪŋ dɪ ˌpɑːtmənt/ *noun* a department in a company which deals with preparing and sending invoices

**ion deposition** /'aɪən ˌdɛpəzɪʃ(ə)n/ *noun* a reproduction process, where toner adheres to an electrically charged area of paper

**IP** *abbreviation* Internet protocol

**IPA** *noun* characters adopted as an international system for representing the sounds used in speaking words. Full form **international phonetic alphabet**

**IP address** /,aɪ'pi: ə,dres/ *abbreviation* Internet protocol address

**IPG** *abbreviation* Independent Publishers Guild

**IR** *abbreviation* infrared

**irregular** /ɪ'regjələ/ *adjective* **1.** not regular or not straight ○ *The spacing on page 25 is very irregular.* **2.** not correct or not done in the correct way ○ *irregular documentation* ○ *This procedure is highly irregular.*

**irregularity** /ɪ,regjə'laɪrɪti/ *noun* something which is not done in the correct way and which is possibly illegal ○ *The auditors discovered serious irregularities in the company accounts.* ○ *We are not aware of any irregularities in the way the contract was drawn up.*

**ISBN** *abbreviation* International Standard Book Number

COMMENT: An international system for books, in which each book is given its own particular number. Currently the ISBN is made up of ten digits; the first digit refers to the language (0 and 1 are the digits for English); the next group of digits (three, four or even six) refer to the publisher; the third group refer to the book; and the final digit is a check digit. From 2007, ISBNs will be made up of 13 digits, with the ISBN-10 number preceded by a 3-digit product code. ISBNs are used for cataloguing and ordering, and can be used for automatic stock movements if they are printed on the back of the book in the form of a barcode which can be read with a light pen.

**ISBN-10** /,aɪ es bi: en 'ten/ *noun* the original format for ISBNs, consisting of 10 numbers representing the group of origin, the publisher, the title and a final check digit

**ISBN-13** /,aɪ es bi: en θɜ:'ti:n/ *noun* the new format for ISBNs, adding a further 3 digits which represent the product code and allow a greater number of ISBNs to be generated in future

**ISDN** *abbreviation* Integrated Services Digital Network

**ISMN** *abbreviation* International Standard Music Number

**ISO** *abbreviation* International Standards Organisation

**ISO paper sizes** /,aɪ es əʊ 'peɪpə ,saɪzɪz/ *plural noun* international metric paper sizes

COMMENT: The ISO sizes are based on a ratio of height to width of 1 to 1.414. The largest size is A0 (841 x 1189mm), and all other sizes are derived from this, with in each case the longer side being half the size of that of the previous size. ISO A papers are used for printing, B papers are for posters, and the C papers for envelopes.

**isotype** /'aɪsəʊtaɪp/ *noun* a symbol in the form of a little picture, developed by the Isotype Institute in Vienna

**ISP** *abbreviation* ONLINE Internet service provider

**ISSN** *abbreviation* International Standard Serial Number

COMMENT: An international system used on periodicals, magazines, learned journals, etc. The ISSN is formed of eight digits, which refer to the country in which the magazine is published and the title of the publication.

**issue** /'ɪʃu:/ *noun* a particular edition of a journal or magazine ■ *verb* to give out or lend something ○ *The library books were issued to the students.*

**IT** *abbreviation* COMPUT information technology

**ital.** *abbreviation* PUBL **1.** italic **2.** italics

**italic** /ɪ'tælɪk/ *adjective, noun* a style of typeface which slopes to the right and is thinner than roman, used for display, to emphasise a piece of text, or to show a difference from roman ○ *The headings can be printed in 9 point italic.* ○ *Italics are often used to emphasise a single word in a text.*

COMMENT: As its name suggests, italic type was developed in Italy in the late 15th century, and was based on chancery script. It was originally used for complete texts, and only became used as a secondary face in the 18th century. True italic characters are designed to slope and match the roman characters for the same letters; they differ from them in design, however, notably the letters 'a' and 'g'. Computer-generated italics are not true italics, but are roman characters which are made to slope sideways. They are known as sloped roman. When marking a MS or proof, italic is instructed by underlining the word or character with a single line.

**italicisation** /ɪ,tælɪsəɪ'zeɪʃ(ə)n/, **italicization** *noun* the act of putting text into italics

**italicise** /ɪ'tælɪsaɪz/, **italicize** *verb* to put text into italics ○ *The headings should be*



*italicised.* ○ Can we try italicising the footnotes to see if they are clearer?

**itinerary** /aɪ'tɪnərəri/ *noun* a list of places to be visited on one journey ○ *a rep's itinerary*

**ivory board** /'aɪvəri bɔ:d/ *noun* fine white board made by laminating two layers of fine paper together

**ivory paper** /'aɪvəri ˌpeɪpə/ *noun* thick creamy white writing paper

# J

**jacket** /'dʒækɪt/ *noun* a paper or plastic cover for a book ■ *verb* to put a jacket on a book ○ *The book is available in paperback, or in boards jacketed.* ○ *Jacketing costs an extra 5p per copy.* ○ *The books have been printed and bound, and are now in the jacketing department or are now being jacketed.*

**jacket design** /'dʒækɪt dɪˌzain/ *noun* the design of a book jacket

**jacket designer** /'dʒækɪt dɪˌzainə/ *noun* a person who designs book jackets

**jam** /dʒæm/ *verb* **1.** to stop working because something is blocked or stuck ○ *The printer's jammed.* **2.** to interfere with a radio or electronic signal so that it cannot be received clearly

**Japanese paper** /ˌdʒæpə'niːz ˌpeɪpə/ *noun* thin white handmade paper, made from the bark of the mulberry tree, used for prints, drawings, etc.

**Japanese vellum** /ˌdʒæpə'niːz ˌveləm/ *noun* thick Japanese paper

**jaws** /dʒɔːz/ *plural noun* a set of teeth which hold something in a machine

**JDF** *abbreviation* job definition format

**jerks** /dʒɜːks/ *plural noun* a sudden pulling of the paper as it passes through a web-fed printing machine

**jiffy bag** /'dʒɪfɪ bæɡ/ *noun* a padded envelope used to protect goods which are sent through the post

**job** /dʒɒb/ *noun* **1.** any task which needs to be done **2.** work that is done to earn money

**job bag** /'dʒɒb bæɡ/ *noun* a bag used by a printer to contain all the documents and samples relating to a particular job

**jobber** /'dʒɒbə/ *noun* *US* a book wholesaler

**jobbing** /'dʒɒbɪŋ/ *noun* the activity of doing small pieces of printing work

**jobbing font** /'dʒɒbɪŋ fɒnt/ *noun* a display font used for advertisements and posters

**jobbing machines** /'dʒɒbɪŋ məˌʃiːnz/ *plural noun* small printing machines, usually platens, used by jobbing printers

**jobbing printer** /'dʒɒbɪŋ ˌprɪntə/ *noun* a person who undertakes small printing jobs

**jobbing work** /'dʒɒbɪŋ wɜːk/ *noun* small printing jobs such as posters, letterheads and business cards

**job case** /'dʒɒb keɪs/ *noun* a case holding both capital and lower case letters of a particular font

**job classification** /'dʒɒb klæsɪfɪˌkeɪʃ(ə)n/ *noun* the description of jobs by listing them under various classes

**job cuts** /'dʒɒb kʌts/ *plural noun* reductions in the number of jobs

**job definition format** /ˌdʒɒb ˌdefɪˈnɪʃ(ə)n ˌfɔːmət/ *noun* a standardised set of guidelines for describing a print job which links together all the parts of the production, printing and finishing process. Abbr **JDF**

**job description** /'dʒɒb dɪˌskrɪpʃən/ *noun* an official statement of what a job involves

**job evaluation** /'dʒɒb ɪvæljuˌeɪʃ(ə)n/ *noun* the examination of different jobs within a company to see what skills and qualifications are needed to carry them out

**job lot** /ˌdʒɒb ˈlɒt/ *noun* a group of miscellaneous items such as remaindered books or used printing equipment, which are sold together, and where the buyer must buy the whole lot ○ *He sold the contents of the paper warehouse as a job lot.*

**job number** /dʒɒb ˈnʌmbə/ *noun* an identification number given to a specific printing project

**job satisfaction** /'dʒɒb sætɪs,fækʃən/ *noun* an employee's feeling of being happy in his or her place of work and pleased with the work being done

**job security** /'dʒɒb sɪ,kjʊərɪti/ *noun* the feeling that an employee has of being able to stay in a job as long as he or she wants

**job specification** /'dʒɒb ,spesɪfɪkeɪʃ(ə)n/ *noun* detailed objectives for a job

**job title** /'dʒɒb ,taɪt(ə)l/ *noun* the name given to a person in a particular job

**job type** /'dʒɒb taɪp/ *noun* a set of printing specifications which is frequently used, often for print on demand operations, describing the paper weight and type, covering material used and pagination

**jockey roller** /'dʒɒki ,rəʊlə/ *noun* the first roller on a web-fed machine, which compensates for the uneven tension of the reel of paper. Also called **dancing roller**

**jogger** /'dʒɒgə/ *noun* a device which knocks up sheets of paper to align them

**joint** /dʒɔɪnt/ *noun* either of the creases between the spine and the front and back covers of a book, especially a hardback

**joint authorship** /,dʒɔɪnt 'ɔ:θəʃɪp/ *noun* a situation in which several authors have written a book together and share the rights in it

**joint imprint** /,dʒɔɪnt 'ɪmprɪnt/ *noun* the imprints of two publishers which appear on a book that has been published by the two companies jointly

**Joint Photographic Experts Group** /,dʒɔɪnt fəʊtəgræfɪks 'ekspɜ:tɪs gru:p/ *noun* full form of **JPEG**

**joint venture** /,dʒɔɪnt 'ventʃə/ *noun* a very large business project where two or more companies, often from different countries, join together to share development costs and eventual profits

**Jordan refiner** /'dʒɔ:dən rɪ,fainə/ *noun* a papermaking machine, where the pulp is torn and shredded

**journal** /'dʒɜ:n(ə)l/ *noun* a specialist magazine ○ *He is the manager of our journals division.*

**journalism** /'dʒɜ:n(ə)lɪz(ə)m/ *noun* work on newspapers or magazines, especially as an editor or reporter

**journalist** /'dʒɜ:n(ə)lɪst/ *noun* a person who writes for a newspaper or magazine

**journals printing** /'dʒɜ:n(ə)lɪ ,prɪntɪŋ/ *noun* printing of specialised learned journals ○ *a printer who specialises in journal printing*

**journey** /'dʒɜ:nɪ/ *noun* a long trip, especially a trip made by a salesperson ○ *She planned her journey to visit all her accounts in two days.*

**journeyman** /'dʒɜ:nɪmən/ *noun* a qualified print employee who has completed his or her apprenticeship

**journey order** /'dʒɜ:nɪ ,ɔ:də/ *noun* an order given by the shopkeeper to a salesperson when he or she calls

**JPEG** /'dʒeɪpeg/ *noun* a data file for pictures and photographs on the Internet. Full form **Joint Photographic Experts Group**

COMMENT: JPEG can either work through hardware or software routines and works as follows: the image is divided into a matrix of tiny pixels, every other pixel is ignored and the grid is divided into blocks of 8 x 8 pixels, the algorithm then calculates the average of the blocks and so can delete one block – the decompression is the reverse of this process.

**JPEG++** /,dʒeɪpeg plʌs 'plʌs/ *noun* an extension to JPEG that allows parts of an image to be compressed in different ways

**.jpeg** /'dʒeɪpeg/, **.jpg** *suffix* a file extension for a JPEG file. Full form **Joint Photographic Experts Group**

**judicature paper** /'dʒu:dɪkətʃə ,peɪpə/ *noun* thick heavy paper on which legal documents are engrossed

**jump** /dʒʌmp/ *verb* to miss a page or a line or space when printing ○ *The printer jumped two lines.* ○ *The paging system has jumped two folio numbers.*

**junk** /dʒʌŋk/ *noun* information or hardware that is old and useless

**junk mail** /'dʒʌŋk meɪl/ *noun* unwanted publicity and advertisements sent through the post

**justification** /,dʒʌstɪfɪ'keɪʃ(ə)n/ *noun* the process of adjusting the spacing in printed text so that the text starts and ends exactly at the margins

**justify** /'dʒʌstɪfaɪ/ *verb* **1.** to change the spacing between words or characters so that each line of the text ends exactly at the right-hand margin **2.** to give a good reason for something ○ *Can you justify the expenditure on children's books?*

**justify inhibit** /'dʒʌstɪfaɪ ɪn,hɪbɪt/ *verb* to prevent a word processor justifying a document

**juvenile** /'dʒu:vənəl/ *noun, adjective*  
referring to children

**juvenile editor** /'dʒu:vənəl ,edɪtə/  
*noun* an editor who specialises in books or  
magazines for children

**juvenile fiction** /'dʒu:vənəl ,fɪkʃən/  
*noun* stories for older children

**juvenilia** /,dʒʊvə'nɪliə/ *plural noun*  
works written by an author as a child

# K

**K** *abbreviation* thousand □ **£1k** £1000

**K & N method** /,keɪ ənd 'en ,meθəd/ *noun* a test for measuring the oil absorbency of paper

COMMENT: In the test (usually on smooth surfaced papers) K & N ink is applied to the paper with a spatula. Surplus ink is removed with an absorbent cloth after two minutes, and the colour density of the stain left on the paper is the measure of its absorbency. The darkness of the stain is measured with a spectrophotometer.

**kaolin** /'keɪəlɪn/ *noun* china clay, or white clay used for loading or coating paper

**kappa number** /'kæpə ,nʌmbə/ *noun* a number which expresses the ability of paper to be bleached

**Kb** /'keɪ bɪt/, **Kbit** *abbreviation* kilobit

**KB, Kbyte** *abbreviation* kilobyte

**keep down** /,ki:p 'daʊn/ *verb* to avoid using capitals if at all possible

**keep standing** /,ki:p 'stændɪŋ/ *verb* an instruction to a typesetter to keep type ready for reprinting

**keep up** /,ki:p 'ʌp/ *verb* to use capital letters throughout

**kerfs** /kɜ:fz/ *plural noun* shallow grooves in the back of a book section to house the threads used in sewing (NOTE: Also spelled **cerfs**.)

**kern** /kɜ:n/ *noun* part of a piece of type which overlaps the next character ■ *verb* to make two characters overlap

**kerning** /'kɜ:nɪŋ/ *noun* a slight overlapping of printed character areas to prevent large spaces between them, giving a neater appearance

**kerning pair** /'kɜ:nɪŋ peə/ *noun* a pair of letters which are commonly kerned when they appear together to make them look more balanced, such as 'k' and 'o'

**kettlestitch** /'ket(ə)lstɪtʃ/ *noun* a stitch at the top and bottom of each signature, which joins the signatures together. Also called **catch stitch**

**key** /ki:/ *noun* **1.** a button on a computer keyboard which is pressed to operate the machine **2.** something that is important **3.** the screw that controls the amount of ink flowing from the fountain in a printing press **4.** an alternative term for the colour black ■ *verb* **1.** to type information using a computer or typesetting machine ○ *The entire text was keyed in Times italic.* ○ *Because of all the author's changes, we decided it would be quicker to key the whole text again.* ◇ **rekey** **2.** to use letters or numbers in the spaces on a layout to refer to the loose pieces of copy, illustrations etc that should be there

**keyboard** /'ki:bɔ:d/ *noun* a set of keys arranged in order and used to enter information into a computer or typewriter ■ *verb* to press the keys on a keyboard to type something ○ *He is keyboarding our address list.* ○ *The index has not been keyboarded yet.*

**keyboarder** /'ki:bɔ:də/ *noun* a person who types information into a computer

**keyboarding** /'ki:bɔ:dɪŋ/, **keying** /'ki:ɪŋ/ *noun* the act of entering data on a keyboard

**keyboard layout** /'ki:bɔ:d ,leɪaʊt/ *noun* the way in which various function and character keys are arranged

**keyboard operator** /'ki:bɔ:d ,ɒpəreɪtə/ *noun* a person who works with a keyboard

**key-drawing** /'ki: ,drɔ:ɪŋ/ *noun* an outline drawing made for use as a guide when separating colour film

**key in** /,ki: 'ɪn/ *verb* to enter text or commands on a computer by means of a keyboard

**keyline** /'ki:lain/ *noun* a rough sketch showing where finished artwork is to be placed

**keypad** /'ki:pæd/ *noun* **1.** a set of numerical keys often used for security devices to open doors by means of a known code **2.** numerical keys set separately on the right-hand side of a computer keyboard

**key plate** /'ki:plɛt/ *noun* an initial printing plate used when printing colour images

**keystroke** /'ki:stɹəʊk/ *noun* an act of pressing a key on a keyboard

**keystroke count** /'ki:stɹəʊk ˌkaʊnt/ *noun* a tally of each keystroke made, often used to calculate keyboarding costs

**keystroke verification** /,ki:stɹəʊk ˌvɛrɪfɪ'keɪʃ(ə)n/ *noun* a check made on each key pressed to make sure it is valid for a particular application

**keyword** /'ki:wɜ:d/ *noun* **1.** the most important word in a title or sentence **2.** a word used by a search engine to help it locate a particular type of website

**keyword and context** /,ki:wɜ:d ən ˌkɒntɛkst/ *noun* full form of **KWAC**

**keyword in context** /,ki:wɜ:d ɪn ˌkɒntɛkst/ *noun* full form of **KWIC**

**keyword out of context** /,ki:wɜ:d aʊt əv ˌkɒntɛkst/ *noun* full form of **KWOC**

**kg** *abbreviation* kilogram □ **1kg** 1000 grams

**kick copy** /'kɪk ˌkɒpi/ *noun* a copy of a newspaper or folded printed sheets, which is put out of line to show that a particular number of copies have been printed

**kill** /kɪl/ *noun* to delete a whole story or article from a newspaper or magazine after it has been worked on ○ *The editor told the production sub to kill the story about the minister.* Compare **spike**

**kilo** /'ki:ləʊ/, **kilogram** /'kɪləgræm/ *noun* a measure of weight equalling one thousand grams (NOTE: Written **kg** after figures: **25kg.**)

**kilobit** /'kɪləbɪt/ *noun* a measure of 1,024 bits of data. Abbr **Kb**, **Kbit**

**kilobyte** /'kɪləʊbaɪt/ *noun* a unit of measurement for high capacity storage devices meaning 1,024 bytes of data. Abbr **KB**, **Kbyte**

**kiosk** /'ki:nsk/ *noun* a small, often wooden building, used for selling things

**kiss** /kɪs/ *noun* a very light printing of an image

**kiss die cutting** /'kɪs daɪ ˌkʌtɪŋ/ *noun* die cutting that goes through the top layer, but not the peelable backing, of a piece of self-adhesive paper

**knib** /nɪb/ *noun* the part of a setting rule which the compositor holds to pull it out of the composing stick

**knife cheeks** /'naɪf tʃi:ks/ *plural noun* grippers which hold the paper which is being cut

**knife fold** /'naɪf fəʊld/ *noun* a way of folding paper at an angle to the web, by pushing a metal blade against the paper between two cylinders

**knife folder** /'naɪf ˌfəʊldə/ *noun* a device for folding paper at an angle to the web, by pushing a metal blade against the paper between two cylinders

**knocking copy** /'nɒkɪŋ ˌkɒpi/ *noun* advertising material which criticises competing products

**knockout** /'nɒkaʊt/ *noun* a section of a coloured area which is not printed because something else will be printed on top

**knock up** /,nɒk ˈʌp/ *verb* to tap a pile of sheets of paper lightly on each side to straighten them

**knottter** /'nɒtə/ *noun* a device for removing hard knots in the wood which is to be pulped to make paper

**knowledgeable** /'nɒlɪdʒəb(ə)l/ *adjective* possessing or showing a great deal of knowledge, awareness or intelligence

**knowledge transfer** /'nɒlɪdʒ ˌtrænsfɜ:/ *noun* the communication of specialised knowledge developed in part of an organisation to a wider group such as another part of the organisation or business customers

**kraft liner** /'krɑ:ft ˌlaɪnə/ *noun* strong paper made largely of sulphate, used to line corrugated containers

**kraft paper** /'krɑ:ft ˌpeɪpə/ *noun* strong brown paper, used for wrapping parcels

**Kurzweil** /'kɜ:tsveɪl/ a trademark for an OCR reader which can recognise typefaces and reads printed text into a computer, converting the printed signs to code

**KWAC** /kwæk/ *noun* a library indexing system using keywords from the title and text as the index entries. Full form **keyword and context**

**KWIC** /kwɪk/ *noun* a library indexing system which uses the title or text to illustrate the meaning of the index entry. Full form **keyword in context**

**KWOC** /kwɒk/ *noun* a library indexing system using any relevant keywords not necessarily used in the text. Full form **keyword out of context**

**KWOT** /kwɒt/ *noun* an indexing system using words not in the title. Full form **keyword out of title**

# L

**L** /eɪ/ *noun* a letter which causes problems in sans faces, where the lower case 'l' and the capital 'L' may look the same (NOTE: This confusion is one of the reasons why sans faces are less often used in the USA, because the abbreviation 'Ill.' for Illinois becomes impossible to read.)

**LA** *abbreviation* Library Association

**label** /'leɪb(ə)l/ *noun* **1.** a piece of paper or card attached to something giving information about it such as its price or address **2.** a word or symbol used in computing to identify a piece of data ■ *verb* to attach a label to something with information on it such as its price or address

**labelling** /'leɪb(ə)lɪŋ/ *noun* the act of putting a label on something

**label paper** /'leɪb(ə)l ˌpeɪpə/ *noun* paper which is gummed on one side, used for printing labels

**labour costs** /'leɪbə kɒsts/ *plural noun* the cost of hourly-paid employees employed to make a product

**labour laws** /'leɪbə lɔːz/, **labour legislation** /,leɪbə ˌledʒɪ'sleɪʃ(ə)n/ *plural noun* laws concerning the employment of workers

**lace** /leɪs/ *verb* to thread a cord through holes

**laced-on boards** /'leɪst ɒn ˌpleɪts/ *plural noun* a cased book where the book block is laced onto the boards

**lacing in** /ˌleɪsɪŋ 'ɪn/, **lacing on** *noun* the process of attaching the boards to a sewn book block by threading the cords through holes in the boards

**lacquer** /'lækə/ *noun* varnish applied to paper to give it a gloss ■ *verb* to apply a varnish to paper

**lad mag** /'læd məɡ/ *noun* a magazine aimed at young men who are chiefly interested in sport, alcohol and sex

**laid finish** /'leɪd ˌfɪnɪʃ/ *noun* a type of good quality paper which is manufactured to look like handmade laid paper

**laid lines** /'leɪd laɪnz/ *plural noun* faint lines on laid finish paper which are designed to imitate the lines left by the wire mesh used when laid paper is handmade

**laid paper** /'leɪd ˌpeɪpə/ *noun* handmade paper which is made in a mould with thin wires across it and thicker wires along it. Compare **wove**

**laminate** /'læmɪneɪt/ *verb* to cover a document with a thin film of glossy plastic for protection

**lamination** /,læmɪ'neɪʃ(ə)n/ *noun* **1.** processing of laminating **2.** the plastic film used to laminate

**laminator** /'læmɪneɪtə/ *noun* a machine which laminates

**lampblack** /'læmpblæk/ *noun* a black pigment from burnt oil, used in the preparation of black ink

**LAN** /læn/ *abbreviation* Local Area Network

**landing page** /'lændɪŋ peɪdʒ/ *noun* the page on a website where the user arrives, in particular the page you arrive on when directed by a hyperlink

**landscape format** /'lænskəɪp ˌfɔːmət/ *noun* A4-size paper used sideways so that the longest side is at the top (NOTE: The US term is **horizontal**.)

COMMENT: Landscape format is not a normal book format, in that a portrait format book is easier to hold in the hand. Landscape formats are used for art books where many illustrations may be horizontal. Landscape books, especially large art books, are heavy and tend to pull apart at the spine, thus distorting the pages. They also have the disadvantage of not being easy to put on bookshelves, and are especially awkward for bookshop shelves, where the need to show the spine and title



makes the book stick out from the shelf much further than others.

**landscape photograph** /'lændskeɪp ,fəʊtəgrɑ:f/ *noun* a photograph printed across the page, its width being greater than its height

**language** /'læŋgwɪdʒ/ *noun* a system of sounds, signs or symbols used for communication

**lap register** /'læp ,redʒɪstə/ *noun* a printed register in which adjacent printed areas overlap slightly to ensure that there are no white gaps. Compare **butt register**

**lapse** /læps/ *noun* the fact of something stopping being valid ○ *The lapse of copyright means that the book can be reprinted anywhere.* ■ *verb* to stop being valid or active ○ *The copyright has lapsed.*

**large** /lɑ:dʒ/ *adjective* very big or important ○ *The headings are in large capitals.* ○ *The point size for the text should be at least two points larger than the footnotes.* ○ *He is our largest customer.*

**large crown octavo** /,lɑ:dʒ kraʊn ɒk 'tɑ:vəʊ/ *noun* a book format (198 x 129mm). Abbr **8vo**

**large crown quarto** /,lɑ:dʒ kraʊn 'kwɔ:təʊ/ *noun* a book format (258 x 201mm). Abbr **4o**

**large print book** /,lɑ:dʒ prɪnt 'bʊk/, **large type book** /,lɑ:dʒ taɪp 'bʊk/ *noun* a book printed in a very large print size intended for people who have difficulty in seeing, usually found in public libraries and not available in bookshops

**laser** /'leɪzə/ *noun* a device that produces coherent light of a single wavelength in a narrow beam, by exciting a material so that it emits photons of light. Full form **light amplification by stimulated emission of radiation**

**laser beam recording** /'leɪzə bi:m rɪ ,kɔ:drɪŋ/ *noun* the production of characters on a light-sensitive film by a laser beam controlled directly from a computer

**laser disk** /'leɪzə dɪsk/ *noun* a plastic disk containing information in the form of small etched dots that can be read by a laser, used to record images or sound in digital form

**last** /lɑ:st/ *adjective, adverb* **1.** coming at the end of a series ○ *We passed the last proofs for press yesterday.* ○ *This is our last board meeting before we move to our new offices.* ○ *We finished the last items in the order just two days before the delivery date.* **2.** most recent or most recently ○

*Where is the last batch of orders?* ○ *The last ten orders were only for single copies.* ■ *verb* to continue to be used or available for a period of time ○ *We have enough stock to last us for three months.*

**last colour** /,lɑ:st 'kɒlə/ *noun* the last of a series of colours printed in four-colour printing

**last in first out** /,lɑ:st ɪn ,fɜ:st 'aʊt/ *noun* **1.** a redundancy policy in which the people who have been most recently appointed are the first to be made redundant **2.** an accounting method where stock is valued at the price of the latest purchases

**last quarter** /,lɑ:st 'kwɔ:tə/ *noun* same as **fourth quarter**

**late** /leɪt/ *adjective* **1.** after the time stated or agreed ○ *There is a penalty for late delivery.* **2.** at the end of a period of time ■ *adverb* after the time stated or agreed ○ *The publisher was late in getting the corrected proofs back to the typesetter.* ○ *The shipment was landed late.*

**lateral reversal** /,læt(ə)rəl rɪ'vɜ:s(ə)/ *noun* the reversal of an image to give an exact mirror image of the plate

**latest** /'leɪtɪst/ *adjective* most recent ○ *Here are the latest sales figures.*

**latest edition** /,leɪtɪst ɪ'dɪʃ(ə)n/ *noun* the most recent printing of a newspaper

**latex** /'leɪteks/ *noun* a rubber solution added to some papers to make them more durable

**Latin alphabet** /'lætɪn ,ælfəbet/ *noun* **1.** the alphabet used in Roman times, with 21 letters and no 'j', 'u', 'w', 'y' or 'z' **2.** a modern western alphabet, used in most European languages, except Greek and the Cyrillic languages such as Russian and Bulgarian

**launch** /lɔ:ntʃ/ *verb* to start a new activity or make a new product available to the public ■ *noun* the act of putting a new product on the market ○ *The launch of the new fiction series has been put back three months.* ○ *The company is geared up for the launch of the new series of school textbooks.* ○ *The management has decided on a September launch date.*

**launch date** /'lɔ:ntʃ deɪt/ *noun* the date when a new product is officially shown to the public for the first time

**launching** /'lɔ:ntʃɪŋ/ *noun* the act of putting a new product on the market

**launching cost** /'lɔ:ntʃɪŋ kɒst/ *noun* the cost of publicity for a new product

**launch party** /lɔːntʃ 'pɑːtɪ/ *noun* a party held to advertise the launching of a new product

**law** /lɔː/ *noun* a system of rules and regulations used by a government or society to control business agreements, social relationships and crime

**law books** /'lɔː bʊks/ *plural noun* books referring to the law, e.g. statutes, official publications and commentaries

**law of supply and demand** /,lɔːr əv səˌplaɪ ən dɪ'mɑːnd/ *noun* the general rule that the amount of a product which is available is related to the needs of potential customers

**laws** /lɔːz/ *plural noun* the rules by which a country is governed and the activities of people and organisations controlled

**lawyer** /'lɔːjə/ *noun* a person who has studied law and can act for people on legal business

**lay** /leɪ/ *noun* **1.** the way in which something is set out **2.** one of two metal guides for paper in the printing press or folding machine

**lay boy** /'leɪ bɔɪ/ *noun* a device which collects the cut sheets after they have been printed and stacks them

**lay edge** /'leɪ edʒ/ *noun* the edge of a sheet of paper which touches one of the lays on the printing press

**layer** /'leɪə/ *noun* **1.** a thin film of a substance ◦ *In lamination, the card is covered with a thin layer of plastic and then heated.* **2.** an employee who feeds the sheets through a press

**lay gauge** /'leɪ ɡeɪdʒ/ *noun* a mechanism on the printing press which aligns with the lay edges of the paper, thus making sure that each sheet is printed in exactly the same place

**laying press** /'leɪɪŋ pres/ *noun* a small press used to hold handbound books while they are being glued. Also called **lying press**

**lay marks** /'leɪ mɑːks/ *plural noun* marks on the sheet showing which are the lay edges

**lay of the case** /,leɪ əv ðə 'keɪs/ *noun* the way in which the different characters are placed in compartments in a case

**lay out** /,leɪ 'aʊt/ *verb* to design the way in which a page will be printed ◦ *The designer has laid out the text around the artist's colour drawings.*

**layout** /'leɪaʊt/ *noun* the design of a page of printed matter including position on the page of illustrations, text and type sizes

**layout paper** /'leɪaʊt ˌpeɪpə/ *noun* same as **detail paper**

**layout sheet** /'leɪaʊt ʃiːt/ *noun* a preprinted sheet with grids showing the basic design of a page, used by designers to prepare final layouts

**layout table** /'leɪaʊt ˌteɪb(ə)l/ *noun* a light table used for laying out pages

**layout terminal** /'leɪaʊt ˌtɜːmɪn(ə)l/ *noun* a keyboard and computer monitor on which page layouts can be prepared

**LBF** *abbreviation* London Book Fair

**lc** *abbreviation* lower case

**LC** *abbreviation* LIBRARIES Library of Congress

**L/C** *abbreviation* letter of credit

**LCD** *abbreviation* liquid crystal display

**lead**<sup>1</sup> /liːd/ *noun* **1.** the main story in a newspaper or news programme on television **2.** the end of a web which is fed into the printing press ■ *verb* to use as the first story ◦ *The paper led with the story about the refugees.*

**lead**<sup>2</sup> /liːd/ *noun* /led/ **1.** a heavy soft metal used as the main part of the alloy in cast metal type **2.** a thin piece of metal used to separate lines of type **3.** a black material used in pencils ◦ *a soft lead pencil* ■ *verb* to make spaces between lines of typesetting, either with strips of metal or on the computer ◦ *The notes have not been leaded.* (NOTE: The opposite is **unleaded**.)

**leader** /'liːdə/ *noun* **1.** a person who manages or directs others ◦ *the leader of the print workers' union* ◦ *She is the leader of the trade mission to Nigeria.* **2.** the product which sells best **3.** a piece of blank tape at the beginning of a reel, which is fed into a machine **4.** same as **leading article**

**leaders, leader lines** *plural noun* a series of short dashes or dots which run across a page, as between chapter titles and page numbers in a contents list

**leading**<sup>1</sup> /'ledɪŋ/ *noun* space inserted between lines of typeset text, either as metal strips, or via the computer program ◦ *If we increase the leading from 1 to 2 point, the book will make twelve extra pages.*

COMMENT: The spaces between lines of text are called 'leading' because originally the lines were separated by thin strips of lead; the term is still used, even for computer setting, although here 'interlinear spacing' is more correct.

**leading**<sup>2</sup> /'li:dɪŋ/ *adjective* **1.** most important ○ *They are the leading company in the reference field.* **2.** going into a machine first

**leading article** /'li:dɪŋ 'ɑ:tɪk(ə)/ *noun* the main article in a newspaper, written by the editor, expressing the newspaper's official point of view. Also called **leader**

**leading edge** /'li:dɪŋ edʒ/ *noun* the edge of a sheet of paper which is held by the grippers and goes through the press first

**leading out** /,ledɪŋ 'aʊt/ *noun* the act of spacing out the lines of typeset text

**lead time** /'li:d taɪm/ *noun* the time between deciding to place an order and receiving the product ○ *The lead time on this item is more than six weeks.*

**leaf** /li:f/ *noun* a page of a book printed on both sides (NOTE: The plural is **leaves**.) ■ *verb* □ **to leaf through** to turn the pages of a document quickly without reading them carefully

**leaflet** /'li:flet/ *noun* a small folded piece of paper with printed information, often given away free as a form of advertising

**leakage** /'li:kɪdʒ/ *noun* the unofficial release of confidential information, usually to the media

**leakproof** /'li:kpru:f/ *adjective* not allowing breaches in secrecy or confidentiality

**leaky** /'li:ki/ *adjective* allowing breaches in secrecy or confidentiality

**lean matter** /'li:n ,mætə/ *noun* copy to be set which poses problems, such as copy with mathematical symbols or which is closely typed (NOTE: The opposite is **fat matter**.)

**learned journal** /,lɜ:nɪd 'dʒɜ:n(ə)/ *noun* a specialised magazine on an academic subject

**learning disability** /'lɜ:nɪŋ dɪsə,bɪlɪti/ *noun* a condition that either prevents or significantly hinders somebody from learning basic skills or information at the same rate as most people of the same age

**learning-disabled** /'lɜ:nɪŋ dɪ ,seɪb(ə)ld/ *adjective* prevented or hindered by a learning disability from learning basic skills or information at the same rate as most people of the same age

**leather** /'ledə/ *noun* material made from the skins of animals, used for binding expensive books

**leatherbound book** /'ledəbaʊnd ,bʊk/ *noun* a book that has been bound in leather

**leather cloth** /'ledə kloth/ *noun* closely woven cloth, covered with a cellulose and oil mixture, which makes it look like leather

**leatherette** /,ledə'ret/ *noun* paper that has been embossed to look like leather

**leave** /li:v/ *verb* to let something stay as it is ○ *Leave the last page blank.* ○ *Leave three lines blank between the entries.* ○ *The chapters should be left in their present order.*

**leave edge** /'li:v edʒ/ *noun* the last edge of the sheet of paper as it goes into the press

**leave out** /,li:v 'aʊt/ *verb* to exclude or omit something ○ *She left out the ISBN on the mailing piece.* ○ *The contract leaves out any mention of a paperback edition.*

**lectern** /'lektɜ:n/ *noun* a stand with a sloping top on which a book or notes can rest in front of a standing speaker

**ledger** /'ledʒə/ *noun* a book in which accounts are written

**ledger paper** /'ledʒə ,peɪpə/ *noun* fine thick paper, tub-sized and coloured pale blue, grey or green, used for account books

**left-hand** /,left 'hænd/ *adjective* belonging to the left side ○ *The debits are in the left-hand column in the accounts.*

**left-hand page** /,left hænd 'peɪdʒ/ *noun* the page on the left of a double page spread, always with an even folio ○ *Begin each chapter on a left-hand page.*

**left justification** /,left ,dʒʌstɪfɪ 'keɪʃ(ə)n/ *noun* the process of aligning the left-hand margin on a piece of text so that the edge is even

**left justify** /,left 'dʒʌstɪfaɪ/ *verb* to use computer commands to ensure that the left-hand margins of text are straight

**leg** /leg/ *noun* a column that is shorter than other columns

**legal** /'li:g(ə)/ *adjective* **1.** relating to the law ○ *a legal discussion* **2.** according to the law ○ *The contract was legal and binding.*

**legal adviser** /,li:g(ə)l əd'vaɪzə/ *noun* a person who advises clients about the law

**legal claim** /'li:g(ə)l kleɪm/ *noun* a statement that somebody owns something legally

**legal costs** /'li:g(ə)l kɒsts/, **legal charges** /'li:g(ə)l ,tʃɑ:dʒɪz/ *plural noun* money spent on fees to lawyers

**legal department** /'li:g(ə)l dɪ ,pɑ:tmənt/, **legal section** /'li:g(ə)l ,sekʃ(ə)n/ *noun* the section of a company dealing with legal matters

**legal deposit** /'li:g(ə)l dɪ,pɒzɪt/ *noun* a system that entitles some libraries to receive by law one copy of every book or publication published in that country

**legal expenses** /'li:g(ə)l ɪk,spensɪz/ *plural noun* same as **legal costs**

**legend** /'ledʒənd/ *noun* **1.** a caption under a picture or diagram **2.** an explanation of the symbols on a map or diagram **3.** a story based on cultural traditions handed down

**legibility** /,ledʒɪ'bɪlɪti/ *noun* the fact of being easily readable ○ *The keyboarders complained about the legibility of the manuscript.*

COMMENT: Legibility is one of the requirements of text matter. Text is more easily read in roman serif typefaces than in italic or in sans faces, and should have line spacing of about 2 points between the lines (i.e. there should be more spacing between the lines than between words). Sans faces and italic are less legible, and closely spaced lines, or lines which are irregularly spaced, are more difficult to read than lines of closely spaced words with extra spacing between the lines.

**legible** /'ledʒɪb(ə)l/ *adjective* clear enough to be read easily

**legislation** /,ledʒɪ'sleɪʃ(ə)n/ *noun* laws

**lemma** /'lemə/ *noun* a heading that indicates the topic of a work or passage (NOTE: The plural is **lemmata**.)

**lend** /lend/ *verb* to allow somebody to use something for a period ○ *The library lends several thousand books each week.* ○ *The bank lent him £50,000 to start his business.*

**lending library** /'lendiŋ ,laɪbrəri/ *noun* a library which allows users to borrow items as opposed to a purely reference library

**length** /leŋθ/ *noun* a measurement of how long something is

**lengthwise** /'leŋθwaɪz/ *adverb* along the length ○ *The picture measures 29cm lengthwise.*

**letter** /'letə/ *noun* **1.** a piece of writing sent from one person to another usually through the post **2.** a symbol used in writing which more or less represents one sound of a language

**letter fit** /'letə fɪt/ *noun* the space between typeset characters

**letterform** /'letəfɔ:m/ *noun* the shape of a letter

**letterhead** /'letəhed/ *noun* **1.** the name and address of a company or organisation printed at the top of their official notepaper **2.** a sheet of paper with the name and address of a company printed at the top

**letter height** /'letə haɪt/ *noun* same as **character height**

**lettering** /'letəriŋ/ *noun* **1.** the art of drawing letters by hand in a beautiful way **2.** the printing of letters

**letter of credit** /,letə əv 'kredit/ *noun* a letter from a bank allowing somebody credit and promising to repay at a later date. Abbr **L/C**

**letter of reference** /,letə əv 'ref(ə)rəns/ *noun* a letter in which an employer recommends somebody for a new job

**letterpress machine** /'letəpres mə ,ʃi:n/ *noun* a machine which does letterpress printing

**letterpress printing** /'letəpres ,prɪntɪŋ/ *noun* the relief printing process, where metal type or blocks are covered with ink and the paper is pressed onto the block to make an image

**letterset** /'letəset/ *noun* the process of printing where ink is transferred from the plate to a blanket cylinder and then printed from the blanket onto paper

**letter space** /'letə speɪs/ *noun* the space between two typeset letters, especially a standard space

**letter spacing** /'letə ,speɪsɪŋ/ *noun* extra spacing placed between letters for emphasis or to give a better visual effect

**letters patent** /,letəz 'peɪtənt/ *plural noun* an official document which gives somebody the exclusive right to make and sell something they have invented

**let the buyer beware** /,let ðə ,baɪə bɪ 'weə/ *phrase* † **caveat emptor**

**level** /'lev(ə)l/ *adjective* flat or not higher than the rest

**level of returns** /,lev(ə)l əv rɪ'tɜ:nz/ *noun* same as **returns level**

**level small caps** /,lev(ə)l smɔ:l 'kæps/ *plural noun* same as **even small caps**

**levy** /'levi/ *noun* money which is demanded and collected by the government ■ *verb* to demand and collect payment of a tax or an extra payment ○ *to levy a duty on the import of luxury items* ○

*The government has decided to levy a tax on imported cars.*

**lexicographical order** /ˌleksɪkəgræfɪk(ə)l ˈɔːdə/ *noun* an order of items where the words are listed in the order of the letters of the alphabet, as in a dictionary

**lexicon** /ˈleksɪkən/ *noun* **1.** an alphabetical list of words specifically related to a language or a particular subject **2.** a dictionary, especially one of an ancient language such as Latin or Hebrew

**libel** /ˈlaɪb(ə)l/ *noun* an untrue written statement which damages somebody's reputation

**libellous** /ˈlaɪbələs/ *adjective* relating to writing which is untrue and damages somebody's reputation

COMMENT: Libel only refers to writing and print; it can be also used in connection with photographs and drawings, especially cartoons. Slander is the equivalent in spoken statements, including statements on radio and TV.

**librarian** /laɪˈbreəriən/ *noun* **1.** a person who is in charge of a library **2.** a person who has usually been trained in librarianship and who works in a library

**librarianship** /laɪˈbreəriənʃɪp/ *noun* the study of organising and retrieving information so that it is accessible to other people

**library** /ˈlaɪbrəri/ *noun* a collection of books, documents, newspapers and audio-visual materials kept and organised for people to read or borrow

**library and information science** /ˌlaɪbrəri ənd ˌɪnfəˈmeɪʃ(ə)n ˌsaɪəns/ *noun* a course of study that covers all aspects of information and library management, e.g. resources, user services, organisation, evaluation, systems used, policy and representation. Abbr **LIS**

**Library Association** /ˈlaɪbrəri ə ˌsəʊsiəɪʃ(ə)n/ *noun* a UK professional body working to support librarians and information workers. Abbr **LA**

**library binding** /ˈlaɪbrəri ˌbaɪndɪŋ/ *noun* a strong, durable binding for books which will withstand heavy use

**library edition** /ˈlaɪbrəri ɪˌdɪʃ(ə)n/ *noun* a set of books, published in a series, either by a single author or on the same subject and with the same size and format

**library licence** /ˈlaɪbrəri ˌlaɪs(ə)ns/ *noun* a licence granted to a bookshop or to

a local authority, allowing books to be bought at a discount for public libraries

**Library of Congress** /ˌlaɪbrəri əv ˈkɒŋɡres/ *noun* the national library of the United States, located in Washington DC and founded by an Act of Congress in 1800. It contains more than 28 million books and pamphlets as well as presidential papers, music, photographs and recordings. Abbr **LR**

**Library of Congress Catalog** /ˌlaɪbrəri əv ˈkɒŋɡres ˌkætələɡ/ *noun* a catalogue of the holdings of the Library of Congress in the USA, also available online. Abbr **LOCIS**

**Library of Congress Catalog number** /ˌlaɪbrəri əv ˌkɒŋɡres ˈkætələɡ ˌnʌmbə/ *noun* the number of the reference in the Library of Congress Catalog, printed inside a book published in the USA. Abbr **LOC**

**Library of Congress Classification system** /ˌlaɪbrəri əv ˌkɒŋɡres ˌklæsɪfɪ ˈkeɪʃ(ə)n ˌsɪstəm/ *noun* an American system of organising documents for information retrieval. Abbr **LC**

**library purchase** /ˈlaɪbrəri ˌpɜːtʃɪs/ *noun* the purchase of books by a library from a library supplier

**library science** /ˈlaɪbrəri ˌsaɪəns/ *noun* the study of librarianship

**library supplier** /ˈlaɪbrəri səˌplaɪə/ *noun* a company that supplies stationery, books, equipment and furniture needed for use in libraries

**library supply** /ˈlaɪbrəri səˌplaɪ/ *noun* a supply of books to libraries at a discount

**licence** /ˈlaɪs(ə)ns/ *noun* **1.** an official document giving permission to use or do something **2.** permission given by one manufacturer to another manufacturer to make copies of its products against payment of a fee ○ *The software is manufactured in this country under licence.*

**license** /ˈlaɪs(ə)ns/ *verb* to give official permission for something to happen

**licensee** /ˌlaɪs(ə)nˈsiː/ *noun* a person who has a licence, especially a licence to manufacture something

**licensing** /ˈlaɪs(ə)nsɪŋ/ *adjective* relating to licences ○ a *licensing agreement*

**lift** /lɪft/ *verb* **1.** to copy something directly without any acknowledgement ○ *The book contains whole chapters lifted from a book on the same subject published in the USA.* **2.** to remove or end something ○ *to lift*

*trade barriers* ○ *The government has lifted the ban on imports from Japan.*

**ligature** /'lɪgətʃəl/ *noun* **1.** two characters joined together on one stem to form a combined character **2.** a short line connecting two characters

COMMENT: The most common ligatures are between ff, fi and fi, though they also occur between vowels as in oe. Ligatures are less commonly used now, because it is difficult to keyboard them on personal computers, which are frequently used by authors to supply text to a publisher.

**light** /laɪt/ *adjective* **1.** not heavy or not thick ○ *The book should be printed on light paper.* **2.** not dark

**light box** /'laɪt bɒks/ *noun* a viewer with a light inside and a matt transparent window, in which transparencies or films can be placed so that it is easy to see them

**lighten** /'laɪt(ə)n/ *verb* to make something less dark or less dense

**light face** /'laɪt feɪs/ *noun* a typeface with thin lines, which appears light on the page

**light-fast** /'laɪt fɑːst/ *adjective* relating to colours that do not fade when exposed to light (NOTE: The opposite is **fugitive**.)

**light-pen** /'laɪtpen/ *noun* a stylus with a light sensor used to scan barcodes

**light-sensitive** /,laɪt 'sensɪtɪv/ *adjective* reacting to light in a particular way ○ *The photograph is printed on light-sensitive paper.*

**light table** /'laɪt ˌteɪb(ə)l/ *noun* a table with a matt glass surface and a light underneath, on which film can be placed so that it is easy to see

**lightweight** /'laɪtwɛɪt/ *adjective* **1.** not heavy ○ *thin, lightweight paper* **2.** not thought to be of a high academic standard

**lightweight paper** /'laɪtwɛɪt ˌpeɪpə/ *noun* paper weighing less than 60gsm

**like-sidedness** /,laɪk 'saɪdɪdnəs/ *noun* the quality of paper having the same finish on either side, so that it prints consistently. Compare **two-sidedness**

**limit** /'lɪmɪt/ *noun* a maximum pre-defined range used to restrict an action or thing ■ *verb* to prevent something from becoming bigger

**limitation** /,lɪmɪt'eɪʃ(ə)n/ *noun* the act of allowing only a particular quantity of something

**limitation of liability** /,lɪmɪt'eɪʃ(ə)n əv ˌlaɪə'bɪlɪti/ *noun* the act of making some-

body liable for only a part of the damage or loss

**limited edition** /,lɪmɪtɪd ɪ'dɪʃ(ə)n/ *noun* a work of art such as a book or painting which is only produced in very small numbers

**limited liability company** /,lɪmɪtɪd ˌlaɪə'bɪlɪti 'kʌmp(ə)ni/ *noun* a company where a shareholder is responsible for the company's debts only to the face value of their shares

**limited market** /,lɪmɪtɪd 'mɑːkɪt/ *noun* a market which can take only a particular quantity of goods

**limp** /lɪmp/ *adjective* relating to a book cover that is not stiffened by boards but is made of more durable material than a paperback

**limp binding** /'lɪmp ˌbaɪndɪŋ/ *noun* a binding style using flexible material usually cheaper than hard boards

**limp-bound edition** /'lɪmp baʊnd ɪ ˌdɪʃ(ə)n/, **limp edition** /'lɪmp ɪ ˌdɪʃ(ə)n/ *noun* an edition of a book with a soft cover

**line** /laɪn/ *noun* **1.** a row of words or figures in a text **2.** a type of product that a company makes or sells ○ *We do not stock that line.* ○ *Computers are not one of our best-selling lines.* ○ *They produce an interesting line in garden books.* **3.** a long piece of wire used to connect communications ○ *a telephone line*

**lineage** /'lɪniːdʒ/ *noun* **1.** a measurement of how many lines a text will make **2.** a system for charging for advertisements by the number of column lines used

**line and tone block** /,laɪn ən ˈtəʊn ˌblɒk/, **line/tone block** *noun* a block which combines both line artwork and halftones (NOTE: The US term is **combination plate**.)

**line artwork** /'laɪn ˌɑːtɜːk/ *noun* black and white graphics, with no tones. Also called **line copy**

**line block** /'laɪn blɒk/ *noun* a block made from a line drawing for printing, usually made of zinc. Also called **line engraving**

**line casting machine** /'laɪn ˌkɑːstɪŋ məʃiːn/, **line caster** *noun* a machine such as Linotype, which casts whole lines of type at a time

**line chart** /'laɪn tʃɑːt/, **line graph** *noun* a chart or graph using lines to indicate values

**line colour** /'laɪn ,kʌlə/ *noun* a coloured illustration made by printing line drawings in different colours

**line conversion** /'laɪn kən,vɜ:ʃ(ə)n/ *noun* the process by which continuous tones are converted into lines

**line copy** /'laɪn ,kɒpi/ *noun* same as **line artwork**

**line cut** /'laɪn kʌt/ *noun* US an illustration on a metal block, using lines to show the picture

**lined** /laɪnd/ *adjective* **1.** with lines ○ *He prefers lined paper for writing notes.* **2.** with a lining ○ *The de luxe edition is in a slipcase lined with silk.*

**lined paper** /laɪnd 'peɪpə/ *noun* paper with thin lines printed on it

**line drawings** /'laɪn ,drɔ:ɪŋz/ *plural noun* illustrations for a book which are drawn with a pen, or have tints, but which do not need to be reproduced as halftones. Also called **line illustrations**

**line editor** /'laɪn ,edɪtə/ *noun* a piece of software that allows the operator to modify one line of text from a file at a time

**line ending** /'laɪn ,endɪŋ/ *noun* a character which shows that a line has ended

**line endings** /'laɪn ,endɪŋz/ *plural noun* the last words on each line of text, which may need to be hyphenated, with the second part of the word carried over to the next line

**line engraving** /'laɪn ɪn,ɡreɪvɪŋ/ *noun* same as **line block**

**line folding** /'laɪn ,fəʊldɪŋ/ *noun* the moving of a section of a long line of text onto the next row

**line gauge** /'laɪn ɡeɪdʒ/ *noun* an instrument for measuring type, with picas, points, etc., marked on a type of ruler

**line illustrations** /'laɪn ɪl,streɪʃ(ə)nz/ *plural noun* same as **line drawings**

**line increment** /'laɪn ɪŋkri:mənt/ *noun* the minimum distance between two lines of type, which can be as small as one eighteenth of a point

**line length** /'laɪn leŋθ/ *noun* the number of characters that can fit into a set line of type

**line management** /'laɪn ,mæni:dʒmənt/ *noun* a system of management using a hierarchical structure of jobs, so that everyone is responsible to the person immediately above them

**line measure** /'laɪn ,meʒə/ *noun* the length of a line of typeset characters

**linen** /'lɪnɪn/ *noun* cloth made from the flax plant

**linen finish** /'lɪnɪn ,fɪnɪʃ/ *noun* paper or board grained to look like linen

**linen paper** /'lɪnɪn ,peɪpə/ *noun* strong paper used for banknotes

**linen tester** /'lɪnɪn ,testə/ *noun* a magnifying glass used by printers

**line of business** /,laɪn əv 'bɪznɪs/, **line of work** *noun* a type of business or work

**line of product** /,laɪn əv 'prɒdʌkt/ *noun* same as **product line**

**liner** /'laɪnə/ *noun* paper used to cover boards or other papers

**line space** /'laɪn speɪs/ *noun* a white space equivalent to one line of typesetting

**line width** /'laɪn wɪðθ/ *noun* the number of characters across the type area of a line

**lining** /'laɪnɪŋ/ *noun* **1.** the act of making a line of characters straight **2.** paper used to glue inside a board cover, to strengthen it and prevent warping **3.** mull or kraft paper glued inside the spine of a book to strengthen it **4.** the act of pasting paper inside the spine of a cased book to strengthen it

**lining figures** /'laɪnɪŋ ,fɪɡəz/, **lining numerals** *plural noun* a form of Arabic numerals which are aligned like capitals, as opposed to old face figures or non-lining figures which have ascenders and descenders. Also called **modern figures**

**lining papers** /'laɪnɪŋ ,peɪpəz/ *plural noun* pages of thicker paper at the front and back of a book, glued to the first and last text pages and then glued to the cover

**linocut** /'laɪnəʊkʌt/ *noun* **1.** a design made by cutting the surface of linoleum with a knife **2.** a print made from a linocut

COMMENT: Linocuts are broad and rather rough; they cannot give delicate lines, but can make striking designs.

**Linotron** /'laɪnəʊtrɒn/ a trademark for a phototypesetting machine developed by Linotype

**Linotype** /'laɪnəʊtaɪp/ a trade name for a metal composing machine, which sets type in a metal strip as long as a line, as opposed to single characters

COMMENT: Linotype is easy to use and can be operated by a single keyboard operator; the main disadvantage as opposed to Monotype, is that, since each line is a single piece of metal (or 'slug'), even a small correction will involve resetting a whole line, and is therefore more expensive

**linotypist** /'laɪnəʊtaɪpɪst/ *noun* a person who keyboards on a Linotype machine

**Linson** /'lɪns(ə)n/ a trademark for a strong binding paper which is patterned to resemble cloth

**lint** /lɪnt/ *noun* fibres which are detached from the surface of paper as it is being printed

**LINUX** /'lɪnəks/ a trademark for a computer operating system that is a free implementation of the UNIX operating system

**liquid crystal display** /,lɪkwɪd ,krɪst(ə)l dɪs'pleɪ/ *noun* liquid crystal that turns black when a voltage is applied, used in many small digital displays. Abbr **LCD**

**liquid laminate** /'lɪkwɪd ,ləmɪnət/ *noun* a liquid plastic coating, painted onto a cover to give it a glossy protective finish

**list** /lɪst/ *noun* /'meɪlɪŋ lɪst/ **1.** a series of items written down usually one under the other **2.** a catalogue ○ *There is a price list for cars of different ages and models.* ■ *verb* **1.** to write a series of items one after the other ○ *to list products by category* ○ *to list representatives by area* ○ *The catalogue lists twenty-three publications which have been delayed.* **2.** to print or display certain items of information □ **to list a program** to display a program line by line in correct order

**list-building** /'lɪst ,bɪldɪŋ/ *noun* the creation of a specialised series of titles

**listing paper** /'lɪstɪŋ ,peɪpə/ *noun* paper made as a long sheet, used in computer printers

**listings** /'lɪstɪŋz/ *plural noun* information items such as what films are showing at which cinemas, etc., listed in a newspaper

**list of abbreviations** /,lɪst əv ə,bri:vɪ 'eɪf(ə)nz/ *noun* a note in a reference book which lists the abbreviations used and what they stand for, usually printed at the beginning of the text, after the prelims or, in some reference works such as dictionaries, on the endpapers

**list of contents** /,lɪst əv 'kɒntents/ *noun* same as **contents list**

**list price** /'lɪst praɪs/ *noun* the price of a commodity according to a printed list

**literacy** /'lɪt(ə)rəsi/ *noun* the ability to read and write

'In a withering dossier, chief inspector Graham Donaldson concluded pupils

were being failed by poor teachers and weak leadership and that a fifth were leaving school without basic literacy and numeracy skills.' [*Sunday Express*]

**literal** /'lɪt(ə)rəl/ *noun* a mistake made when keyboarding so that characters are transposed

**literary** /'lɪt(ə)rəri/ *adjective* relating to literature

**literary agency** /'lɪt(ə)rəri ,eɪdʒənsi/ *noun* an office which represents authors in their negotiations with publishers, and finds publishers for new works by authors, for a commission

**literary agent** /'lɪt(ə)rəri ,eɪdʒənt/ *noun* somebody whose job is to negotiate business contracts on behalf of an author

**literary executor** /,lɪt(ə)rəri ɪɡ 'zekjʊtə/ *noun* a person appointed by an author in his will, to look after their unpublished works and papers after they die

**literary forensics** /,lɪt(ə)rəri fə 'renzɪks/ *noun* the scientific examination of documents of disputed authenticity

**Literary Marketplace** /,lɪt(ə)rəri 'mɑ:kɪtpleɪs/ *noun* an American publication listing people such as publishers, agents and translators (NOTE: The British equivalent is the **Writers' and Artists' Yearbook**.)

**literary property** /,lɪt(ə)rəri 'prɒpəti/ *noun* the ownership of a copyright

**literary scout** /'lɪt(ə)rəri skaʊt/ *noun* a person who looks for suitable books for a publisher to publish in another country

**literate** /'lɪt(ə)rət/ *adjective* able to read and write

**literature** /'lɪt(ə)rətʃə/ *noun* **1.** written works such as novels, plays and poetry, especially those considered to have artistic quality **2.** printed information on a specific subject

**literature survey** /'lɪt(ə)rətʃə ,sɜ:vɪ/ *noun* a bibliography listing material on a given subject or sometimes in a given location

**lith film** /'lɪθ fɪlm/ *noun* high quality and contrast photographic film used in lithographic printing

**lithograph** /'lɪθəgrɑ:f/ *noun* a work of art printed from a stone or plate by lithography

**lithographic** /,lɪθə'græfɪk/ *adjective* referring to lithography



**lithographic paper** /,liθəʊ'græfɪk ,peɪpəl/ *noun* fine paper for printing lithographs

**lithography** /li'θɒgrəfi/, **litho** /'liθəʊ/ *noun* a method of printing in which the ink sticks to greasy areas of treated metal, stone or film and is then transferred to paper

COMMENT: Lithography was invented in 1798 by a German artist, Alois Senefelder. It was originally the art of drawing a design on stone in greasy ink, then printing from it. The surface now used is a metal plate, but the principle is the same: this is that a greasy surface attracts ink, while a wet surface repels ink. The design is drawn on the surface with greasy ink, the surface is then rolled with a damp roller to wet it, and then the inking roller passes over it, leaving ink on the parts which are greasy and not leaving ink on those parts which are wet.

**litho plate** /'liθəʊ pleɪt/ *noun* the printing surface in lithography

**litho prep** /'liθəʊ preɪ/ *noun* US the make-up of film or repro

**live area** /'laɪv ,eəriəl/ *noun* the area of an image or page which will print

**living standards** /'li:vɪŋ ,stændədz/ *plural noun* same as **standard of living**

**'Livres Hebdo'** /,li:vʁə 'ebdəʊ/ *noun* a French weekly magazine dealing with books and publishing matters

**load** /ləʊd/ *noun* goods which are transported

**loading** /'ləʊdɪŋ/ *noun* **1.** a substance such as clay or gypsum, added to paper furnish during beating before the paper-making process to make the paper more opaque and more solid. **2.** the action of adding gypsum or clay to paper stock

**loan** /ləʊn/ *noun* something that is lent and must be returned

**LOC** *abbreviation* Library of Congress Catalog number

**local** /'ləʊk(ə)l/ *adjective* belonging or relating to the specific area where you live or work

**Local Area Network** /,ləʊk(ə)l ,eəriə 'netwɜ:k/ *noun* a system linking computers, terminals and printers, within a restricted geographical area, which share the same stored information in the network memory. Abbr **LAN**

**local author** /,ləʊk(ə)l 'ɔ:θə/ *noun* an author who lives in the area served by a bookshop or local radio station, and who is given special promotion

**local interest title** /,ləʊk(ə)l 'ɪnt(ə)rəst ,taɪt(ə)l/ *noun* a book which is interesting to people living in a certain area, but less so to anyone else

**locally** /'ləʊk(ə)li/ *adverb* in the area near where an office or factory is based **o** *We recruit all our staff locally.*

**local paper** /,ləʊk(ə)l 'peɪpəl/ *noun* a newspaper which sells in a particular area, and carries news about that area

**loc. cit.** *abbreviation* 'in the place quoted', used in a footnote to refer to another note (NOTE: From for the Latin phrase 'loco citato'.)

**lock** /lɒk/ *verb* to fasten something to prevent access **■ noun** **1.** a device for closing a door or box so that it can be opened only with a key **2.** a device to prevent a forme from moving

**lock up** /,lɒk 'ʌp/ *verb* **□ to lock up type** to screw the quoins tight in a chase so that the metal type cannot fall out

**loft-dried paper** /'lɒft draɪd ,peɪpəl/ *noun* paper which has been dried slowly in a special drying room

**logical palette** /,lɒdʒɪk(ə)l 'pælət/ *noun* a graphics object that includes the colour palette information it requires

**logo** /'ləʊgəʊ/ *noun* a special design which identifies the products and publicity material of a company or organisation

**logotype** /'lɒgəʊtaɪp/ *noun* a single piece of metal type which prints a whole word, a trademark, or the distinctive name of a newspaper, etc.

**long** /lɒŋ/ *adjective* having many words or pages

**long-bodied type** /,lɒŋ ,bɒdi:d 'taɪp/ *noun* characters cast on a larger body such as 8 point on 9, which means that leading is not needed

**long column** /,lɒŋ 'kɒləm/, **long page** /,lɒŋ 'peɪdʒ/ *noun* a column which is longer than the others and has to be cut, or which is allowed to be longer than others to avoid an awkward widow

**long credit** /,lɒŋ 'kredit/ *noun* terms allowing the borrower a long time to pay

**long dash** /,lɒŋ 'dæʃ/ *noun* same as **em dash**

**long descenders** /'lɒŋ dɪ'sendəz/ *plural noun* alternative characters in particular typefaces that have longer descenders than the normal characters in the same face

**long discount** /,lɒŋ 'dɪskaʊnt/ *noun* a trade discount or discount from a manufacturer to a retailer

**long grain** /'lɒŋ greɪn/ *noun* paper where the grain runs parallel to the longer side of the sheet

**longhand** /'lɒŋhænd/ *noun* handwriting where the words are written out in full and not in shorthand ○ *Applications should be written in longhand and sent to the human resources officer.*

**long inks** /'lɒŋ ɪŋks/ *plural noun* viscous inks, that is, inks which flow relatively easily (NOTE: The opposite is **short inks**.)

**long page** /,lɒŋ 'peɪdʒ/ *noun* a page which is longer than the others and has to be cut, or which is allowed to be longer than others to avoid an awkward widow

**long run** /'lɒŋ rʌn/ *noun* a print run which is longer than normal

**long s** /,lɒŋ 'es/ *noun* a letter 's' in the form of an 'f', used in books printed before the end of the 18th century

**long-term** /,lɒŋ 'tɜ:m/ *adjective* concerning a long period of time ○ *The long-term plans include the development of a music library.*

**long ton** /,lɒŋ 'tʌn/ *noun* a measure of weight equalling 1016 kilos

**look and feel** /,lʊk ən 'fi:l/ *noun* the appeal of the design, layout, and ease of use of a website to potential customers and the way the site fits the image the company is trying to put across

**looker out** /,lʊkə 'aʊt/ *noun* a person who looks out books in a warehouse

**look out** /,lʊk 'aʊt/ *verb* to find books in a warehouse, according to the picking list

**lookthrough** /'lʊk θru:/ *noun* how paper looks when it is held up to the light to examine it for finish or opacity

**look up** /,lʊk 'ʌp/ *verb* to search for information, e.g. by consulting a reference book

**look-up table** /'lʊk ʌp 'teɪb(ə)/ *noun* a collection of stored results that can be accessed very rapidly by a program without the need to calculate each result whenever needed. Abbr **LUT**

COMMENT: For computer graphics a look-up table may be a table of pixel intensity or colour information which increases the range of values that can be displayed. Since the values are stored in a look-up table they do not have to be computed each time they are called up, and execution time is reduced.

**loop** /lʊ:p/ *noun* a series of actions that are performed repeatedly until the procedure has been completed

**loose insert** /,lʊ:s 'ɪnsɜ:t/ *noun* an insert which is not bound into the magazine

**loose-leaf book** /,lʊ:s li:f 'bʊk/ *noun* a book with loose pages which can be taken out and fixed back again on metal rings in a special binder

**lorem ipsum** /,lɔ:rəm 'ɪpsəm/ *noun* a Latin-based dummy text used by printers to display page layouts or font typefaces, without being distracted by legible English text

**loss-leader** /'lɒs ,li:də/ *noun* an article which is sold very cheaply to attract customers

**lossless compression** /,lɒsləs kəm 'preʃ(ə)n/ *noun* an image compression technique that can reduce the number of bits used for each pixel in an image without losing any information or sharpness

**lossy compression** /,lɒsi kəm 'preʃ(ə)n/ *noun* an image compression technique that can reduce the number of bits used for each pixel in an image, but in doing so loses information

**low** /ləʊ/ *adjective* relating to type or blocks which are not as high as the forme and have to be raised by interlaying

**lower case** /,ləʊə 'keɪs/ *adjective* relating to small letters such as a, b, c, as opposed to upper case A, B, C. Abbr **lc**

**low-level** /,ləʊ 'lev(ə)l/ *adjective* not very important ○ *A low-level delegation visited the ministry.* ○ *A low-level meeting decided to put off making a decision.*

**low-level computer language** /,ləʊ 'lev(ə)l kəm'pjʊ:tə ,læŋgwidʒ/ *noun* a programming language similar to machine code

**low opacity paper** /,ləʊ əp'æsɪti ,peɪpə/ *noun* transparent paper

**low-res** *abbreviation* low-resolution

**low resolution** /,ləʊ ,rezə'lʊ:ʃ(ə)n/ *adjective* relating to the ability to display preset shapes on the screen rather than individual pixels. Abbr **low-res**

**low-resolution graphics** /,ləʊ ,rezə ,lʊ:ʃ(ə)n 'græfɪks/, **low-res graphics** /,ləʊ rez 'græfɪks/ *plural noun* ability to display character-sized graphic blocks or preset shapes on a screen rather than using individual pixels. Compare **high-resolution**

**Ludlow** /'lʌdləʊ/ a trademark for a type of composing machine which sets slugs of display type in large point sizes, used for headings

**lump sum** /,lʌmp 'sʌm/ *noun* money paid in one single amount, not in several small sums ○ *He received a lump sum for the copyright, as opposed to an advance and a royalty.*

**LUT** *abbreviation* look-up table

**luxury** /'lʌkfəri/ *noun* an expensive thing which is not necessary but which is good to have

**luxury edition** /'lʌkfəri ɪ,dɪf(ə)n/ *noun* an edition printed on fine paper with a superior binding

**lying press** /'laɪɪŋ pres/ *noun* a small press used to hold handbound books while they are being glued. Also called **laying press**

# M

**M** *prefix* 1. one million. Full form **mega** 2. symbol for 1,048,576, used only in computer and electronic related applications. Full form **mega** 3. one thousand

**machine binding** /mə'ʃi:n ˌbɑ:ɪndɪŋ/ *noun* binding by an automatic binding machine

**machine-coated paper** /mə'ʃi:n ˌkəʊtɪd ˌpeɪpə/ *noun* paper which is coated while being made in the paper-making machine, and is therefore cheaper than paper coated off the machine

**machine code** /mə'ʃi:n kəʊd/ *noun* instructions and information shown as a series of binary figures which can be read by a computer. Also called **machine language**

**machine composition** /mə'ʃi:n ˌkɒmpəzɪʃ(ə)n/ *noun* typesetting by the hot metal method, where the compositor keyboards and the machine sets the type in hot metal

**machine direction** /mə'ʃi:n daɪ ˌrekʃən/ *noun* the way in which the grain of the paper lies in the same direction as the movement of the web along a paper-making machine. Also called **grain direction**

**machine-finished paper** /mə'ʃi:n ˌfɪnɪʃt ˌpeɪpə/ *noun* paper that has been finished by passing through calenders on the papermaking machine. Abbr **MF paper**

**machine-glazed paper** /mə'ʃi:n gleɪzd ˌpeɪpə/ *noun* paper that has been dried on a heated cylinder, giving a glossy finish to one side. Abbr **MG paper**

**machine language** /mə'ʃi:n ˌlæŋɡwɪdʒ/ *noun* same as **machine code**

**machine-made paper** /mə'ʃi:n meɪd/, **machine-produced paper** *noun* paper which has been manufactured by a machine, not handmade ○ *The grain in machine-made paper runs along the web.*

**machine minder** /mə'ʃi:n ˌmaɪndə/ *noun* a person in charge of a printing machine

**machine proof** /mə'ʃi:n pru:f/ *noun* a proof of sheets of a book, taken from the printing press

**machine-readable code** /mə'ʃi:n ˌri:dəb(ə)l 'kəʊd/ *noun* a set of signs or letters which a computer can read

**machine revise** /mə'ʃi:n rɪˌvaɪz/ *noun* a final proof taken from the printing press before printing starts

**machine room** /mə'ʃi:n ru:m/ *noun* the section of a printing works where the printing takes place

**machinery guards** /mə'ʃi:nəri ɡɑ:dz/ *plural noun* pieces of metal which prevent employees from getting hurt by the moving parts of a machine

**machine translation** /mə'ʃi:n træns ˌleɪʃ(ə)n/ *noun* translation from one language into another carried out automatically by a computer

**machine wire** /mə'ʃi:n ˌwaɪə/ *noun* a wire or plastic cloth in a fourdrinier paper-making machine, on which the paper is formed

**machining** /mə'ʃi:nɪŋ/ *noun* printing on paper using a printing press

**machinist** /mə'ʃi:nɪst/ *noun* a person whose job is to work a machine

**mackle** /'mæk(ə)l/, **mackled proof** *noun* a blurred proof, which has been badly printed

**macro** /mækrəʊ/ *noun* a block of instructions which is activated by a single keystroke on a computer

**macron** /'mækrɒn/ *noun* a little line (˘) printed above a vowel to show that it is pronounced long

**made endpapers** /ˌmeɪd ˈendpeɪpəz/, **made ends** *plural noun* specially thick

endpapers which are made by glueing several sheets together

**magazine** /,mægə'zi:n/ *noun* **1.** a regular weekly, monthly or quarterly publication containing articles, stories, photographs and advertisements **2.** a radio or television programme made up of several different items **3.** a container on a Linotype machine which contains the matrices from which the slugs are cast **4.** a container for slides to be used in an automatic projector

**magazine insert** /,mægə'zi:n ,ɪnsɜ:t/ *noun* an advertising sheet put into a magazine when it is mailed or sold

**magazine mailing** /mægə'zi:n ,meɪlɪŋ/ *noun* the sending of copies of a magazine by post to subscribers

**magazine publisher** /,mægə'zi:n ,pʌblɪʃə/ *noun* a publishing house which publishes magazines

**magazine reel stand** /,mægə'zi:n ri:l ,stænd/ *noun* a device which is near a web-fed press, with spare reels of paper

**magazine supplement** /,mægə'zi:n ,sʌplɪmɛnt/ *noun* a supplement to a newspaper, in the form of a magazine format section, usually in colour, given free with the weekend edition of a newspaper

**magenta** /mə'dʒɛntə/ *noun* one of the process colours, a shade of red

**magnetic** /mæg'netɪk/ *adjective* relating to something that uses electrical magnetism to record and store information to be read by a computer

**magnetic character reading** /mæg ,netɪk 'kærɪktə ,rɪ:dɪŋ/, **magnetic ink character recognition** /mæg ,netɪk ɪŋk ,kærɪktə ,rekəg'nɪʃ(ə)n/ *noun* a system that recognises characters by sensing magnetic ink, used on cheques. Abbr **MCR**, **MICR**

**magnetic head** /mæg ,netɪk 'hed/ *noun* an electromagnetic device that reads, writes or erases data on a magnetic medium

**magnetic ink** /mæg ,netɪk 'ɪŋk/ *noun* a special ink with magnetic particles in it, used for printing cheques

**magnetic tape** /mæg ,netɪk 'teɪp/ *noun* tape coated with a magnetic material so that electrical signals can be recorded on to it for speech, film or computer information

**magnification** /,mægnɪfɪ'keɪʃ(ə)n/ *noun* the amount by which something has been made to appear larger, or the process

of magnifying a picture ○ *The lens gives a magnification of 10.*

**magnify** /'mægnɪfaɪ/ *verb* to make something appear bigger or more important than it really is

**mail** /meɪl/ *noun* letters and parcels delivered by the Post Office

**mail box** /'meɪl bɒks/ *noun* **1.** one of several boxes where incoming mail is put in a large building **2.** a box for putting letters or small packages which you want to post **3.** an electronic storage space with an address in which a user's incoming messages are stored

**mailing** /'meɪlɪŋ/ *noun* the act of sending something in the post

**mailing house** /'meɪlɪŋ haʊs/ *noun* a company who undertakes distribution of large amounts of printed matter

**mailing list** /'meɪlɪŋ lɪst/ *noun* **1.** a list of names and addresses kept by an organisation so that it can send people information or regular publications **2.** an electronic list of e-mail addressees or subscribers who usually have an interest in the same topic

**mailing piece** /'meɪlɪŋ pi:əs/ *noun* a leaflet suitable for sending by direct mail

**mailing shot** /'meɪlɪŋ ʃɒt/ *noun* leaflets sent by mail to possible customers

**mail merge** /'meɪl mɜ:dʒ/ *noun* a word-processing program which allows a standard letter to be sent out to a series of different names and addresses

**mail order** /,meɪl 'ɔ:də/ *noun* a system of buying and selling from a catalogue, placing orders and sending goods by mail

**mail-order business** /'meɪl ɔ:də ,bɪznɪs/, **mail-order firm**, **mail-order house** *noun* a company that sells products by mail

**mail-order catalogue** /'meɪl ɔ:də ,kæt(ə)lɒg/ *noun* a catalogue from which a customer orders items to be sent by mail

**mail-order selling** /'meɪl ɔ:də ,selɪŋ/ *noun* selling by taking orders and supplying a product by post

**mail room** /'meɪl ru:m/ *noun* a room in an office where incoming letters are sorted and sent to each department, and where outgoing mail is collected for sending

**mail shot** /'meɪl ʃɒt/ *noun* a large number of information or publicity leaflets sent out to a selected group of prospective customers

**main entry** /,meɪn 'entri/ *noun* the fullest entry in a catalogue, often with a tracing of related references

**mainframe** /'meɪnfreɪm/, **mainframe computer** /,meɪnfreɪm kəm'pjʊ:tə/ *noun* a large-scale high-power computer system that can handle high-capacity memory and backing storage devices as well as servicing a number of operators simultaneously

**main index** /,meɪn 'ɪndeks/ *noun* a general index which guides users to more specific entries

**main selection** /,meɪn sɪ'leɪʃən/ *noun* a book which is the first choice offered to the club members and is heavily promoted

**maintenance** /'meɪntəns/ *noun* the process of keeping something in good condition by giving it regular care and attention

**maintenance contract** /'meɪntəns ,kɒntrækt/ *noun* an arrangement with a repair company to make regular checks and repairs at special prices

**majuscule** /'mædʒʊskju:l/ *noun* a capital letter or upper case letter (NOTE: The opposite is **minuscule** or **lower case letter**.)

**make even** /,meɪk 'i:v(ə)n/ *verb* to arrange type so that it runs the full width of the line, or to arrange that the last line of a section being set is a full line

**make good** /,meɪk 'ɡʊd/ *verb* to repair or to compensate for something ○ *to make good a loss* ○ *The company will make good the damage.*

**makegood** /'meɪkɡʊd/ *noun* an advertisement which is run a second time because there was a mistake in the first run

**make ready** /,meɪk 'redi/ *verb* to get a printing machine ready for printing, e.g. by placing the plates in it and testing the paper and the impression

**make-ready time** /,meɪk 'redi ,taɪm/ *noun* the time taken by a printer to prepare the machines and plates for printing

**maker-up** /,meɪkə 'ʌp/ *noun* a person who puts text into pages

**make up** /,meɪk 'ʌp/ *verb* **1.** to compensate for something **2.** to split text into pages with headlines, page numbers, etc., and arrange typeset material into the correct page formats before printing

**making** /'meɪkɪŋ/ *noun* production of an item ○ *Ten tonnes of paper were used in the making of the order.*

**making up** /,meɪkɪŋ 'ʌp/ *noun* the act of bringing the printed sections of a book together before sewing

**malware** /'mælweə/ *noun* software such as viruses designed to cause damage or disruption to a computer system

**MAN** /mæn/ *abbreviation* metropolitan area network

**management** /'mænɪdʒmənt/ *noun* the process of controlling an organisation, company or group

**management accountant** /'mænɪdʒmənt ə,kəʊntənt/ *noun* an accountant who prepares financial information for managers so that they can take decisions

**management accounts** /'mænɪdʒmənt ə,kəʊnts/ *plural noun* financial information such as sales, expenditure, credit and profitability, prepared so as to assist a manager in taking decisions

**Management By Objectives** /,mænɪdʒmənt baɪ əb'jektɪvz/ *noun* a system of managing a company by stating the aims of the organisation as the basis of policy. Abbr **MBO**

**management consultant** /'mænɪdʒmənt kən,sʌltənt/ *noun* a person who gives advice on how to manage a business

**management course** /'mænɪdʒmənt kɔ:s/ *noun* a training course for managers

**management team** /'mænɪdʒmənt ti:m/ *noun* a group of managers working together

**management trainee** /,mænɪdʒmənt treɪ'ni:/ *noun* a young member of staff being trained to be a manager

**management training** /,mænɪdʒmənt 'treɪnɪŋ/ *noun* the training of managers by making them study the principles and practices of management

**manager** /'mænɪdʒə/ *noun* a person who is responsible for running a company, organisation or group

**managerial** /,mænə'dʒɪəriəl/ *adjective* relating to the work of a manager

**managing director** /,mænədʒɪŋ daɪ'rektə/ *noun* a director who is in charge of a whole company

**mandatory** /'mændət(ə)ri/ *adjective* compulsory ○ *It is mandatory to pay taxes.*

**mandatory meeting** /,mændət(ə)ri 'mi:tɪŋ/ *noun* a meeting which all members have to attend

**manga** /'mæŋgə/ *noun* a Japanese style of comic-book fantasy drawing, characterised by over-large eyes and a layout in which the panels run right to left

**man-hour** /'mæn aʊəl/ *noun* the amount of work done by one person in one hour ○ *One million man-hours were lost through industrial action.*

**manifold paper** /'mæniːfəʊld ,peɪpəl/, **manifold bank** *noun* a very thin light paper or airmail paper

**manilla** /mə'nɪlə/, **manila** *noun* fibre from the leaves of a plant grown in the Philippines, used to make strong thick brown paper which is very difficult to tear ○ *a manilla envelope*

**manilla card** /mə'nɪlə kɑ:d/ *noun* board used in stationery

**manipulate** /mə'nɪpjʊleɪt/ *verb* to control people, data or situations to produce a specific result

**manipulation** /mə'nɪpjʊ'leɪʃ(ə)n/ *noun* the act of moving, editing or changing text or data ○ *The high-speed database management program allows the manipulation of very large amounts of data.*

**manned** /mænd/ *adjective* with somebody working on it ○ *The switchboard is manned twenty-four hours a day.* ○ *The stand was manned by our sales staff.*

**manning levels** /'mæniŋ ,lev(ə)lz/ *plural noun* the number of people required in each department of a company to do the work efficiently

**manual** /'mænjuəl/ *noun* a document or book containing instructions about the operation of a system or machine ■ *adjective* done by hand rather than by machine

**manual data processing** /,mænjuəl 'deɪtə ,prəʊsesɪŋ/ *noun* the sorting and processing of information without the help of a computer

**manual entry** /,mænjuəl 'entri/, **manual input** /,mænjuəl 'ɪnpʊt/ *noun* the act of entering data into a computer by an operator via a keyboard

**manually** /'mænjuəli/ *adverb* done by hand, not by a machine ○ *Invoices have had to be made manually because the computer has broken down.* ○ *The paper has to be fed into the printer manually.*

**Manual of Style** /,mænjuəl əv 'stɑɪl/ a trade name for a book of instructions on spelling, hyphenation and punctuation, published by the University of Chicago

Press, and widely used by American editors, printers and publishers (NOTE: The British equivalent is **Hart's Rules** published by Oxford University Press.)

**manufacture** /,mænju'fæktʃə/ *verb* to make something in a factory ■ *noun* the making of a product for sale, using machines

**manufacturer** /,mænju'fæktʃərə/ *noun* a company which makes a product

**manufacturer's recommended price** /,mænju'fæktʃərəz ,rekəməndɪd 'praɪs/ *noun* the price at which the manufacturer suggests a product should be sold on the retail market, though often reduced by the retailer

**manufacturing** /,mænju'fæktʃərɪŋ/ *noun* the production of machine-made products for sale

**manufacturing capacity** /,mænju'fæktʃərɪŋ kə,pæstɪti/ *noun* the amount of a product which a factory is capable of making

**manufacturing clause** /,mænju'fæktʃərɪŋ ,klɔ:z/ *noun* US a clause in the American Copyright Act 1978, restricting the import into the USA of books written by Americans and published outside the USA, abandoned in 1982

**manufacturing costs** /,mænju'fæktʃərɪŋ kɒsts/ *plural noun* the costs of making a product

**manufacturing industries** /,mænju'fæktʃərɪŋ ,ɪndəstri:z/ *plural noun* industries which take raw materials and make them into finished products

**manuscript** /'mænjʊskrɪpt/ *noun* a typed or handwritten text of something before it is printed ○ *The advance on royalties will be paid on acceptance of the completed manuscript for publication.* Abbr **MS**

**map** /mæp/ *noun* a diagrammatic representation of an area of land

COMMENT: Maps are now mainly computerised and are output on plotters. This allows the information on a map to be stored as a database, which can be used to produce maps on different scales, with different colour designs, etc.

**map papers** /'mæp ,peɪpəz/ *plural noun* papers used for map work, with high opacity and good folding capacity

**mapping pen** /'mæpɪŋ pen/ *noun* a pen with a fine round point, used for drawing maps

**marble** /'mɑ:b(ə)/ *verb* to colour paper with a swirling pattern of colours, similar to patterns on marble

**marbled endpapers** /'mɑ:b(ə)ld ,endpeɪpəz/ *plural noun* endpapers made with marbled paper

**marbling** /'mɑ:b(ə)lɪŋ/ *noun* coloured patterns used on endpapers

COMMENT: Marbling involves making an irregular pattern of lines of colour, as opposed to stippling, which is an irregular pattern of dots or spots of colour. In marbling, the paper is placed in a vat in which a gum solution made from Irish moss is covered with liquid colours, which are moved into swirling patterns.

**marching display** /'mɑ:tʃɪŋ dɪ'spleɪ/ *noun* a display device containing a buffer which allows the last few characters entered to be displayed

**margin** /'mɑ:dʒɪn/ *noun* a blank space around a section of printed text between the printed text and the edge of the paper

COMMENT: Margins should be wide enough to allow the book to be trimmed not only when it is bound for the first time, but if it needs to be rebound in a library binding. The four margins are not usually the same width: the back margin is the narrowest and the foot margin the widest. The ratios between the four margins vary from book to book and from printer to printer, but common ratios are: (back : top : fore-edge : foot) 2 : 3 : 4 : 6 or 1.5 : 2 : 3 : 4. Note that the opposite is the case with magazines, where the top of the page is more important and has a wider margin than the foot.

**marginal** /'mɑ:dʒɪn(ə)/ *adjective* in a margin

**marginal cost** /,mɑ:dʒɪn(ə)l 'kɒst/ *noun* the cost of making a single extra unit above the number already planned

**marginalia** /,mɑ:dʒɪ'neɪliə/ *plural noun* marginal notes

**marginal notes** /'mɑ:dʒɪn(ə)l nəʊts/ *plural noun* notes in small type printed in the outer margin of a page

**marginal pricing** /,mɑ:dʒɪn(ə)l 'praɪsɪŋ/ *noun* the act of making the selling price the same as the marginal cost

**marginal revenue** /,mɑ:dʒɪn(ə)l 'reɪvɛnju:/ *noun* income from selling a single extra unit above the number already sold

**margination** /,mɑ:dʒɪn'eɪʃ(ə)n/ *noun* the act of giving margins to a printed page

**margin guide** /'mɑ:dʒɪn gaɪd/ *noun* in desktop publishing programs, a non-printing line or box that shows on-screen where the page margins are

**margin of error** /,mɑ:dʒɪn əv 'erə/ *noun* the number of mistakes that are considered to be acceptable in a document or calculation

**margin of safety** /,mɑ:dʒɪn əv 'seɪfti/ *noun* sales which are above the breakeven point

**mark** /mɑ:k/ *noun* **1.** a sign or symbol written on a page **2.** the score or grade achieved for an assignment or examination  
 ■ *verb* to assess work and award it a grade or score

**mark down** /,mɑ:k 'daʊn/ *verb* to make something such as a grade or price lower

**mark-down** /'mɑ:k daʊn/ *noun* **1.** a reduction of the price of something to less than its usual price **2.** a percentage amount by which a price has been lowered ○ *We have used a 30% mark-down to fix the sale price.*

**marked proof** /,mɑ:kt 'pru:f/ *noun* a proof which has been read by the printer's reader, with their corrections marked in green ink, sent to the publisher for reading and for instructions for corrections

**marker** /'mɑ:kə/ *noun* an object that is used to show the position of something

**marker pen** /'mɑ:kə pen/ *noun* a coloured pen used to indicate or highlight sections of text

**market** /'mɑ:kɪt/ *noun* **1.** the number of people wishing to buy a product or the area of the world where it is sold **2.** □ **to find a market niche** to find a section of the market which is not catered for, and sell into it □ **to come on to the market** to become available for sale ○ *This shop has just come on to the market.* ■ *verb* to organise the sale of a product by deciding the price, the areas where it will be sold and how it will be advertised

**marketable** /'mɑ:kɪtəb(ə)/ *adjective* easy to sell

**market analysis** /,mɑ:kɪt ə'næləsɪs/ *noun* same as **market research**

**market capitalisation** /,mɑ:kɪt ,kæpɪtəlɪ'zeɪʃ(ə)n/ *noun* the value of a company calculated by multiplying the price of its shares on the stock exchange by the number of shares issued ○ *a company with a £1m capitalisation*

**marketing** /'mɑ:kɪtɪŋ/ *noun* techniques used in selling a product, such as packaging and advertising

**marketing agreement** /'mɑ:kɪtɪŋ ə ,grɪ:mənt/ *noun* a contract by which one



company will market another company's products

**marketing department** /'mɑ:kɪtɪŋ dɪˌpɑ:tmənt/ *noun* a department in a company which specialises in using marketing techniques to sell a product

**marketing manager** /'mɑ:kɪtɪŋ ˌmænɪdʒə/ *noun* a person in charge of a marketing department

**marketing plan** /'mɑ:kɪtɪŋ plæn/ *noun* a strategy for selling a product or service by planning the advertising and distribution within a selected market

**market leader** /ˌmɑ:kɪt 'li:də/ *noun* the product which sells most in a market, or a company which has the largest share of a market

**market opening** /'mɑ:kɪt ˌəʊp(ə)nɪŋ/ *noun* the possibility of starting to do business in a new market

**market opportunities** /ˌmɑ:kɪt ɒpə'tju:nɪz/ *plural noun* the possibility of finding new sales in a market

**market penetration** /ˌmɑ:kɪt ˌpenɪ'treɪf(ə)n/ *noun* an expression of how much of the chosen market is reached by a product ○ *They estimated a 50% market penetration for the information service.*

**marketplace** /'mɑ:kɪtpleɪs/ *noun* **1.** the potential number of people who will buy a product or use a service **2.** a place where goods or services can be sold or offered

**market research** /ˌmɑ:kɪt rɪ'sɜ:tʃ/ *noun* the process of examining the possible sales of a product and the possible customers for it before it is put on the market. Also called **market analysis**

**market test** /ˌmɑ:kɪt 'test/ *noun* an examination to see if a sample of a product will sell in a market

**market trend** /ˌmɑ:kɪt 'trend/ *noun* a gradual change taking place in a market

**market value** /ˌmɑ:kɪt 'vælju:/ *noun* the value of a product or of a company if sold today

**mark up** /ˌmɑ:k 'ʌp/ *verb* to prepare copy for printing by indicating such things as font size, typeface and layout

**mark-up** /'mɑ:k ʌp/ *noun* **1.** the act of communicating typographical details to the printer by writing them on the manuscript **2.** an increase in price ○ *We put into effect a 10% mark-up of all prices in June.*

**3.** the amount added to the cost price to give the selling price ○ *We work to a 350% mark-up.*

**mask** /mɑ:sk/ *noun* a black overlay put over part of a film or illustration, so that it does not reproduce ■ *verb* to cover those parts of a photograph which are not to be reproduced

**masking paper** /'mɑ:skɪŋ ˌpeɪpə/ *noun* paper used to mount films for plate-making

**masking tape** /'mɑ:skɪŋ teɪp/ *noun* an adhesive tape used to cover parts of a film

**mass** /mæs/ *noun* **1.** a large group of people **2.** a large number ○ *They received masses of orders after the TV commercials.*

**mass market** /ˌmæs 'mɑ:kɪt/ *noun* a very large market, covering a large proportion of a population

**mass marketing** /ˌmæs 'mɑ:kɪtɪŋ/ *noun* marketing which aims at reaching large numbers of people

**mass market paperback** /ˌmæs ˌmɑ:kɪt 'peɪpəbæk/ *noun* a paperback book aimed at the mass market

**mass storage** /ˌmæs 'stɔ:rɪdʒ/ *noun* the storage and retrieval of large amounts of data

“It’s not unusual for universities or government bodies to have rooms that are floor to ceiling with magnetic tapes”, says Kevin Murrell, a curator at Bletchley Park Computer Museum. “Ten or fifteen years ago this was the most common mass-storage medium, but today it’s increasingly difficult to read them”. [New Scientist]

**mass storage device** /ˌmæs 'stɔ:rɪdʒ dɪˌvaɪs/ *noun* a computer backing store device such as a disk drive which is able to store large amounts of data

**master** /'mɑ:stə/ *noun* **1.** the original document from which copies are made **2.** the most important person or device within a system

**master file** /'mɑ:stə faɪl/ *noun* the main copy of a computer file, kept for security purposes

**master page** /'mɑ:stə peɪdʒ/ *noun* a standard layout for the pages of a book, prepared on screen in desktop publishing

**master printer** /'mɑ:stə ˌprɪntə/ *noun* a printer who has passed qualifying examinations and trains others

**Master's degree** /'mɑ:stəz dɪˌɡri:/ *noun* an academic degree, usually awarded after one or two years of postgraduate study

**masthead** /'mɑːsthɛd/ *noun* **1.** the name of a newspaper or magazine, which is usually set in a special design and printed at the top of the first page of each issue **2.** the area at the top of a webpage, which usually contains the logo of the organisation that owns the page, and often a search box and a set of links to important areas of the website **3.** US details of the ownership, issue number and address of a newspaper or magazine, printed on the editorial page

**mat** /mæt/ *noun* **1.** a mould made from a page of standing metal type, used to make a stereo **2.** a mould used to cast a piece of metal type ► full form **matrix**

**match** /mætʃ/ *verb* to find an item that has equal characteristics ◦ *He had to match them for size and colour.*

**Matchprint** /'mætʃprɪnt/ a trade name for a pre-press proofing system using colour toners and a photo-sensitive substrate

**material** /mə'tɪəriəl/ *noun* a substance that can be used to make a finished product

**materials control** /mə'tɪəriəlz kən'trəʊl/ *noun* a system to check that a company has enough materials in stock to do its work

**materials handling** /mə'tɪəriəlz ,hændlɪŋ/ *noun* the moving of materials from one part of a factory to another in an efficient way

**mathematical** /,mæθə'mætɪk(ə)/ *adjective* relating to mathematics

**mathematical setting** /,mæθə'mætɪk(ə)l ,setɪŋ/ *noun* specialised typesetting of mathematical texts

COMMENT: Certain typesetters specialise in mathematical or scientific setting; such setting is normally more expensive than setting straight text.

**mathematical symbols** /,mæθə'mætɪk(ə)l 'sɪmb(ə)lz/ *plural noun* various signs and symbols used in setting mathematical texts

**mathematics** /,mæθə'mætɪks/ *noun* the study of the relationship between numbers, their manipulation and organisation, to prove facts and theories logically

**matrix** /'metrɪks/ *noun* **1.** a copper mould used to cast a piece of metal type **2.** a mould made from a page of standing metal type, used to make a stereo **3.** a pattern of the dots that make up a character in phototypesetting or on a computer screen (NOTE: [all senses] The plural is **matrices**.)

**mat** /mæt/, **matte** /mæt/ *adjective* not shiny or with a dull surface

**mat art paper** /,mæt 'ɑ:t ,peɪpə/ *noun* coated paper which is not glossy (NOTE: The US term is **dull-coated paper**.)

**matter** /'mætə/ *noun* a situation that you have to deal with ◦ *This is a matter which the library committee must decide.*

**mat finish paper** /'mæt ,fɪnɪʃ ,peɪpə/ *noun* art paper which is not shiny

**mature** /mə'tʃʊə/ *verb* to prepare paper for printing by exposing it to the temperature and humidity levels of the pressroom

**maximum** /'mæksɪmə/ *noun* **1.** the largest amount possible **2.** the highest achievement possible

**maximum measure** /'mæksɪmə ,meɪʒə/ *noun* the longest line which can be used

**Mb, MB** *abbreviation* megabyte

**Mbps** *noun* the number of million bits transmitted every second. Full form **megabits per second**

**MBS** *abbreviation* mind body and spirit

**MByte** *abbreviation* MB

**MCR** *abbreviation* magnetic character reading

**mean line** /'miːn laɪn/ *noun* the height of lower case characters without ascenders

**measure** /'meɪʒə/ *verb* to discover the size or quantity of something by using a calibrated instrument ■ *noun* **1.** a set of scales or strip for measuring **2.** an action taken to bring about a specific result ◦ *Measures have been taken to reduce the loss of books.*

**measurement** /'meɪʒəmənt/ *noun* size in units such as centimetres or inches

COMMENT: In Britain, the measurements of paper sheets are normally given with the short side first (768 x 1008mm), while the physical measurements of a book are normally given with the height first and then the width. The format of this book is 198 x 129. Note that in many countries, the measurements are given with the width first and height second, leading to much confusion. The measurement of type is based on the point system (one point is 0.3515mm in Britain and the USA; 0.376mm in Europe).

**mechanical** /mɪ'kæni:k(ə)/ *adjective* relating to something that has moving parts and uses power to perform tasks ■ *noun* camera-ready copy made either by pasting the various sections of finished text and illustrations on a piece of board ready to be

photographed, or on a piece of page layout software

**mechanical binding** /mɪ'kæɪnɪk(ə)l ,baɪndɪŋ/ *noun* bookbinding using a special device, e.g. spiral binding or comb binding

COMMENT: The main types of mechanical binding are: plastic comb binding, where square holes are made in each leaf, into which the teeth of the comb fit; spiral binding, where the series of round holes are made in the leaves and a wire shaped like a spring is passed through them; ring binding, where only two or four holes are made in each leaf and heavy rings are fitted through them.

**mechanical composition** /mɪ ,kæɪnɪk(ə)l ,kɒmpə'zɪʃ(ə)n/ *noun* typesetting by the hot metal method, where the compositor keyboards the text and the machine casts the type in hot metal

**mechanical overlay** /mɪ,kæɪnɪk(ə)l 'əʊvəleɪ/ *noun* an overlay which is cut out by a machine

**mechanical paper** /mɪ,kæɪnɪk(ə)l 'peɪpə/ *noun* paper made from untreated wood, used in printing newspapers and paperbacks

**mechanical pulp** /mɪ'kæɪnɪk(ə)l pʌlp/ *noun* pulp made from ground untreated wood which still contains impurities

**mechanical pulp board** /mɪ ,kæɪnɪk(ə)l 'pʌlp ,bɔ:d/ *noun* card made from mechanical pulp

**mechanical reproduction** /mɪ ,kæɪnɪk(ə)l ,rɪ:prə'dʌkʃ(ə)n/ *noun* reproduction by mechanical means, such as music on tape or record, or printed text by photocopying

**mechanical screen** /mɪ,kæɪnɪk(ə)l 'skri:n/, **mechanical tint** *noun* shading in dots or lines, which is preprinted, and can be cut up and stuck down to give shading in artwork

**mechanical separation** /mɪ ,kæɪnɪk(ə)l ,sepə'reɪʃ(ə)n/ *noun* using a separate mechanical for each colour to be printed

**mechanical stipple** /mɪ,kæɪnɪk(ə)l 'stɪp(ə)l/ *noun* stipple which is preprinted and can be applied to the design by the designer

**media** /'mi:diə/ *noun* the main means of communication as in radio, television and newspapers □ **the media**, **the mass media** means of communicating information to the public (such as television, radio, news-

papers) ○ *The product attracted a lot of interest in the media.*

**media analysis** /'mi:diə ə,næləsɪs/ *noun* the examination of different types of media such as newspapers and television, to see which is best for promoting a particular type of product. Also called **media research**

**media converter** /'mi:diə kən,vɜ:tə/ *noun* a multi-disk reader device which can read data from various sizes and formats of disk

**media coverage** /'mi:diə ,kʌv(ə)rɪdʒ/ *noun* the number of reports about a situation or event in the newspapers, radio or television

**media research** /'mi:diə rɪ,sɜ:tʃ/ *noun* same as **media analysis**

**medical** /'medɪk(ə)l/ *noun* relating to the study or treatment of illness

**medical certificate** /'medɪk(ə)l sə ,tɪfɪkət/ *noun* a certificate from a doctor to show that an employee has been ill

**medical publishing** /'medɪk(ə)l ,pʌblɪʃɪŋ/ *noun* the publishing of books on medical subjects

**medium** /'mi:diəm/ *adjective* neither large nor small, but middle-sized ■ *noun* the means used to communicate or express oneself ○ *They communicated through the medium of the written word.* (NOTE: The plural is **media** or **mediums**.)

**medium face** /'mi:diəm feɪs/ *noun* a typeface which is halfway between bold and light

**medium octavo** /,mi:diəm ɒk'tɑ:vəʊ/ *noun* a traditional book format of 9 x 5 3/4 inches

**medium screen** /'mi:diəm skri:n/ *noun* a halftone screen about 90–120 lines per inch

**medium-term** /,mi:diəm 'tɜ:m/ *adjective* for a period of one or two years

**mega-** /megə/ *prefix* one million

**megabit** /'megəbɪt/ *noun* one million bits. Abbr **Mb**

**megabyte** /'megəbaɪt/ *noun* a storage unit in computers, equal to 1,048,576 bytes, or 10<sup>22</sup> bytes. Abbr **MB**, **Mbyte** (NOTE: Roughly speaking, a megabyte is equivalent to one million printed characters.)

**melinex** /'melɪneks/ *noun* thick polyester base film

**memo** /'meməʊ/ *noun* a short message sent from one person to another in the same organisation

**memoirs** /'memwɔ:z/ *plural noun* an autobiographical work, written in a less formal and more selective way than a full autobiography

**memorandum** /,memə'rændəm/ *noun* full form of **memo**

**memorial volume** /mɪ'mɔ:riəl ,vɒljʊ:m/ *noun* a book written in memory of someone

**memory** /'mem(ə)ri/ *noun* **1.** a person's ability to remember things **2.** the capacity to store information

**mending** /'mendɪŋ/ *noun* a piece added to a printing plate

**menu** /'menju:/ *noun* a list of options displayed on screen for the user of a computer program

**menu-driven software** /,menju: ,drɪv(ə)n 'sɒftweɪ/ *noun* a program where commands or options are selected from a menu by the operator

**menu selection** /'menju: sɪˌleɪʃən/ *noun* the choosing of commands from a list of options presented to the operator

**merchandise** /'mɜ:tʃəndaɪz/ *noun* goods that are bought, sold or traded ■ *verb* to sell goods and services

**merchandiser** /'mɜ:tʃəndaɪzə/ *noun* **1.** a person or company which organises either the display and promotion of goods, or the production of products based on other sources **2.** a box or carton for the display of products such as books

**merchandising** /'mɜ:tʃ(ə)nˌdaɪzɪŋ/ *noun* the organisation of the display and promotion of goods for sale ○ *merchandising of a product* ○ *merchandising department*

COMMENT: Merchandising can take many forms: it can include the production of children's toys based on a popular cartoon character; the sale of souvenirs linked to a famous tourist resort; special gifts tied into a special event such as the Olympic Games. Normally, if such products are based on characters in a book, the publisher will not be responsible for their manufacture, but will license a merchandiser to produce and sell them against payment of a royalty.

**merchandising rights** /'mɜ:tʃ(ə)ndaɪzɪŋ raɪts/ *plural noun* the right to produce products based on a character in a TV programme or in a book

**merchant** /'mɜ:tʃənt/ *noun* somebody who buys and sells goods in bulk for retail sale

**merge** /mɜ:ɟ/ *verb* to combine two data files on a computer. ◊ **mail merge**

**merge sort** /,mɜ:ɟ 'sɔ:t/ *noun* a software application in which the sorted files are merged into a new file

**metadata** /'metədeɪtə/ *noun* essential information contained in a document or web page, e.g. its publication date, author, keywords, title, and summary, which is used by search engines to find relevant websites in response to a search request from a user

'Contivo Vocabulary Management Solution (VMS) (TM) provides a central semantics-based metadata repository, development tools, infrastructure, and code generators that automate data transformation for application integration across multiple platforms.' [BusinessWire]

**metal** /'met(ə)l/ *noun* the alloy used to make the type in metal setting

COMMENT: The metal used in setting is an alloy of lead, tin and antimony, usually about 70% lead, 10% tin and 20% antimony. Lead is too soft to be used alone, and antimony is added to make it hard, while the tin makes the alloy tougher and also more fluid when liquid. Metal used in Linotype and Monotype machines has a higher proportion of lead.

**metal feeder** /'met(ə)lˌfi:də/ *noun* a device which lowers an ingot of metal slowly into the melting pot

**metallic** /me'tælɪk/ *adjective* made of metal or containing metal

**metallic ink** /me,tæɪk 'ɪŋk/ *noun* ink with metal powder in it, normally gold, silver or copper, used to give a shiny effect

**metal rule** /,met(ə)lˈru:l/ *noun* a steel ruler, marked in centimetres, picas, etc., which allows a printed measure to be calculated

**metal stitching** /,met(ə)l 'stɪtʃɪŋ/ *noun* the attaching of the sections of a book together with metal staples

**metamerism** /me'tæməɪz(ə)m/ *noun* a phenomenon whereby some colours change their hue in different lighting conditions

**meterage** /'mi:təɪdʒ/ *noun* the length of a reel of paper in metres ○ *All reels must be of standard meterage.*

**metre** /'mi:tə/ *noun* a measure of length equalling 3.4 feet (NOTE: Usually written **m**

after figures: *The case is 2m wide by 3m long.* The US spelling is **meter**.)

**metric** /'metrɪk/ *adjective* **1.** using the metre as a basic measurement **2.** relating to a system of book and paper measurement, calculated in millimetres

COMMENT: The main metric stock paper sizes used in the UK are: metric quad crown (768 x 1008 mm), metric large crown (816 x 1056 mm), metric quad demy (888 x 1128mm) and metric quad royal (960 x 1272mm).

**metric crown octavo** /,metrɪk kraʊn ɒk'tɑ:vəʊ/ *noun* a book format (186 x 123mm)

**metric system** /'metrɪk ,sɪstəm/ *noun* a system of measuring, using metres, litres and grams

**metric ton** /,metrɪk 'tʌn/, **metric tonne** *noun* 1000 kilograms (NOTE: The metric tonne is used in the UK for calculating paper requirements.)

**metropolitan area network** /,metrəpɒlɪt(ə)n ,eəriə 'netwɜ:k/ *noun* a network extending over a limited area, normally a city. Abbr **MAN**. Compare **WAN**

**mezzotint** /'mɪtsəʊtɪnt/ *noun* a printing process using an etched copper plate

**MF paper** /,em 'ef ,peɪpəl/ *abbreviation* machine-finished paper

**mg** *abbreviation* milligram

**MG cylinder** /,em 'dʒɪ:, sɪlɪndəl/ *noun* a device attached to a papermaking machine to give a glaze to paper

**MG machine** /,em 'dʒɪ: mə,ʃi:n/ *noun* a papermaking machine which has an MG cylinder

**MG paper** /,em 'dʒɪ: ,peɪpəl/ *abbreviation* machine-glazed paper

**MICR** *abbreviation* magnetic ink character recognition

**micro-** /maɪkrəʊ/ *prefix* used to indicate a very small version of anything

**microcontent** /'maɪkrəʊ,kɒntent/ *noun* a single piece of data on the Internet which has its own URL or link and can be accessed by a hand-held device if needed, e.g. a weblog posting or a weather forecast

**microencapsulation** /,maɪkrəʊɪn ,kæpsjʊl[ə'ɔ:f]leɪʃ(ə)n/ *noun* the use of tiny amounts of a substance surrounded by gelatine or plastic, e.g. to hold perfume in particular novelty inks

**microfiche** /'maɪkrəʊ,fi:f/ *noun* a small sheet of photographic film on which information is stored in very small print

**microfiche reader** /'maɪkrəʊfi:f ,ri:də/ *noun* a machine that magnifies the writing on microfiche film and displays it in readable form on a monitor

**microfilm** /'maɪkrəʊfɪlm/ *noun* material for making microfiches ■ *verb* to make microfiches

**micrographics** /'maɪkrəʊ,græfɪks/ *plural noun* images and graphics stored as micro images

**micro image** /'maɪkrəʊ ,ɪmɪdʒ/ *noun* a stored graphical image which is too small to be seen with the naked eye

**micrometer** /maɪ'krɒmɪtə/ *noun* a device for measuring the thickness of materials such as paper

**micron** /'maɪkrɒn/ *noun* a metric measurement of the thickness of paper, one millionth of a metre. Compare **mil**

**micropayment** /'maɪkrəʊpeɪmənt/ *noun* a small charge made to users in return for Internet content, usually per page downloaded, on pages which are not sponsored by advertisers

**microphotograph** /'maɪkrəʊ ,fəʊtəgrɑ:f/ *noun* a very small-scale photograph

**micropublishing** /'maɪkrəʊpʌblɪʃɪŋ/ *noun* the publishing of microfilms

**Microsoft Network** /,maɪkrəsɒft 'netwɜ:k/ *noun* a vast online service to provide information, database links to the Internet and electronic mail especially for Windows users. Abbr **MSN**

**mid-** /mɪd/ *prefix* middle

**middle management** /,mɪd(ə)l 'mænɪdʒmənt/ *noun* a level of management which has responsibility for a part within the structure of a whole organisation

**mid-space** /'mɪd speɪs/, **middle space** *noun* a space which is one quarter the size of an em space

**migrate** /maɪ'greɪt/ *verb* to transfer a file from one computer system or database to another

**migration** /maɪ'greɪʃ(ə)n/ *noun* a transfer of computer data, programs or hardware from one system to another

**mil** /mɪl/ *noun* a measurement of the thickness of paper mainly used in the USA (one thousand mils equal one inch). Compare **micron**

**milking machine** /'mɪlkiŋ mə,ʃi:n/ *noun* a portable machine which can accept

data from other machines and then transfer it to a large computer

**mill** /mɪl/ *noun* a building where a particular type of material is processed or made

**millboard** /'mɪlbɔ:d/ *noun* thick paper-board used in binding books

**mill conditioned paper** /'mɪl kən ,dɪf(ə)nd ,peɪpə/ *noun* paper which has been prepared in the mill for normal humidity levels

**mill edge** /'mɪl edʒ/ *noun* the rough edge of paper as supplied from the mill

**mill finishing** /'mɪl ,fɪnɪʃɪŋ/ *noun* the act of passing paper through calenders at the end of the papermaking process

**mill glazing** /'mɪl ,gleɪzɪŋ/ *noun* the process of drying paper on a heated cylinder which gives a glossy surface to one side

**milligram** /'mɪlɪgræm/ *noun* one thousandth of a gram (NOTE: Usually written **mg** after figures.)

**millimetre** /'mɪlɪmɪtə/ *noun* one thousandth of a metre (NOTE: Usually written **mm** after figures.)

**mill join** /'mɪl dʒɔɪn/ *noun* the joining of two webs done at the paper mill

**Mills and Boon** /,mɪlz ən 'bu:n/ *noun* a romantic novel published by, or of the kind typically published by, the firm of Mills and Boon, publishers of popular romantic fiction

**mind body and spirit** /,maɪnd ,bɒdɪ ən 'spɪrɪt/ *noun* a category of books dealing with alternative topics such as natural medicine, new faiths and oriental mysticism. Abbr **MBS**

**mine** /maɪn/ *noun* a rich source of something, especially information

'In addition, once the business processes have been optimised/re-engineered, the information technology function should provide tools to empower staff to search for and mine the data stores around the organisation.' [*Financial Times*]

**mini-** /mɪni/ *prefix* combining with nouns to indicate a smaller version of something  
○ *mini-computer*

**miniature** /'mɪnɪtʃə/ *noun* **1.** a coloured picture in an illuminated manuscript **2.** a much reduced copy of a document **3.** a small, very detailed drawing or painting especially on ivory or vellum

**minimum** /'mɪnɪməm/ *noun* the smallest amount possible

**miniweb** /'mɪniweb/ *noun* a web offset printing machine, using a narrow web of paper, typically printing 32 or 64 pages in black or eight A4 pages in colour

**mint** /mɪnt/ *noun* new, or like new ○ *The books are in mint condition.*

**mint stock** /'mɪnt stɒk/ *noun* a stock, e.g. of books, which is in perfect condition

**minus** /'maɪnəs saɪn/, **minus sign** *noun* a printed or written sign (-) to indicate subtraction or to show a negative value

**minus colour** /'maɪnəs ,kʌlə/ *noun* the colour which results if a colour is removed from white light

**minuscule** /'mɪnɪskju:l/ *noun* a lower case letter (NOTE: The opposite is **majuscule** or **upper case letter**.)

**minus setting** /'maɪnəs ,setɪŋ/ *noun* the act of reducing the spaces between letters, either to save space or to avoid awkward letter combinations like L and T which can leave gaps if spaced normally

**MIPS** /mɪps/ *noun* a measure of processor speed. Full form **million instructions per second**

**miscellaneous** /,mɪsə'leɪniəs/ *adjective* relating to a collection of items that are all very different from each other

**miscellany** /mɪ'seləni/ *noun* a collection of written texts on a variety of subjects in one book

**misfile** /mɪs'faɪl/ *verb* to file something such as a document in the wrong place

**misinform** /,mɪsɪn'fɔ:m/ *verb* to give incorrect information to somebody

**misprint** /'mɪsprɪnt/ *noun* a mistake in printing

**misregister** /'mɪsredʒɪstə/ *noun* a printing fault when the colour plates are out of register

**mission statement** /'mɪʃ(ə)n ,stɜ:tmənt/ *noun* a statement of the aims and objectives of an organisation

**mitre** /'maɪtə/ *verb* to cut metal rules at the corners when making up a page of metal type

**mixer** /'mɪksə/ *noun* a vat containing strained pulp into which china clay or resin are added before the pulp passes through into the papermaking machine

**mixing** /'mɪksɪŋ/ *noun* the use of different fonts and typefaces on the same line

**mm** *abbreviation* millimetre

**mock-up** /'mɒk ʌp/ *noun* a model of a new product or building which can be used to show to potential customers

**modelling tint** /'mɒd(ə)lɪŋ tɪnt/ *noun* a tint, usually blue or red, added to pure white to make it brighter

**modem** /'mɒdəm/ *noun* an electronic device which converts binary to analogue signals so that data can be transmitted over the telephone network

**modern** /'mɒd(ə)n/ *adjective* relating to the recent past or the present time

**modern face** /'mɒd(ə)n feɪs/ *noun* a typeface with thin straight serifs, and where there is a marked difference between thick and thin strokes

**modern figures** /'mɒd(ə)n ˌfɪɡəz/, **modern numerals** *plural noun* same as **lining figures**

**moiré** /'mɔːreɪ/, **moire** *noun* 1. a picture distortion which is caused by interference beats of similar frequencies 2. an unwanted watery effect which is created by a set of closely spaced lines that are placed over another set, seen in film or prints

**moiré effect** /'mɔːreɪ ɪˌfekt/ *noun* an interference pattern like watered silk, which occurs in colour printing when screens are set at wrong angles

**moisture** /'mɔɪstʃə/ *noun* dampness or an amount of water in the atmosphere or a material

**moisture content of paper** /,mɔɪstʃə ˌkɒntent əv 'peɪpə/ *noun* the amount of moisture in paper, shown as a percentage of the paper weight

**moisture-set ink** /'mɔɪstʃə set ɪŋk/ *noun* ink which dries after the pigment and resin have been transferred to the paper and are separated from the vehicle by spraying with a fine moisture mist

**money order** /'mʌni ˌɔːdə/ *noun* a document which can be bought by sending money through the post

**monitor** /'mɒnɪtə/ *noun* a visual display unit used to show the text and graphics generated by a computer ■ *verb* to make regular checks to see how something or somebody is working

**monitored hyphenation** /,mɒnɪtəd ˌhaɪfəˈneɪʃ(ə)n/ *noun* hyphenation done by the keyboard operator

**monk** /mʌŋk/ *noun* a printed area which has received too much ink and is very dark (NOTE: The opposite is **friar**.)

**mono** /'mɒnəʊ/ *adjective* black and white

**monochrome** /'mɒnəkɹəʊm/ *noun* 1. an image in one colour, usually shades of grey and black and white 2. a black and white photograph

**monogram** /'mɒnəgræm/ *noun* a device made of several initials linked together

**monograph** /'mɒnəgrɑːf/ *noun* a book on one specific subject

**monoline** /'mɒnəʊlaɪn/ *noun* a typeface such as Futura where all the lines are the same thickness

**monolingual** /,mɒnəsʊˌlɪŋɡwəl/ *adjective* using only one language ○ a *monolingual dictionary*

**Monophoto** /'mɒnəʊfəʊtəʊ/ a trade name for a computerised phototypesetting system

**monospacing** /'mɒnəspeɪsɪŋ/ *noun* a system of typesetting where each character occupies the same amount of space, as opposed to proportional spacing

**Monotype** /'mɒnəʊtaɪp/ a trade name for a composing machine, invented by Lanston in 1894, which casts separate pieces of type from hot metal using a special design of typefaces

COMMENT: In a Monotype machine, the compositor keyboards the text onto perforated paper tape, which is then passed through the casting machine, each character being cast separately, the metal type being arranged in order automatically with spacing to make up the justified lines. The Monotype system needs two processes (keyboarding and casting) which makes it slower than Linotype. However, because each character is separate, corrections are much easier and less costly on the Monotype system.

**Monotype set system** /'mɒnəʊtaɪp set ˌsɪstəm/ *noun* a system where the basic em quad is a set size

**Monotype unit system** /'mɒnəʊtaɪp ˌjuːnɪt ˌsɪstəm/ *noun* a system of computerising typesetting, where each character is given a number of units

**montage** /'mɒntɑːʒ/ *noun* a combination of photographs, drawings or parts of pictures used for display or advertising

**monthly** /'mʌnθli/ *noun* a magazine published once a month

**moral right** /,mɒrəl ˈraɪt/ *noun* the right of people such as editors or illustrators to have some say in the publication of a work to which they have contributed, even if they do not own the copyright

**mordant** /'mɔːdənt/ *noun* fluid for etching a printing plate

**morgue** /mɔːg/ *noun* in journalism, a collection of miscellaneous reference material

**morocco** /mɔːrɒkəʊ/ *noun* a soft leather made from goatskin, or a leather made in imitation of it from sheepskin or calfskin, used for covering books

**Morse** /mɔːs/, **Morse code** /,mɔːs 'kəʊd/ *noun* a system for representing letters and numbers by signs consisting of one or more short or long signals of sound or light which are printed out as dots and dashes

**mother set** /'mʌðə set/ *noun* a set of printing plates or of type, which is used only to make stereotypes and not for printing (NOTE: Used particularly for reference books which reprint many times and where the stereotypes get worn out frequently.)

**motion picture** /,məʊʃ(ə)n 'pɪktʃə/ *noun* a film made to be shown in the cinema

**motion picture rights** /'məʊʃ(ə)n ,pɪktʃə ,raɪts/ *plural noun* same as **film rights**

**mottle** /'mɒt(ə)l/ *noun* a printing fault caused by the uneven absorption of ink

**mottled** /'mɒt(ə)ld/ *adjective* **1.** relating to an area of solid colour which has a light and dark pattern, due to a defect in printing **2.** relating to a page which has both glossy and matte areas

**mould** /məʊld/ *noun* **1.** a plastic forme taken from metal setting, used to make a stereo **2.** a tray with a wire mesh bottom in which handmade paper is made

**mould-made paper** /'məʊld meɪd ,peɪpə/ *noun* handmade paper

**mount** /maʊnt/ *verb* **1.** to organise an event and ensure that it happens **2.** to fix something in a particular place, especially a piece of artwork or film on a card backing or in a frame ■ *noun* **1.** a base in a forme on which a plate is placed to make it the same height as the standing type **2.** a backing or support to which something is fixed, e.g. a sheet of cardboard used as a backing for a photograph

**mounted block** /'maʊntɪd blɒk/ *noun* a letterpress block fixed on a mount to raise it to type height

**mounting board** /'maʊntɪŋ bɔːd/ *noun* the base on which printing plates are fixed

**mouse** /maʊs/ *noun* a small hand device used to control the cursor on a computer screen (NOTE: The plural is **mice**.)

**mouse-driven** /'maʊs ,drɪv(ə)n/ *adjective* referring to a computer program which uses a mouse rather than a keyboard for input

**.mov** *suffix* a file extension for a film file. Full form **movie**

**movable type** /'muːv(ə)bəl taɪp/ *noun* type cast as individual metal units, as opposed to slugs which are type cast as a whole line

**Moving Picture Experts Group** /,muːvɪŋ ,pɪktʃə 'eksɜːts ,gruːp/ *noun* full form of **MPEG**

**MP3** /,em piː 'θriː/ *noun* a computer file standard for downloading compressed music from the Internet, playable on a multimedia computer with appropriate software. Full form **Moving Picture Experts Group, Audio Layer 3**

**.mp3** *suffix* a file extension for an MP3 file. Full form **Moving Picture Experts Group, Audio Layer 3**

**MPEG** /'empeg/ *noun* a data file for moving pictures on the Internet. Full form **Moving Picture Experts Group**

**.mpeg** /'empeg/, **.mpg** *suffix* a file extension for an MPEG file. Full form **Moving Picture Experts Group**

**MS** *abbreviation* manuscript (NOTE: The plural is **MSS**.)

**MSN** *abbreviation* Microsoft Network

**mull** /mʌl/ *noun* cloth glued to the back of a book block before the cased binding is attached (NOTE: Mull is thin cotton gauze which has been stiffened by being dipped in size.)

**mullen** /'mʌlən/ *noun* the bursting strength of paper

**mullen burst tester** /'mʌlən bɜːst ,testə/ *noun* an instrument for testing the burst strength of paper, in which a sample of paper is placed over a diaphragm which is inflated until the paper bursts

**multi-** /mʌlti/ *prefix* used to form adjectives describing things which have many parts

**multicasting** /'mʌltɪkɑːstɪŋ/ *noun* the process of sending data across a network to several recipients simultaneously

**multicolour** /,mʌlti'kɒlə/ *adjective* with several colours

**multicolumn layout** /,mʌltɪkɒləm 'leɪaʊt/ *noun* a page layout with several columns, used especially in newspapers and magazines



**multi-disk reader** /,mʌltɪ dɪsk 'ri:də/ *noun* a device that can take in data from different sizes and formats of disk

**multilingual** /,mʌlti'liŋgwəl/ *adjective* using several languages ○ *a multilingual dictionary of technical terms*

**Multilith** /'mʌltɪlɪθ/ a trade name for a small offset printing press

**multimedia** /,mʌlti'mi:diə/ *noun* programs, software and hardware capable of using a wide variety of media such as film, video and music as well as text and numbers

**multinational** /,mʌlti'næʃ(ə)nəl/ *noun* a company that has branches or subsidiary companies in several countries ○ *The company has been bought by one of the big multinationals.*

**multi-part stationery** /,mʌltɪ pɑ:t 'steɪʃ(ə)nəri/ *noun* continuous stationery with two or more sheets together

**multiplex** /'mʌltɪpleks/ *verb* to combine several messages in the same transmission medium

**multiplexing** /'mʌltɪpleksɪŋ/ *noun* the combining of several messages in the same transmission medium

**multiplexor** /'mʌltɪpleksə/ *noun* a device that combines a particular number of inputs into a smaller number of outputs

**multiplication** /,mʌltɪplɪ'keɪʃ(ə)n/ *noun* a mathematical operation that adds one number to itself a number of times

**multiplication sign** /,mʌltɪplɪ 'keɪʃ(ə)n saɪn/ *noun* a printed or written sign (x) used to show that numbers are multiplied

**multi-ring binder** /'mʌltɪ rɪŋ ,baɪndə/ *noun* a type of loose-leaf binding which uses a series of metal rings

**multi-strike printer ribbon** /,mʌltɪ straɪk 'prɪntə ,kələm/ *noun* an inked ribbon in a printer that can be used more than once

**multiversity** /,mʌlti'vɜ:sɪti/ *noun* a university that has many affiliated or associated institutions such as research centres and colleges

**multivolume** /'mʌlti,vɒljʊ:m/ *adjective* published in several volumes

**mutton** /'mʌt(ə)n/ *noun* an em or width of type equivalent to 12 points, taken as the width of a capital M

**mutton rule** /'mʌt(ə)n ru:l/ *noun* an em rule

**M weight** /'em weɪt/ *noun* US the weight of one thousand sheets of paper

# N

**nap** /næp/ *noun* the surface of paper, usually referring to a rough surface

**nap roller** /'næp ,rəʊlə/ *noun* an ink roller used in lithography

**narrowband** /'nærəʊbənd/ *noun* a communication method that uses a bandwidth less than that of a voice channel

**narrow measure** /'nærəʊ ,meɜ:ə/ *noun* an act of setting an indented line

**national advertising** /,næʃ(ə)nəl 'ædvɜ:təɪzɪŋ/ *noun* advertising that covers a whole country

**National Library of Australia** /,næʃ(ə)nəl ,laɪbrəri əv ɒs'treɪliə/ *noun* the national library of Australia, in Canberra, established as an independent institution by an Act of Parliament in 1960. It was founded in 1901 as part of the Commonwealth Parliamentary Library.

**National Library of Canada** /,næʃ(ə)nəl ,laɪbrəri əv 'kænədə/ *noun* the national library of Canada, founded in Ottawa in 1953

**National Library of New Zealand** /,næʃ(ə)nəl ,laɪbrəri əv nju: 'zi:lənd/ *noun* the national library of New Zealand, in Wellington, created in 1966 by combining the collections of the General Assembly Library, the Alexander Turnbull Library and the National Library Service

**National Library of Scotland** /,næʃ(ə)nəl ,laɪbrəri əv 'skɒtlənd/ *noun* the national library of Scotland, situated in Edinburgh and founded in 1925, having as its core the much older Library of the Faculty of Advocates. It is Scotland's only copyright deposit library.

**National Library of Wales** /,næʃ(ə)nəl ,laɪbrəri əv 'weɪlz/ *noun* the national library of Wales, situated in Aberystwyth in Ceredigion and founded by royal charter in 1907. It is Wales's only copyright deposit library.

**national media** /'næʃ(ə)nəl ,mi:diə/ *noun* the nationally distributed or marketed broadcast and print products of a country, e.g. major newspapers and television programming

**national press** /,næʃ(ə)nəl 'pres/ *noun* newspapers that cover more general news and are sold in all parts of the country

**natural language processing** /,nætʃ(ə)rəl 'læŋgwɪdʒ ,prəʊsesɪŋ/ *noun* the branch of computational linguistics concerned with the use of artificial intelligence to process natural languages, as in machine translation. Abbr **NLP**

**navigable** /'nævɪgəb(ə)l/ *adjective* relating to a website that is designed to enable the user to move between or through sections by clicking on usually highlighted computer links

**navigate** /'nævɪgeɪt/ *verb* to move between the different areas of a website by using the links provided in it

**NBA** *abbreviation* Net Book Agreement

**NC** *noun* a UK qualification in a vocational subject that is roughly equivalent to a GCSE. Full form **National Certificate**

**ND** *noun* **1.** used in publishers' reports to indicate that it is not known when a book will be in stock. Full form **no date** **2.** a UK vocational qualification that is roughly equivalent to two A levels. Full form **National Diploma**

**NE** *abbreviation* new edition

**neckline** /'nek,lɑɪn/ *noun* a white line under a heading

**negative** /'negətɪv/ *noun* a developed film in which the colour tones are reversed and used to produce a positive print

**negative assembly** /,negətɪv ə 'sembli/ *noun* the process of assembling negatives ready to make a plate

**negative film** /'negətɪv fɪlm/ *noun* photographed film where the colours are reversed, from which normal prints can be made

**negative reading film** /'negətɪv ˌriːdɪŋ ˌfɪlm/ *noun* film where the colours are reversed

**negotiation** /niˌɡəʊʃi'eɪʃ(ə)n/ *noun* discussions between people who have different viewpoints in which they try to reach an agreement

**net** /net/ *adjective* relating to a final amount when everything has been deducted ◦ *a net profit* ◻ **terms strictly net** payment has to be the full price, with no discount allowed

**net assets** /,net 'æsets/ *plural noun* the value of all the property of a company after taking away what the company owes

**net book** /'net bʊk/ *noun* a book that is sold at a net price, which cannot be discounted

**Net Book Agreement** /,net 'bʊk ə ˌɡriːmənt/ *noun* formerly, the agreement between publishers and booksellers that books would be sold at an agreed price with no discounting allowed – abandoned in 1995/6. Abbr **NBA**

**net cash flow** /,net 'kæʃ ˌfləʊ/ *noun* the difference between money coming in and money going out of a firm

**net income** /net 'ɪnkʌm/ *noun* the part of a person's income which is left after taking away tax and other deductions. Also called **net salary**

**netlag** /'netlæɡ/ *noun* a temporary loss of contact between an Internet user and a server, usually caused by network delays

**net margin** /,net 'mɑːdʒɪn/ *noun* a percentage difference between received price and all costs, including overheads

**net price** /,net 'prɪs/ *noun* a price which cannot be reduced by a discount when sold retail

**net profit** /,net 'prɒfɪt/ *noun* a result where income from sales is more than all expenditure plus overheads

**net receipts** /,net rɪ'sɪpts/ *plural noun* receipts after deducting things such as commission, tax or discounts

**net salary** /,net 'sæləri/ *noun* same as **net income**

**net sales** /,net 'seɪlz/ *plural noun* sales less damaged or returned items

**net terms** /,net 'tɜːmz/ *plural noun* terms offered by a publisher to an agent or

bookseller on the basis of an agreed net price

**net weight** /,net 'weɪt/ *noun* the weight of something after the packaging has been deducted

**network** /'netwɜːk/ *noun* a large number of people, organisations or machines that work together as a system ◻ *verb* to join computers together so that they work as a system

**network architecture** /,netwɜːk 'ɑːkɪtektʃə/ *noun* the method in which a network is constructed, e.g. the layers in an OSI system

**networked system** /,netwɜːkt 'sɪstəm/ *noun* a system in which several computers are linked together so that they all draw on the same database

**networking** /'netwɜːkɪŋ/ *noun* the act of linking computers so that users can exchange information or share access to a central store of information

**network of distributors** /,netwɜːk əv dɪs'trɪbjʊtəz/ *noun* same as **distribution network**

**net worth** /,net 'wɜːθ/ *noun* same as **net assets**

**net yield** /,net 'jɪːld/ *noun* profit from investments after deduction of tax

**new edition** /,njuː ˌriːdɪʃ(ə)n/ *noun* a book that has recently been reprinted with some updating and changes

**new paragraph** /,njuː 'pærəɡrɑːf/ *noun* an editing mark to show the typesetter that the text should start a new paragraph

**new release** /,njuː rɪ'liːs/ *noun* a new book or record put on the market

**news** /njuːz/ *noun* information about things that have happened ◦ *The business news is in the central pages of the paper.* ◦ *Financial markets were shocked by the news of the devaluation.*

**news agency** /'njuːz ˌeɪdʒənsi/ *noun* an office that has reporters who write news reports which are then distributed to newspapers and television companies

**newsagent** /'njuːzeɪdʒənt/, **news dealer** *noun* a person who runs a shop selling newspapers and magazines. ◊ **CTN**

**newsboard** /'njuːzbɔːd/ *noun* grey cardboard made from waste newspapers

**news bulletin** /'njuːz ˌbʊlɪtɪn/ *noun* a report on TV or radio of the latest news

**newsgroup** /'nju:z,gru:p/ *noun* a feature of the Internet that provides free-for-all discussion forums

**newsletter** /'nju:zletə/ *noun* a brief publication issued by an organisation to its members with internal news and information

**newspaper** /'nju:zpeɪpə/ *noun* a daily or weekly publication consisting of a number of large sheets of folded cheap paper containing printed news articles and pictures

**newspaper publisher** /'nju:zpeɪpə ,pʌblɪʃə/ *noun* the owner of a newspaper

**newsprint** /'nju:zprɪnt/ *noun* cheap paper on which newspapers and magazines are printed

**newsreader** /'nju:zri:də/ *noun* a computer program that allows somebody to read and post messages to Internet newsgroups

**news release** /'nju:z rɪ,li:s/ *noun* a sheet giving information about an event which is sent to newspapers and TV and radio stations so that they can use it ○ *The PR department is preparing a news release on our merger plans.* Also called **press release**

**newsstand** /'nju:zstænd/ *noun* a small outdoor shop or kiosk selling newspapers and magazines

**news stand** /'nju:z stænd/ *noun* a small wooden shop on a pavement, for selling newspapers

**new technology** /,nju: tek'nɒlədʒi/ *noun* electronic communication machines that have been recently invented

**next to editorial** /,nekst tə ,edɪ'tɔ:riəl/, **next text** *noun* instructions from an advertiser to a magazine to place an advertisement next to editorial matter

**niche** /ni:ʃ/ *noun* an area in business which exactly fits the needs of a specialised group ○ *They found a niche in the market for their product so it sold well.*

**nick** /nɪk/ *noun* a groove across the front of the stem of a piece of type, so that the compositor can easily tell which is the front of the piece

**nickel** /'nɪk(ə)/ *noun* metal used in electroplating

**nickel electro** /'nɪk(ə)l ɪ,lektərəʊ/ *noun* an electro made of lead and a coating of nickel and copper, used for long print runs

**niger morocco** /'nɑ:dʒə mə,rɒkəʊ/ *noun* good-quality African leather, used for bindings

**night shift** /'naɪt ʃɪft/ *noun* a shift worked during the night

**nil return** /,nɪl rɪ'tɜ:n/ *noun* a report showing no sales, income or tax

**nip** /nɪp/ *noun* the area where two rolls of paper are in contact ■ *verb* to hold a book tightly when binding, so as to press out any air from between the pages

**nip and tuck folder** /,nɪp ən 'tʌk ,fəʊldə/ *noun* a folding machine in which the sheet is pushed between gripping surfaces by a blade

**nipping** /'nɪpɪŋ/ *noun* the act of pressing a sewn book so as to remove air from between the pages, before or after binding (NOTE: The US term is **smashing**.)

**nip rolls** /'nɪp rəʊlz/ *plural noun* two parallel rolls which take the paper and feed it into a folding machine

**NK** *noun* a report from a publisher, showing that a book which has been ordered was not published by them. Full form **not known**

**node** /nəʊd/ *noun* a piece of data in a database which has more than one link from it to other pieces of data

**noise** /nɔɪz/ *noun* **1.** electronic interference in an online search resulting in responses that are not useful **2.** an electronic signal present in addition to the wanted signal, resulting in noisy interference

**nominal ledger** /,nɒmɪn(ə)l 'ledʒə/ *noun* a book that records a company's income and expenditure in general

**non-** /nɒn/ *prefix* not

**nonbook** /nɒn'bʊk/ *adjective* not in the form of a book, or consisting of things other than books, e.g. as video tapes ○ *non-book media*

**nonbook materials** /nɒn'bʊk mə ,tɪəriəlz/ *plural noun* publications such as videos, maps or cassettes, which are not books

**nonbookshop outlets** /nɒn'bʊkʃɒp ,aʊtlɒts/ *plural noun* places which are not bookshops but which sell books, such as supermarkets

**nonconsumable textbook** /,nɒnkən 'sju:məb(ə)l ,tekstsbʊk/ *noun* a textbook which students should keep clean, without writing anything in it, so that it can be passed on to other students

**noncounting keyboard** /nɒn 'kaʊntɪŋ ,ki:bɔ:d/ *noun* an entry keyboard on a phototypesetter that produces a continuous output of characters on tape without hyphenation or justification instructions

**nondelivery** /,nɒndɪ'lv(ə)rɪ/ *noun* a situation where something is not delivered

**nondigital** /nɒn'dɪdʒɪt(ə)l/ *adjective* not processing, operating on, storing, transmitting, representing or displaying data in the form of numerical digits, as a digital computer does

**nondurables** /nɒn'dʒʊərəb(ə)lz/ *plural noun* goods which are used up soon after they have been bought, such as food or newspapers

**nonexclusive copyright** /nɒnɪk ,sklu:zɪv 'kɒpraɪt/ *noun* a right to use a copyrighted resource which can be extended to other people

**nonfading material** /nɒn,fəɪdɪŋ mə 'tɪəriəl/ *noun* material which will not lose its colour

**nonfiction** /nɒn'fɪkʃ(ə)n/ *noun* writings that convey factual information rather than an imaginary story

**nonimage area** /nɒn'ɪmɪdʒ ,eəriə/ *noun* the area on a lithographic plate which is not to be printed, and which does not take ink

**nonlining figures** /nɒn'laɪnɪŋ ,fɪgəz/ *plural noun* Arabic numerals with ascenders and descenders, as opposed to lining figures. Also called **nonranging figures**

**non-net** /nɒn 'net/ *adjective* not sold at a net price

COMMENT: Formerly used to refer to educational books, with low discounts, which amounted to a handling charge on orders from schools. If the booksellers wished to place educational books on their shelves to sell to the general public, they could mark up the price to give themselves a higher margin.

**nonpareil** /,nɒnpə'reɪ(ə)l/ *noun* an old type size, equivalent to the modern 6 point

**nonprinting codes** /nɒn'prɪntɪŋ kəʊdz/ *plural noun* codes that represent an action of the printer rather than a printed character

**nonprofit-making organisation** /nɒn,prɒfɪt ,meɪkɪŋ ,ɔ:gənəɪ'zeɪʃ(ə)n/ *noun* an organisation such as a charity, or some university presses, which is not allowed by law to make a profit ○ *Non-profit-making organisations are exempted*

*from tax.* (NOTE: The US term is **nonprofit corporation**.)

**nonranging figures** /nɒn,rɛɪndʒɪŋ 'fɪgəz/ *plural noun* same as **nonlining figures**

**nonreader** /nɒn'ri:də/ *noun* somebody who does not or cannot read, especially a child who has difficulty in learning to read

**nonreflective ink** /,nɒnrɪ'flektɪv ɪŋk/ *noun* ink used to print machine-readable codes and characters, such as on cheques

**nonreturnable packing** /nɒn rɪ ,tʒ:nəb(ə)l 'pækɪŋ/ *noun* packing which is to be thrown away when it has been used and not returned to the sender

**nonspecialist** /nɒn'speʃ(ə)lɪst/ *noun* a person who is not qualified or expert in a specific occupation or field of study, though perhaps having a wide range of knowledge

**nonstock** /nɒn'stɒk/ *adjective* 1. not held in stock ○ *Non-stock items have to be ordered specially and may take some time to reach the shop.* 2. not normal ○ *The book is an odd format, and we had to use a non-stock size of paper.*

**nonwoven** /nɒn'wəʊvən/ *adjective* imitation cloth made from paper pulp, treated chemically to give it strength and embossed to imitate the woven surface of cloth

**Nordsen glueing** /'nɔ:dsən ,glu:ɪŋ/ *noun* a method of adding a strip of glue at the joints of a heavy book when casing in, to give more strength

**not** /nɒt/ *noun* handmade paper pressed without metal plates, giving a very rough finish. Compare **hot-pressed paper**

**notched binding** /'nɒtʃt ,baɪndɪŋ/, **notch binding** *noun* a perfect binding process, where notches are cut into the spine of the folded untrimmed pages, helping the glue to penetrate and hold the sections together when the cover is glued in place. Also called **slotted binding**

**note** /nəʊt/ *noun* a piece of additional information in a catalogue or bibliography

■ *verb* to write down details of something and remember them ○ *We note that the goods were delivered in bad condition.* ○ *Your order has been noted and will be dispatched as soon as we have stock.* ○ *Your complaint has been noted.*

**notebook** /'nəʊtbʊk/ *noun* a book for writing notes in

**notepaper** /'nəʊtpeɪpə/ *noun* good-quality paper for letters

**notice** /'nəʊtɪs/ *noun* a written announcement displayed so that everyone can read it

**noticeboard** /'nəʊtɪsbɔ:d/ *noun* a board fixed to a wall so that information can be displayed for people to read

**novel** /'nɒv(ə)l/ *noun* a long fiction narrative story

**novelist** /'nɒv(ə)lɪst/ *noun* a writer of novels

**novella** /nə'velə/, **novelle** /,nɒvə'let/ *noun* a short novel

**n.p.** *abbreviation* **1.** new paragraph **2.** no place of publication **3.** no price **4.** no printer's name

**NUJ** *noun* a British trade union with members working in newspaper and book publishing; also in radio and TV. Full form **National Union of Journalists**

**number** /'nʌmbə/ *verb* to place the call number or the charging symbol on or in a book ■ *noun* a symbol representing quantity, e.g. 1, 20, 64, 103 (NOTE: It is also

written **no.:** *no.* 15. The plural is **nos.:** *nos.* 2–20.)

**numbered edition** /'nʌmbəd ɪ ,dɪf(ə)n/ *noun* a limited edition where each copy has a number written in it

**numeracy** /'nju:m(ə)rəsi/ *noun* competence in the mathematical skills needed to cope with everyday life and an understanding of information presented mathematically, e.g. in graphs or tables

**numeral** /'nju:m(ə)rəl/ *noun* a number in typesetting or writing

**numerical order** /nju:,merɪk(ə)l 'ɔ:də/ *noun* arrangement by numbers

**numeric data** /nju:,merɪk 'deɪtə/ *noun* data in the form of figures

**numeric keypad** /nju:,merɪk 'ki:pæd/ *noun* part of a computer keyboard which is a programmable set of numbered keys

**NYO** *abbreviation* not yet out

**NYP** *noun* a publisher's report to a bookseller who has tried to order a book that has not been published. Full form **not yet published**

# O

**obelisk** /'ɒbəlɪsk/ *noun* a printing sign (†) used after the name of a person to show that he or she has died, and also used as a reference mark

**obelus** /'ɒbələs/ *noun* a printed mark (†) used in modern editions of ancient manuscripts to indicate that the passage marked is thought not to be genuine

**obit** /'əʊbɪt/, **obituary** /ə'bɪtʃuəri/ *noun* an article in a newspaper about the life and work of a person who has recently died

**oblique** /ə'bli:k/ *adjective* **1.** indirect and difficult to understand **2.** sloping at an angle to the right

**oblique roman** /ə'bli:k 'rəʊmən/ *noun* roman characters which slant to the right and look like italic

**oblique shading** /ə'bli:k 'ʃeɪdɪŋ/ *noun* shading of the thick curved lines in old-face type, where the shading runs round the top and bottom of curved letters, as opposed to the vertical shading used in modern faces

**oblique stroke** /ə'bli:k strəʊk/ *noun* a line sloping to the right (/)

**obliterate** /ə'blɪtəreɪt/ *verb* to erase or cover a piece of printing

**obscene** /əb'si:n/ *adjective* shocking or offensive, usually because of pictures or references to naked people, sexual acts or bodily functions

**obscene publication** /əb'si:n ˌpʌblɪ 'keɪʃ(ə)n/ *noun* a book, film or any publication which offends against an accepted standard of decency

**obscenity** /əb'senɪti/ *noun* **1.** the fact of being obscene **2.** something which is obscene, e.g. a swear word

**obscenity laws** /əb'senɪti lɔ:z/ *plural noun* laws which define what constitutes obscenity and set out penalties for producing obscene material

**occasional publication** /ə ,keɪz(ə)n(ə)l ˌpʌblɪ'keɪʃ(ə)n/ *noun* a document that does not appear on a regular basis

**OCR** *abbreviation* **1.** optical character reader **2.** optical character recognition

**OCR font** /,əʊ si: 'ɑ: fɒnt/ *noun* a character design that can be easily read using an optical character reader

COMMENT: There are two OCR fonts in common use: OCR-A, which is easy for scanners to read, and OCR-B, which is easier for people to read than the OCR-A font. OCR techniques are extremely useful in computerising data which has been typeset but not computerised, allowing for example an old specialised dictionary to be converted to computer tape, or allowing direct input of typewritten pages from an author: they are read by a computer and are typeset without rekeying.

**octavo** /ɒk'tɑ:vəʊ/ *noun* a page made when a sheet of paper is folded three times, giving a 16-page section. Also called **eightvo**. Abbr **8vo**

**octodecimo** /,ɒktəʊ'desɪməʊ/ *noun* a book size of about 10 x 16 cm/4 x 4 ¼ in, or a book of this size. Abbr **18mo**

**oddment** /'ɒdmənt/ *noun* a section of pages shorter than the normal signature which has to be printed separately to make up the full extent of a book, because the book does not make an even working

**odd number** /,ɒd 'nʌmbə/ *noun* a number which cannot be divided by two to give a whole number *o 5 and 7 are odd numbers.*

**odd pages** /,ɒd 'peɪdʒɪz/ *plural noun* pages with odd numbers

**odd sorts** /'ɒd sɔ:ts/ *plural noun* special characters which are not normally required, such as mathematical symbols or foreign accents

**odour-free ink** /,əʊdə fri: 'ɪŋk/ *noun* ink used to print on food packaging, which

has no smell and which cannot harm the contents of the package

**OEM** *abbreviation* original equipment manufacturer

**off-centre** /ɒf 'sentə/ *adjective* not in the centre of a page or line ○ *The map is slightly off-centre.*

**offcut** /'ɒfkʌt/ *noun* a piece of scrap paper left over when a sheet is trimmed to size

**offer** /'ɒfə/ *noun* **1.** a statement that you are willing to pay a certain amount of money to buy something ○ *His agent is considering two offers from publishers.* **2.** a statement that you are willing to sell something ■ *verb* to say that you are willing to pay a particular amount of money for something ○ *The American publisher offered \$50,000 for the paperback rights.*

**offer for sale** /,ɒfə fə 'seɪl/ *noun* a situation where a company advertises itself for sale

**Office of Fair Trading** /,ɒfɪs əv feə 'treɪdɪŋ/ *noun* a government department which protects consumers against unfair or illegal business. Abbr **OFT**

**office supplies** /'ɒfɪs sə'plaɪz/ *plural noun* goods needed to run an office such as paper, pens and typewriters

**officialese** /ə'fɪʃə'li:z/ *noun* unclear, pedantic and verbose language considered characteristic of official documents

**official publication** /ə'fɪʃ(ə)l ,pʌblɪ 'keɪʃ(ə)n/ *noun* a document produced and published by official bodies, often kept by libraries as reference material

**official return** /ə'fɪʃ(ə)l rɪ'tʌ:n/ *noun* an official report

**off its feet** /,ɒf its 'fi:t/ *adjective* referring to type which is not set straight on the base line

**offline** /ɒf'laɪn/ *adjective* relating to a processor, printer or terminal that is disconnected from the network or central computer, usually temporarily ○ *Before changing the paper in the printer, switch it offline.*

**offline newsreader** /,ɒflaɪn 'nju:zrɪ:də/ *noun* a piece of software that allows a user to read newsgroup articles when the computer is not connected to the Internet

**offline printing** /,ɒflaɪn 'prɪntɪŋ/ *noun* a printout operation that is not supervised by a computer

**offline processing** /,ɒflaɪn 'prəʊsesɪŋ/ *noun* processing by devices not under the control of a central computer (NOTE: The opposite is **online processing**.)

**offprint** /'ɒfprɪnt/ *noun* an extra printing of copies of a section of a journal, run on from the main printing and sold separately. Also called **separate**

**offset** /ɒf'set/ *verb* **1.** to print an image by offset lithography ○ *The image is offset onto the paper.* **2.** to reproduce a book in a new edition by photographing a good copy of the previous edition **3.** to balance one thing against another so that they cancel each other out ○ *to offset losses against tax* ○ *Foreign exchange losses more than offset profits in the domestic market.*

**offset blanket** /'ɒfset ,blæŋkɪt/ *noun* a rubber sheet round a cylinder, to which the ink is transferred from the printing plate before being printed onto the paper

**offset cartridge** /'ɒfset ,kɑ:trɪdʒ/ *noun* paper of inferior quality to ordinary cartridge, made on a twin-wire machine and so smooth on both sides, used in offset printing

**offset cylinder** /'ɒfset ,sɪlɪndə/ *noun* same as **blanket cylinder**

**offset lithography** /,ɒfset lɪ'θɒgrəfi/ *noun* a printing process used for printing books, where the ink sticks to image areas on the plate and is transferred to an offset cylinder from which it is printed onto the paper

**offset paper** /'ɒfset ,peɪpə/ *noun* special paper for printing offset

**offset plate** /'ɒfset pleɪt/ *noun* a plate from which offset printing is carried out

**offset printing** /'ɒfset ,prɪntɪŋ/ *noun* a printing method that transfers the ink image to the paper via a second cylinder

**off-the-job training** /,ɒf ðə dʒɒb 'treɪnɪŋ/ *noun* training given to employees away from their place of work, i.e. at a college

**oiled paper** /,ɔɪld 'peɪpə/ *noun* paper soaked in an oil such as linseed oil, used for wrapping

**OKWC** *noun* an instruction from the editor to the typesetter to make corrections as indicated and then the text will be ready for press. Full form **OK with corrections**

**Old English** /,əʊld 'ɪŋɡlɪʃ/ *noun* a black letter typeface as used in England



**old face** /'əʊld feɪs/ *noun* one of the first roman typefaces such as Bembo or Caslon, with oblique shading and which does not have much difference between fat and thin strokes

**old style face** /,əʊld stɑɪl 'feɪs/ *noun* a typeface such as Caslon or Baskerville, with distinct serifs, derived from Classical Roman lettering

COMMENT: Some old style faces are still widely used; Garamond, for example, is used especially for newspaper or magazine work.

**old style figures** /,əʊld stɑɪl 'fɪgəz/ *plural noun* Arabic figures in some typefaces such as Bembo or Caslon, where the 3, 4, 5, 7 and 9 go below the base line and the 6 and 8 go up to cap height

**omission** /əʊ'mɪʃ(ə)n/ *noun* something that has been omitted

**omit** /əʊ'mɪt/ *verb* **1.** to leave something out or not put something in **2.** to fail to do something ○ *He omitted to order enough paper for the required print run.*

**omnibus** /'ɒmnɪbəs/ *noun* a collection of stories or articles by one or more authors bound into one book

**omnibus agreement** /'ɒmnɪbəs ə ,ɡri:mənt/ *noun* an agreement that covers many different items

**omnibus edition** /'ɒmnɪbəs ɪ,dɪʃ(ə)n/ *noun* an edition of a series of books or short stories in one volume

**OMR** *abbreviation* **1.** optical mark reader **2.** optical mark recognition

**oncosts** /'ɒnkɒsts/ *plural noun* amounts spent in producing a product which do not rise with the quantity of the product made

**on-demand publishing** /,ɒn dɪ 'mɑ:nd ,pʌblɪʃɪŋ/ *noun* a system of printing books as the demand arises, usually in very small quantities, as opposed to keeping larger quantities of books in stock

**one-off** /,wʌn 'ɒf/ *adjective* done or made only once ○ *The new novel is a one-off item on their list.*

**one-shot binding** /,wʌn ʃɒt 'baɪndɪŋ/ *noun* adhesive binding using hot melt glue only. ◊ **two-shot binding**

**one-shot periodical rights** /,wʌn ʃɒt ,pɪərɪ'ɒdɪk(ə)l ,raɪts/ *plural noun* the right to reprint part of a text in a single edition of a magazine or newspaper

**one-sided** /,wʌn 'saɪdɪd/ *adjective* **1.** favouring one side and not the other in a

negotiation ○ *a one-sided agreement* **2.** printed on one side of a sheet only

**one-sided art paper** /,wʌn ,saɪdɪd 'ɑ:t ,peɪpə/ *noun* paper that is coated on one side only, used for jackets

**one-up** /,wʌn 'ʌp/ *adverb* printed with one copy of the book at a time. Compare **two-up**

**onion skin paper** /'ʌnʃən skɪn ,peɪpə/ *noun* very thin paper made transparent by beating, used for airmail paper

**online** /'ɒnlaɪn/ *adjective* **1.** connected to a mainframe computer often by a remote terminal ○ *The sales office is online to the warehouse.* ○ *We get our data online from the stock control department.* **2.** relating to data or information that is available when a terminal is connected to a central computer via a modem

**online editing** /,ɒnlaɪn 'edɪtɪŋ/ *noun* text editing by an editor or sub-editor on a terminal linked directly to the main computer

**online information retrieval** /,ɒnlaɪn ,ɪnfə'meɪʃ(ə)n rɪ'tri:vəl/ *noun* a system that allows an operator of an online terminal to access, search and display data held in a main computer

**online processing** /,ɒnlaɪn 'prəʊsesɪŋ/ *noun* processing by devices connected to and under the control of the central computer, in which the user remains in contact with the central computer while the processing is being carried out

**online storage** /,ɒnlaɪn 'stɔ:ɹɪdʒ/ *noun* data stored on a computer

**online system** /,ɒnlaɪn 'sɪstəm/ *noun* a computer system that allows users who are online to transmit and receive information

**online transaction processing** /,ɒnlaɪn træn'zækʃən ,prəʊsesɪŋ/ *noun* interactive processing in which a user enters commands and data on a terminal that is linked to a central computer, with results being displayed on-screen

**on-screen** /,ɒn 'skri:n/ *adjective, adverb* with information being displayed on a screen ○ *The text is edited on-screen.*

**on-the-fly** /,ɒn ðə 'flaɪ/ *adverb* printing or outputting images as they are being processed

**on-the-job training** /,ɒn ðə dʒɒb 'treɪnɪŋ/ *noun* training given to employees at their place of work

**OO** *noun* a publisher's report to a bookseller, informing them that a book they have ordered is on order by the publisher. Full form **on order**

**OP** *abbreviation* out of print

**opacity** /əʊ'pæsɪti/ *noun* the quality of not allowing light through

**opaque** /ə'peɪk/ *adjective* difficult to see through or understand ■ *verb* to remove spots, blemishes or other parts of a negative which are to be cut out from a plate, by painting over them with an opaque ink ■ *noun* ink used to cover up parts of a film

COMMENT: Mechanical pulp will produce opaque paper; if woodpulp is chemically treated or beaten to increase its strength, it will lose opacity, and if beaten long enough will become semi-transparent (like tracing paper). Printing opacity of paper is usually measured with an opacimeter. The measurement essentially involves finding the ratio of light reflected by one sheet of paper to that reflected by a thick pile of the same paper.

**open** /'əʊpən/ *adjective* **1.** at work or not closed ○ *Some bookshops are open on Sundays.* **2.** with the pages visible or not closed **3.** ready to accept something ○ *open to offers* ■ *verb* □ **to open inverted commas** to indicate the beginning of a quotation

**open access** /,əʊpən 'æksɛs/ *noun* a system of organising a collection of information where users can find what they want for themselves ○ *People have open access to the books in a public library.*

**open back binding** /'əʊpən bæk ,baɪndɪŋ/ *noun* same as **hollow back binding**

**open-ended** /,əʊpən 'endɪd/, **open-end** /,əʊpən 'end/ *adjective* with no fixed limit or with some items not specified

**open-flat** /,əʊpən 'flæt/ *adjective* relating to a book which lies flat when opened

**opening** /'əʊp(ə)nɪŋ/ *noun* **1.** pages of a book which face each other **2.** the beginning part of a text **3.** the act of starting a business ■ *adjective* first or at the beginning

**opening balance** /'əʊp(ə)nɪŋ ,bæləns/ *noun* the balance at the beginning of an accounting period

**opening bid** /,əʊp(ə)nɪŋ 'bɪd/ *noun* the first offer for something

**opening stock** /,əʊp(ə)nɪŋ 'stɒk/ *noun* stock held at the beginning of an accounting period

**open market** /,əʊpən 'mɑ:kɪt/ *noun* a market in which two publishers agree that both can sell the same book

**Open Prepress Interface** /,əʊpən pri 'pres ,ɪntəfeɪs/ *noun* a data transfer protocol which allows image files to be 'replaced' with low-res versions in a layout and then retrieved when printing, to avoid the problems associated with transferring large amounts of data. Abbr **OPI**

**open-source** /,əʊpən 'sɔ:ɪs/ *adjective* relating to software or information that is free to be accessed, distributed, copied and used by any person without licensing or copyright restrictions

**Open System Interconnection** /,əʊpən ,sɪstəm ,ɪntəkə'nekʃ(ə)n/ *noun* a standardised ISO network which is constructed in layer form, with each layer having a specific task, allowing different systems to communicate if they conform to the standard. Abbr **OSI**

**open to offers** /,əʊpən tə 'ɒfəz/ *adjective* ready to accept a reasonable offer

**OpenType** /'əʊpəntaɪp/ a trade name for a font file format that can be used across applications and platforms

**open up** /,əʊpən 'ʌp/ *verb* □ **to open up new markets** to work to start business in markets where such business has not been done before

**OpenURL** /,əʊpən ju: ɑ:r 'eɪ/ *noun* a computer language which identifies the person trying to access a document online and uses metadata to take them to the most appropriate format or version of that document

**operate** /'ɒpəreɪt/ *verb* to work or make something work

**operating** /'ɒpəreɪtɪŋ/ *noun* the general running of a business or of a machine

**operating costs** /'ɒpəreɪtɪŋ 'kɒsts/ *plural noun* same as **running costs**

**operating manual** /'ɒpəreɪtɪŋ ,mænjuəl/ *noun* a book showing how to operate a machine

**operating profit** /'ɒpəreɪtɪŋ ,prɒfɪt/, **operating loss** /'ɒpəreɪtɪŋ lɒs/ *noun* a profit or loss made by a company in its usual business

**operating system** /'ɒpəreɪtɪŋ ,sɪstəm/ *noun* basic software which controls the running of a computer

**operation** /,ɒpə'reɪʃ(ə)n/ *noun* the organisation and work in a business

**operations review** /,ɒpəreɪf(ə)nɪz rɪ 'vjuː/ *noun* an examination of the way in which a company or department works to see how it can be made more efficient and profitable

**operative** /'ɒp(ə)rətɪv/ *noun* a person who operates a machine which makes a product

**operator** /'ɒpəreɪtə/ *noun* a mathematical symbol, term or other entity that performs or describes an operation, e.g. a multiplication or subtraction sign

**OPI** *abbreviation* Open Prepress Interface

**opinion** /ə'pɪnjən/ *noun* a belief, view or judgement

**OPP** /,ɒp piː 'piː/ *noun* the film usually used for laminating book covers. Full form

**oriented polypropylene**

**opposite page** /,ɒpəzɪt 'peɪdʒ/ *noun* the other page of a double page spread

**optical** /'ɒptɪk(ə)l/ *adjective* **1.** relating to or making use of light ○ *An optical reader uses a light beam to scan characters or patterns or lines.* **2.** relating to the eyes

**optical bar reader** /,ɒptɪk(ə)l 'bɑː ,rɪːdə/ *noun* an optical device that reads data from a barcode. Also called **optical wand**

**optical brightener** /'ɒptɪk(ə)l ,braɪt(ə)nə/ *noun* fluorescent dye added to paper pulp to make it white

**optical centre** /,ɒptɪk(ə)l 'sentə/ *noun* the centre of a page, design or line of type as it appears to the eye, slightly higher than the actual centre

**optical centring** /,ɒptɪk(ə)l 'sentərɪŋ/ *noun* the act of making a text look as though it is centred, when in fact it is not

**optical character reader** /,ɒptɪk(ə)l 'kærɪktə ,rɪːdə/ *noun* a device that scans printed or written characters, recognises them and converts them into machine-readable codes for processing in a computer. Abbr **OCR**

**optical character recognition** /,ɒptɪk(ə)l 'kærɪktə ,rekəgnɪf(ə)n/ *noun* a technique for machine reading which uses special forms of type. Abbr **OCR**

**optical disk** /'ɒptɪk(ə)l dɪsk/ *noun* a rigid computer storage disk with data stored as tiny pits in the plastic coating, readable by laser beam

**optical font** /'ɒptɪk(ə)l frɒnt/ *noun* a character design that can be easily read using an OCR reader

**optical letter spacing** /,ɒptɪk(ə)l 'letə ,speɪsɪŋ/ *noun* the method of allowing variable spacing between different letters, so as to look as if the spacing is standard. Also called **optical spacing**

**optically** /'ɒptɪk(ə)li/ *adverb* using an optical device ○ *The text is scanned optically.*

**optical mark reader** /,ɒptɪk(ə)l 'mɑːk ,rɪːdə/ *noun* a device that can recognise marks or lines on a special form such as an order form or a questionnaire, and inputs them into a computer. Abbr **OMR**

**optical mark recognition** /,ɒptɪk(ə)l 'mɑːk ,rekəgnɪf(ə)n/ *noun* a process that allows certain marks or lines on special forms to be recognised by an optical mark reader, and input into a computer. Abbr **OMR**

**optical scanner** /,ɒptɪk(ə)l 'skænə/ *noun* a piece of equipment that converts an image into electrical signals which can be stored in and displayed on a computer

**optical spacing** /,ɒptɪk(ə)l 'speɪsɪŋ/ *noun* same as **optical letter spacing**

**optical storage** /,ɒptɪk(ə)l 'stɔːrɪdʒ/ *noun* data storage using visual mediums such as microfiche or optical disk

**optical wand** /'ɒptɪk(ə)l wɒnd/ *noun* same as **optical bar reader**

**option** /'ɒpʃən/ *noun* **1.** something that can be chosen □ **to grant someone a six-month option on a book** to allow somebody six months to decide if they want to be the agent or if they want to manufacture the book in their territory **2.** freedom to choose something

**option clause** /'ɒpʃən kləʊz/ *noun* a clause in an agreement between a publisher and an author which states that the author must offer the publisher his or her next work for publication

**option to purchase** /,ɒpʃən tə 'pɜːtʃɪs/, **option to sell** /,ɒpʃən tə 'sel/ *noun* a choice given to somebody to buy or sell something within a period of time

**order** /'ɔːdə/ *verb* **1.** to arrange things according to a system **2.** to ask for something to be brought or sent to you which you will then pay for ■ *noun* □ **items available to order only** items which will be manufactured only if somebody orders them □ **on order** ordered but not delivered ○ *This item is out of stock, but is on order.* Abbr **OO**

**order book** /'ɔ:də bʊk/ *noun* a record of orders

**order fulfilment** /'ɔ:də fʊl,fɪlmənt/ *noun* the supplying of items that have been ordered

**order picking** /'ɔ:də ˌpɪkɪŋ/ *noun* the act of collecting various items in a warehouse to make up an order to be sent to a customer

**organisation chart** /,ɔ:ɡənəɪ'zeɪʃ(ə)n tʃɑ:t/ *noun* a diagram showing how a company or an office is organised

**orientation** /,ɔ:riən'teɪʃ(ə)n/ *noun* **1.** a measurement of the 'slant' of a character in a typeface, e.g. normal or italic **2.** the direction of a page, either landscape (long edge horizontal) or portrait (long edge vertical) **3.** information or training that is necessary in order to understand a new subject, job, activity or situation

**oriented polypropylene** /,ɔ:riəntɪd ˌpɒliˌprəʊpəli:n/ *noun* full form of **OPP**

**origin** /'ɒrɪdʒɪn/ *noun* **1.** the place or time of the beginning of something **2.** a country, place or social class of a person's parents or ancestors

**original** /ə'ɒrɪdʒən(ə)/ *noun* **1.** the first document from which copies have been made **2.** a piece of writing or music that is genuine and not a copy ■ *adjective* relating to something that was used or made first ○ *They sent a copy of the original invoice.* ○ *He kept the original receipt for reference.*

**original equipment manufacturer** /ə'ɒrɪdʒən(ə)l ɪ,kwɪpmənt ˌmænjʊ 'fæktʃərə/ *noun* a type of company which customises computers for a particular application. Abbr **OEM**

**originate** /ə'ɒrɪdʒɪneɪt/ *verb* to start or come from ○ *The book was originated by a packager.* ○ *The data originated from the new computer.*

**origination** /ə'ɒrɪdʒɪneɪʃ(ə)n/ *noun* the work involved in creating something, e.g. preparing a book from a manuscript right through to camera-ready copy or film ○ *The origination of the artwork will take several weeks.*

**ornament** /'ɔ:nəmənt/ *noun* something added to make a thing look more attractive

**ornamented typeface** /,ɔ:nəməntɪd 'taɪpfeɪs/ *noun* a typeface where the letters have extra decoration

**ornithological atlas** /,ɔ:nɪθɒlədʒɪk(ə)l ˈætɫəs/ *noun* an atlas

showing maps of where particular birds breed

**orphan** /'ɔ:f(ə)n/ *noun* the first line of a paragraph when it is printed by itself at the bottom of a column or page (NOTE: Another term for this is **club line**.)

**orthochromatic film** /,ɔ:θəʊkrəʊmætɪk 'fɪlm/ *noun* film which is sensitive to colours other than red

**orthography** /ɔ:'θɒɡrəfi/ *noun* correct spelling

**OS** *abbreviation* out of stock

**oscillator rollers** /'ɒsɪleɪtə ˌrɒləz/ *plural noun* rollers which control the amount of ink being passed onto the impression cylinder

**OSI** *abbreviation* Open System Interconnection

**out** /aʊt/ *adverb* published ○ *The book came out last week.* ○ *We can't get the new cookery book out in time for Christmas.* ■ *noun* an omission of part of the text when composing

**outdent** /aʊt'dent/ *verb* to move part of a line of text into the margin (NOTE: The opposite is **indent**.)

**outer** /'aʊtə/ *adjective* nearer to the outside, as opposed to something inside ■ *noun* the imposed first and last pages of a book

**outer forme** /,aʊtə 'fɔ:m/ *noun* a forme which carries one side of the sheet, including the first and last pages

**outer margin** /,aʊtə 'mɑ:dʒɪn/ *noun* the margin on the foreedge of a page

**out-house** /,aʊt 'haʊs/ *adjective, adverb* working outside a company's buildings ○ *the out-house staff* ○ *We do all our data processing out-house.*

**outlet** /'aʊtlət/ *noun* the market for a product, shop or organisation which sells commodities

**outline** /'aʊtlaɪn/ *noun* **1.** the edge round an image **2.** a rough draft or summary ■ *verb* to describe the main features of something

**outline font** /'aʊt(ə)laɪn fɒnt/ *noun* a printer or display font stored as a set of outlines that mathematically describe the shape of each character

**outline halftones** /'aʊtlaɪn ˌhɑ:ftəʊnz/ *plural noun* halftones where the background has been removed, leaving the foreground as a kind of silhouette

**outline letter** /'aʊtlaɪn ,letə/ *noun* a letter printed as lines round the edge of the letter shape, used for display purposes

**out of alignment** /,aʊt əv ə'lɑɪnmənt/ *adjective* not aligned correctly

**out of date** /,aʊt əv 'deɪt/ *adjective* no longer in general use or past the date for legal use ○ *Their computer system is years out of date.* ○ *They are still using out-of-date equipment.*

**out of focus** /,aʊt əv 'fəʊkəs/ *adjective* blurred because the camera has not been focused correctly

**out of print** /,aʊt əv 'prɪnt/ *adjective* relating to a book of which the publisher has no copies left and which is not going to be reprinted. Abbr **OP** □ **the book is out of print** the book is no longer available from the publisher □ **to put a book out of print** to decide not to reprint a book

**out of register** /,aʊt əv 'redʒɪstə/ *adjective* with two printing plates incorrectly aligned, so giving a blurred image

**out of square** /,aʊt əv 'skweə/ *adjective* not cut at right angles

**out of stock** /,aʊt əv 'stɒk/ *adjective* relating to a publication of which the supplier or retailer has no copies at present. Abbr **OS**

**out of work** /,aʊt əv 'wɜ:k/ *adjective* with no job ○ *The recession has put millions out of work.* ○ *The company was set up by three out-of-work engineers.*

**output** /'aʊtpʊt/ *noun* the amount that a person, organisation or machine produces ■ *verb* to print work done on a computer

**output bonus** /'aʊtpʊt ,bəʊnəs/ *noun* an extra payment for increased production

**output device** /'aʊtpʊt dɪˌvaɪs/ *noun* a device such as a monitor or printer, which allows information in a computer to be displayed to the user. Compare **input device**

**output resolution** /'aʊtpʊt ,rezɔ:lʊ:ʃ(ə)n/ *noun* the number of separate image points that a device is physically able to write

**outputs** /'aʊtpʊts/ *plural noun* goods or services sold

**output tax** /'aʊtpʊt tæks/ *noun* VAT charged by a company on goods or services sold

**outright** /,aʊt'reɪt/ *adverb, adjective* completely □ **outright sale of a copyright** sale of a copyright by an author to a

publisher for a lump sum, with no royalty payable afterwards

**outsert** /'aʊtsɜ:t/ *noun* **1.** a four-page section wrapped round a printed signature **2.** a leaflet or other promotional material sent outside a magazine which is mailed

**outside** /'aʊtsaɪd/ *adjective, adverb* **1.** near the edge of a page **2.** not in a company's office or building

**outside director** /,aʊtsaɪd daɪ'rektə/ *noun* a director who is not employed by the company

**outside front cover** /,aʊtsaɪd frʌnt 'kʌvə/, **outside back cover** *noun* the two covers of a magazine

**outside line** /,aʊtsaɪd 'laɪn/ *noun* a line from an internal office telephone system to the main telephone exchange

**outside margin** /,aʊtsaɪd 'mɑ:dʒɪn/ *noun* the margin at the edge of a page, as opposed to the gutter

**outside reader** /,aʊtsaɪd 'ri:də/ *noun* a reader employed by a publisher on a fee basis to read manuscripts and comment on them

**outside sorts** /'aʊtsaɪd sɔ:ts/ *plural noun* characters which are not frequently used such as accents, which are kept in the outside compartments of a case

**outside worker** /'aʊtsaɪd ,wɜ:kə/ *noun* an employee who does not work in a company's offices

**outsource** /'aʊtsɔ:s/ *verb* to send work out to be done by freelance workers outside the company or organisation

**outstanding** /aʊt'stændɪŋ/ *adjective* **1.** excellent **2.** still to be done or completed ○ *Outstanding invoices must be paid by the end of the year.*

**outstanding debts** /aʊt'stændɪŋ 'detz/ *plural noun* debts which are waiting to be paid

**outstanding orders** /aʊt'stændɪŋ 'ɔ:dəz/ *plural noun* orders received but not yet supplied

**out tray** /'aʊt treɪ/ *noun* a basket on a desk for letters or memos which have been dealt with and are ready to be dispatched

**outturn sheets** /'aʊtɜ:n ʃi:ts/, **outturns** *plural noun* **1.** sample sheets of paper taken from a shipment for approval by the purchaser **2.** specimen printed sheets of a book sent to the publisher for confirmation

**outwork** /'aʊtwɜ:k/ *noun* **1.** work that a company pays somebody to do at home **2.**

specialist work which a printer subcontracts to another company, such as making up boxed sets or special typesetting

**outworker** /'aʊtwɜ:kə/ *noun* a person who works at home for a company

**over-** /əʊvəl/ *prefix* more than

**overcapacity** /,əʊvəkə'pæsɪti/ *noun* the unused production capacity of something

**overcasting** /,əʊvə'kɑ:stɪŋ/ *noun* a method of attaching leaves together to form a section which can be bound, used especially for the first and last sections. Also called **oversewing**, **whipstitching**

**overcharge** /,əʊvə'tʃɑ:dʒ/ *verb* to ask for more money than is reasonable for a product or service ■ *noun* a charge that is higher than it should be ○ *to pay back an overcharge*

**overdue** /,əʊvə'dju:/ *adjective* past the due date ○ *overdue library books*

**overestimate** /,əʊvə'restɪmeɪt/ *verb* to think something is larger or better than it really is ○ *He overestimated the amount of time needed to fit out the factory.* ○ *I think she is a very overestimated writer.*

**overexpose** /,əʊvə'riks'pəʊz/ *verb* to expose film for too long a time, so that it is too pale

**overexposure** /,əʊvə'riks'pəʊzəl/ *noun* exposure of a film for too long a time, so that the image is too pale

**overfold** /'əʊvə'fəʊld/ *noun* paper which sticks out from the rest of the folded sheets, because the folding machine is off centre (NOTE: The opposite (i.e. the paper which does not reach the edge of the other leaves) is **underfold**.)

**overhead budget** /,əʊvəhed 'bʌdʒɪt/ *noun* a plan of probable overhead costs

**overheads** /'əʊvəhedz/ *plural noun* the indirect costs of the day-to-day running of a business, i.e. not money spent of producing goods, but money spent on such things as renting or maintaining buildings and machinery

**overink** /,əʊvə'ɪŋk/ *verb* to cover in too much ink so that the printing image is unclear

**overinking** /,əʊvə'ɪŋkɪŋ/ *noun* using too much ink when printing ○ *Overinking makes the pages too dark.*

**overlap** /'əʊvələp/ *verb* to stick out beyond the edge of the boards, so that it can be tucked in and glued

**overlapping cover** /,əʊvələpɪŋ 'kʌvə/ *noun* a paper cover which is not cut flush, but projects beyond the text pages

**overlay** *noun* /'əʊvəleɪ/ a transparent sheet used with overhead transparencies to add information at a specific time and place ■ *verb* /,əʊvə'leɪ/ to change the height of type and blocks in letterpress printing, so as to alter the darkness of the printed text

**overlay proof** /'əʊvəleɪ pru:f/ *noun* a proof composed of several transparent sheets layered together, each showing one colour to be printed

**overleaf** /,əʊvə'lɪf/ *adverb* on the next page ○ *See the chart overleaf.*

**overmanning** /,əʊvə'mæŋɪŋ/ *noun* the state of having more employees than are needed to do a company's work ○ *to aim to reduce overmanning*

**overmatter** /'əʊvəmætə/ *noun* text which has been set into galley proofs, and which is too long for the space allowed and so is discarded, frequently found in newspapers and magazine work. Also called **overset**

**overprint** /,əʊvə'prɪnt/ *verb* to add further text on sheets which have already been printed ○ *The catalogue is overprinted with the bookseller's address.*

**overrun** /'əʊvəʀʌn/ *noun* **1.** an act of taking text over to another line because of additions **2.** an act of remaking a line or lines of print, because of deletions or additions at proof stage **3.** the making of more paper than has been ordered (NOTE: The opposite is **underrun**.) **4.** the printing of more sheets than specified (NOTE: The opposite is **underrun**.) ■ *verb* **1.** to be longer than anticipated ○ *The text has overrun by two pages.* **2.** to print more sheets than are required, in case any are faulty

**overs** /'əʊvəz/ *plural noun* extra items above the agreed total, or extra sheets or bound copies supplied by a printer to allow for spoilage ○ *The price includes 10% overs to compensate for damage.* Compare **shorts**

**overseas** /'əʊvəsi:z/ *adjective* used in the UK to describe people from other countries ○ *They are not called overseas students now but international students.* □ **the overseas division** a section of a company dealing with trade with other countries ■ *noun* /,əʊvə'si:z/ foreign

countries ○ *The profits from overseas are far higher than those of the home division.*

**overseas markets** /,əʊvəsi:z 'mɑ:kɪts/ *plural noun* markets in foreign countries

**overseas trade** /,əʊvəsi:z 'treɪd/ *noun* same as **foreign trade**

**overset** /'əʊvəset/ *noun* same as **over-matter**

**oversewing** /'əʊvəsəʊɪŋ/ *noun* same as **overcasting**

**oversize** /,əʊvə'saɪz/ *adjective* relating to books and other printed materials that are larger than the standard book sizes and are often stored in a special area

**overstock** /,əʊvə'stɒk/ *verb* to keep more books, documents or information than is necessary for the users being served  
 □ **to be overstocked with certain titles** to have too many copies of certain books in stock

**overstocks** /'əʊvəstɒks/ *plural noun* more stock than is needed to supply orders  
 ○ *We will have to sell off the overstocks to make room in the warehouse.*

**overstrike** /'əʊvəstraɪk/ *verb* to print on top of an existing character to produce a new one

**overtime** /'əʊvətəɪm/ *noun* time that somebody works in addition to contracted hours and for which they are usually paid extra

**overwrite** /,əʊvə'raɪt/ *verb* to replace an electronic file containing data or a computer program in memory or on a disk with a new file of the same name

**own brand books** /,əʊn brænd 'bʊks/ *plural noun* books specially packaged for a store with the store's name on them

**own ends** /,əʊn 'endz/ *plural noun* endpapers which are the blank first and last leaves of the text

**Oxford hollow** /'ɒksfəd ˌhɒləʊ/ *noun* a type of hollow back binding, where a paper tube is placed between the back and the spine of the book block

**oxidation** /,ɒksɪ'deɪʃ(ə)n/ *noun* a defect in lithographic printing plates, where the metal surface is corroded where it has not been correctly protected, and so creates little black spots on the printed paper

**ozalid** /'ɒzəlɪd/ a trade name for a type of proof made from film by contacting it in a vacuum frame with special coated paper, similar to diazos or dyeline proofs (NOTE: The US term is **blue** or **Vandyke**)

**ozalid proof** /'ɒzəlɪd pru:f/ *noun* a proof made from film, on photographic paper

COMMENT: Ozalid proofs are normally made from the final films before plates are made, and so need to be checked particularly carefully.

# P

**PA** *abbreviation* **1.** Publishers Association  
**2.** personal assistant

**pack** /pæk/ *noun* a packet of information containing items such as leaflets or maps relevant to a particular topic ■ *verb* to put things into containers or parcels so that they can be sent to another address

**package** /'pækɪdʒ/ *noun* **1.** a parcel of goods packed and wrapped for sending by mail ○ *The Post Office does not accept bulky packages.* ○ *The goods are to be sent in airtight packages.* **2.** a group of different items joined together in one deal **3.** a set of computer programs designed for a special purpose ■ *verb* □ **to package books** to produce books by commissioning authors, designers, typesetting, printing and binding, for sale as finished books to a publisher

**package deal** /'pækɪdʒ 'di:l/ *noun* an agreement covering several different items at the same time ○ *They agreed a package deal, covering the paperback rights, film rights and options on the author's next ten titles.*

**package insert** /'pækɪdʒ ,ɪnsɜ:t/ *noun* an insert put into a package, not into a single publication

**packager** /'pækɪdʒə/ *noun* a company that creates a finished book for a publisher

**COMMENT:** The packager usually conceives the product (that is, has the idea for the product), and commissions a sample of text from an author, and title page, cover and page layout from a designer. This is then made into a mock-up, which is presented to publishers to ask them to consider. In this case, the copyright will remain with the packager. Alternatively, a publisher may approach a packager with an idea for a book, and in this case the copyright may remain with the publisher. When a publisher decides to take the book, he or she will order a certain number of copies from the packager, at a certain price. This is a firm sale, and the books cannot be returned to

the packager if the publisher is unable to sell them. The packager will usually retain rights in the book, either the copyright in the text and illustrations, or at least the right to sell adapted versions in other markets than those agreed with the first publisher. In the case of an illustrated book with a possible worldwide market, the packager may produce books in several languages at the same time, selling each one to a different publisher in each language market.

**packaging** /'pækɪdʒɪŋ/ *noun* **1.** the action of putting things into packages **2.** the production of finished books for a publisher **3.** material used to protect goods which are being packed ○ *airtight packaging* **4.** attractive material used to wrap goods for display ○ *Lightweight packaging material for sending books by airmail.*

**packer** /'pækə/ *noun* a person who packs goods

**packet switched data service** /'pækɪt swɪtʃd 'deɪtə/, **packet switched network** /'pækɪt ,swɪtʃɪd 'netwɜ:k/ *noun* a service which transmits data in packets of set length. Abbr **PSN**

**packet switching** /'pækɪt ,swɪtʃɪŋ/ *noun* a method of dividing data into small packets for transmission between terminals and networks

**packing** /'pækɪŋ/ *noun* **1.** the act of putting goods into boxes and wrapping them for shipping ○ *What is the cost of the packing?* ○ *Packing is included in the price.* **2.** material used to protect goods ○ *packed in airtight packing* **3.** an overlap on a cylinder to correct the pressure on the printing surface

**packing case** /'pækɪŋ keɪs/ *noun* a large wooden box for carrying items that can be easily broken

**packing charges** /'pækɪŋ ,tʃɑ:dʒɪz/ *plural noun* money charged for putting goods into boxes



**packing list** /'pækɪŋ lɪst/, **packing slip** /'pækɪŋ slɪp/ *noun* a note sent with goods to say that the goods have been checked against the order

**packing paper** /'pækɪŋ ,peɪpə/ *noun* strong paper used for packing books

**padded covers** /'pædɪd ,kʌvəz/, **padded sides** *plural noun* the covers of a de luxe book, where soft material is inserted between the cover and the boards of the binding case

**padding** /'pædɪŋ/ *noun* unnecessary information put into a speech or written document to increase the length

**pad out** /,pæd 'aʊt/ *verb* to add pages to make a book thicker, or to add text to make an article or book longer

**page** /peɪdʒ/ *noun* **1.** one side of a sheet of paper in a book, newspaper or magazine **2.** a computer text which will fill one sheet of paper when printed out **3.** a document or item of information on the Internet available through the World Wide Web ■ *verb* to call for somebody over the public address system in a large building such as a hotel or airport

**page cord** /'peɪdʒ kɔ:d/ *noun* strong string used to tie type made up into page, before placing it in a chase

**page cutoff** /'peɪdʒ ,kʌtɒf/ *noun* a device which cuts off the ink from one page during printing

**page depth** /'peɪdʒ depθ/ *noun* the length of a page, measured from the headline down to the folio at the foot of the page

**page description language** /,peɪdʒ dɪ'skrɪpʃən ,læŋgwɪdʒ/ *noun* software that controls a printer, and which makes the printer print out pages according to the user's instructions. Abbr **PDL**

**page display** /'peɪdʒ dɪ ,splɛɪ/ *noun* the showing of a page of text on the screen as it will appear when printed out

**page gauge** /'peɪdʒ ɡeɪdʒ/ *noun* a piece of metal with which the compositor can measure the depth of the page when making up type

**page layout** /'peɪdʒ ,leɪaʊt/ *noun* a word-processing facility which allows the text to be formatted in different ways

**page length** /,peɪdʒ 'leŋθ/ *noun* the length of a page, either in printing or in word processing

**page make-up** /'peɪdʒ ,meɪk ʌp/ *noun* the process of making printed text into the correct lengths for pages, fitting in illustra-

tions and adding the headlines, page numbers, etc. ○ *Corrections made after page make-up are very expensive.* ○ *We do our page make-ups directly on screen.* ○ *Computerised page make-up systems are available with any desktop publishing package.*

**page number** /'peɪdʒ ,nʌmbə/ *noun* the number shown on a page of a book or magazine

**page numbering** /'peɪdʒ ,nʌmbərɪŋ/ *noun* the way in which pages in a book are numbered

**page on galley** /,peɪdʒ ɒn 'ɡæli/ *noun* a long proof where the text is cut into page length pieces, but without headings and folios

**page preview** /'peɪdʒ ,pri:vju:/ *noun* a word-processing facility which allows the shape of the text to be seen before printing

**page printer** /'peɪdʒ ,prɪntə/ *noun* a printer which composes one page of text within memory and then prints it in one pass

**page proofs** /'peɪdʒ pru:fs/ *plural noun* proofs of a book which have been made up into pages, sometimes with headlines and folios

**page pull test** /'peɪdʒ pʊl ,test/ *noun* a test for the strength of the adhesive in perfect binding, where the book is lifted up by a single leaf to see if the glue will hold

**page reference** /'peɪdʒ ,ref(ə)rəns/ *noun* a cross-reference to text on a particular page

**page setup** /'peɪdʒ ,setʌp/ *noun* options within software that allow a user to set up how the page will look when printed – normally setting the margins, size of paper, and scaling of a page

**page size** /'peɪdʒ saɪz/ *noun* the physical dimensions of a printed page ○ *Our page sizes vary from 220 x 110 to 360 x 220.*

**pages per minute** /,peɪdʒɪz pɜ: 'mɪnət/ *plural noun* a measurement of the speed of a printer as the number of pages of text printed every minute. Abbr **ppm**

**pages-to-view** /,peɪdʒɪz tə 'vju:/ *noun* a large sheet printed with imposed pages

**page width** /,peɪdʒ 'wɪdθ/ *noun* the number of characters across the type area of a page

**paginal** /'pædʒɪn(ə)/ *adjective* exactly duplicating a previous edition or version,

so that the same text appears on the same page in both

**paginate** /'pædʒɪneɪt/ *verb* to number the pages of a book or document

**pagination** /,pædʒɪ'neɪʃ(ə)n/ *noun* a system of numbering the pages in a document

COMMENT: Page numbers usually start with a series of Roman numerals (i, ii, iii, etc.) for the prelims, and then change to Arabic numerals for the main text pages. The main text is paginated from page 1 again, with the result that the last folio in a book is rarely the same number as the actual extent.

**paging** /'peɪdʒɪŋ/ *noun* **1.** the process of making up text into pages **2.** the process of putting the numbers on pages of a ledger, using a manual numbering machine

**paint** /peɪnt/ *verb* to fill an enclosed graphics shape with a colour

**paint program** /'peɪnt ˌprəʊgræm/ *noun* software that allows a user to draw pictures on screen in different colours, with different styles of brush and special effects. ◊ **drawing program**

COMMENT: Paint programs normally operate on bitmap images; drafting or design software normally works with vector-based images.

**palette** /'pælət/ *noun* the range of colours which can be used on a printer or computer display

**pallet** /'pælət/ *noun* **1.** a flat wooden base on which goods can be stacked for easy handling by a fork-lift truck. ◊ **Europallet**, **skid**, **stillage** **2.** a tool used for blind tooling on rounded leather backs

**palletise** /'pælətəɪz/, **palletize** *verb* to put goods on pallets ◊ *palletised cartons*

**pamphlet** /'pæmflet/ *noun* a small thin book, with at least six but not more than 48 pages and a paper cover, used to convey information

**panchromatic film** /,pænk'rəmætɪk 'fɪlm/ *noun* film which is sensitive to all colours

**panel** /'pæn(ə)l/ *noun* **1.** a flat surface standing upright **2.** a rectangular piece of paper on the spine of a book, giving the title and author **3.** a list of works by the same author printed on the page facing the title page **4.** a group of people ◊ *We have a panel of freelance editors whom we use from time to time.*

**panel back** /'pæn(ə)l bæk/ *adjective* relating to a leather binding style, where

decorated leather panels are put between the ribs on the spine

**pantograph** /'pæntəʊgrɑːf/ *noun* a device for copying or reducing or enlarging line work, in which a series of arms on pivots move a pen as the operator traces the lines on the original

**Pantone** /'pæntəʊn/ a trade name for a system of colours, of which different shades are identified by numbers according to the Pantone Matching System

COMMENT: Pantone colours are identified by the letters PMS and a number. The colours can be made up according to the proportions of different inks shown. A typical instruction might be: 'blue is PMS 282 and red is Pantone warm red'.

**paper** /'peɪpə/ *noun* **1.** a material made of cellulose fibres derived mainly from wood-pulp, which is processed into thin sheets and used for writing, printing and drawing **2.** same as **newspaper** **3.** part of a written examination **4.** a long essay on an academic subject

COMMENT: The first paper was made from old cloth, torn up, and mixed with water. Good quality paper is still made in this way, though most papers are now made from wood. The base material is wood which has been debarked, then shredded. If it is ground fine to make pulp it is called mechanical pulp; if it is mixed with various chemical substances to remove impurities and soften the tissues to form pulp, it is called chemical pulp. The pulp is laid on a wire mesh which retains the solid fibres and lets the water drain away. After most of the water has been removed, the paper is put through rollers which dry and calender it. Paper is made in many different qualities, each of which is suitable for a certain printing process, or for writing and drawing. Note that the paper usually constitutes the highest cost in book manufacture, especially where long print runs are concerned.

**paper agent** /'peɪpə ˌeɪdʒənt/ *noun* a person who represents paper suppliers and receives a percentage of any sale

**paperback** /'peɪpəbæk/ *noun* a book with a paper or light card cover ■ *adjective* with a thin flexible cover, instead of a hard cover ■ *verb* to publish a book in a paperback edition ◊ *The hardback is selling well, and the book will be paperbacked next spring.*

**paperback auction** /'peɪpəbæk ˌɔːkʃ(ə)n/ *noun* an auction where the paperback rights in a book are for sale to the highest bidder

**paperback house** /'peɪpəbæk haʊs/ *noun* a publisher of paperbacks

**paperback original** /ˌpeɪpəbæk əˈrɪdʒɪn(ə)l/ *noun* a book which is published first as a paperback and which later may be issued in a hardcover edition

**paperback rights** /ˌpeɪpəbæk raɪts/ *plural noun* the right to publish a book in a paperback edition after it has been published in a cased edition

**paper-bound** /ˌpeɪpə baʊnd/, **paper-covered** /ˌpeɪpə ˈkʌvəd/ *adjective* denoting a book bound with a paper cover

**paper cover** /ˌpeɪpə ˈkʌvə/ *noun* a wrapper for a book which does not have a binding case

**paper cutter** /ˌpeɪpə ˈkʌtə/ *noun* a machine for cutting paper

**paper-fed** /ˌpeɪpə fed/ *adjective* activated when paper is introduced into it

**paper feed** /ˌpeɪpə fi:d/ *noun* a device which puts paper into a printer or photocopier

**paper foils** /ˌpeɪpə fɔɪlz/ *plural noun* foils for blocking covers, with a paper backing

**paper gauge** /ˌpeɪpə ɡeɪdʒ/ *noun* a device for measuring the thickness of paper

**paperless office** /ˌpeɪpələs ˈɒfɪs/ *noun* an office that uses only electronic means of working, without any hard copy of materials

'The number of digital documents printed is increasing despite predictions of the paperless office, according to a new survey. Research firm Ovum revealed that 74% of firms said they were required to keep documents in hard copy format.' [*Printing World*]

**paper merchant** /ˌpeɪpə ˈmɜːtʃənt/ *noun* a company which buys paper wholesale from manufacturers and sells it retail to publishers and printers

**paper mill** /ˌpeɪpə mɪl/ *noun* a factory where paper is made

**paper sizes** /ˌpeɪpə ˌsɑːzɪz/ *plural noun* various standard sizes of paper

**paper stocks** /ˌpeɪpə stɒks/ *plural noun* quantities of paper kept in stock either by a publisher or by a printer, for use at some later date

**paper store** /ˌpeɪpə stɔː/ *noun* a storage area where stocks of paper are kept until needed

**paper surface efficiency** /ˌpeɪpə ˌsɜːfɪs ɪˌfɪʃ(ə)nsi/ *noun* a measurement of

the suitability of the surface of paper for printing. Abbr **PSE**

**paper tape** /ˌpeɪpə teɪp/ *noun* a strip of paper into which holes are punched to record data, and which when fed into a computer can drive a typesetting machine, or can be used to drive a Monotype casting machine

**paper tape reader** /ˌpeɪpə ˈteɪp riːdə/ *noun* a machine which reads perforated paper tape. Abbr **PTR**

**paper throw** /ˌpeɪpə θrɔː/ *noun* a rapid vertical movement of paper in a printer

**paper trail** /ˌpeɪpə treɪl/ *noun* a sequence of documents that can be used by an investigator as a record of somebody's actions or decisions

**paper tray** /ˌpeɪpə treɪ/ *noun* a container used to hold paper to be fed into a printer

**paperweight** /ˌpeɪpəweɪt/ *noun* 1. a small heavy object, often decoratively designed, which can be placed on piles of paper to stop them blowing away 2. the weight of a quantity of paper, used to describe its quality. ◊ **basis weight**

COMMENT: In Britain, the weight of paper is calculated in grams per square metre (gsm). In the USA, it is expressed as the weight of 500 sheets of paper (i.e. a ream) of a standard 25 x 38 inch size, measured in pounds.

**paperwork** /ˌpeɪpəwɜːk/ *noun* the routine part of a job which involves tasks such as dealing with letters and writing reports

**papeterie** /ˌpæpətəˈriː/ *noun* stiff paper used for cards

**papier mâché** /ˌpæpɪeɪ ˈmæʃeɪ/ *noun* a mixture of paper pulp and water, used to make moulds

**papyrus** /pəˈpaɪrəs/ *noun* a kind of reed growing in the Middle East, especially in Egypt, used from very early times to make a type of paper

**paragraph** /ˌpærəgrɑːf/ *noun* a section of writing which contains one main idea, always starts on a new line and is often indented

**paragraph indentation** /ˌpærəgrɑːf ˌɪndenteɪʃ(ə)n/ *noun* an act of moving the text in from the margin to indicate the beginning of a paragraph

**paragraph mark** /ˌpærəgrɑːf mɑːk/, **paragraph opener** *noun* a printed sign used to show the beginning of a paragraph

**parallel** /ˌpærəleɪl/ *noun* a sign (||) used as a reference mark for footnotes

**parallel folding** /ˌpærəleɪl ˈfəʊldɪŋ/ *noun* a method of folding paper, as in continuous stationery, where each fold is parallel to the next

**parchment** /ˈpɑːtʃmənt/ *noun* writing material made from the thinly stretched skin of sheep or goats

**parchmentise** /ˈpɑːtʃməntaɪz/, **parchmentize** *verb* to treat paper so that it becomes translucent and waterproof, like parchment

COMMENT: Before the invention of paper, parchment was the commonest writing material in the Western world. Skins of sheep were common in England; vellum is parchment made from skins of calves.

**parentheses** /pəˈrenθəsiːz/ *plural noun* punctuation signs ( ) used to show that part of the text is an incidental comment or providing an explanation (often incorrectly called 'brackets')

**Parker board** /ˈpɑːkə bɔːd/ *noun* good-quality wooden board for mounting metal plates

**part-chemical paper** /ˌpɑːt ˈkemɪk(ə)l ˌpeɪpə/ *noun* paper that uses a proportion of chemical pulp and a proportion of mechanical pulp

**part delivery** /pɑːt dɪˈlɪv(ə)rɪ/ *noun* a delivery or shipment of only some of the items in an order. Also called **part order**, **part shipment**

**partial remaindering** /ˌpɑːtʃ(ə)l rɪˈmeɪndərɪŋ/ *noun* remaindering of part of the excess stock of a book, while keeping some of the stock for sale at the original price

**part-mechanical paper** /ˌpɑːt mɪˈkæɪnɪk(ə)l ˌpeɪpə/ *noun* paper which is made from a mixture of half mechanical pulp and half chemical pulp

**part order** /ˌpɑːt ˈɔːdə/ *noun* same as **part delivery**

**part payment** /ˌpɑːt ˈpeɪmənt/ *noun* the paying of part of a whole payment

**part shipment** /ˌpɑːt ˈʃɪpmənt/ *noun* same as **part delivery**

**part-time** /ˌpɑːt ˈtaɪm/ *adjective* working for only a part of full working hours

**part-timer** /ˌpɑːt ˈtaɪmə/ *noun* a person who works part-time

**part-time work** /ˌpɑːt taɪm ˈwɜːk/, **part-time employment** /ˌpɑːt taɪm ɪmˈplɔɪmənt/ *noun* work for part of a working week

**part title** /ˈpɑːt ˌtɑɪt(ə)l/ *noun* a right-hand page with the title of a section of a book, similar to a half title

**partwork** /ˈpɑːtwɜːk/ *noun* a long work published in smaller parts at regular intervals

**pass** /pɑːs/ *noun* **1.** a permit to allow somebody to go into a building ○ *You need a pass to enter the ministry offices.* ○ *All members of staff must show a pass.* **2.** a complete run of a computer, printing machine or typesetting machine ○ *The first pass from the computer will not include the typesetting codes.* ■ **verb** **1.** to approve something ○ *The art director has to pass the covers before they are sent for proofing.* ○ *The MS has been passed by our libel lawyer.* □ **to pass for press** to tell the printer that the proofs have been corrected and therefore that the book can be printed **2.** to be successful ○ *He passed his typing test.* ○ *She has passed all her exams and now has a diploma in printing.*

**passage** /ˈpæsɪdʒ/ *noun* a section of a text which is quoted

**pass date** /ˈpɑːs deɪt/ *noun* the date on which proofs have to be passed for press

**pass sheet** /ˈpɑːs ʃiːt/ *noun* a specimen pull of a printed sheet at the beginning of the print run, which is approved by the printer and which the publisher is required to accept

**paste** /peɪst/ *noun* light glue, used for sticking paper ■ **verb** to place text, data or an image into a document electronically

**pasteboard** /ˈpeɪstbɔːd/ *noun* a thin board, made of several sheets of paper pasted together, used for mounting pictures, etc., but not for binding

**paster tab** /ˈpeɪstə tæb/ *noun* a gummed strip which attaches the end of one reel to the next when changing reels

**paste up** /ˌpeɪst ˈʌp/ *verb* to stick together the various parts of a text and illustrations, to make finished camera-ready copy

**paste-up** /ˈpeɪst ʌp/ *noun* **1.** a rough layout, made of galley proofs pasted down with rough illustrations and headings inserted **2.** camera-ready copy made by pasting the various sections of finished text and illustrations on a piece of board ready to be photographed

**patch** /pætʃ/ *noun* **1.** a correction which is inserted into a bromide or film by stripping in **2.** the process of making small additions to a PostScript file without

altering the original code underneath **3.** one of a series of test colour prints in a control strip on a colour proof

**patch up** /ˌpætʃ ʊp/ *verb* **1.** to add pieces of packing paper to raise the type if it is too low **2.** to paste positives in the correct places, ready for filming **3.** to make temporary repairs to a machine

**pattern** /ˈpæt(ə)n/ *noun* a particular way something is done or organised ○ *The work patterns need to be changed.*

**pattern book** /ˈpæt(ə)n bʊk/ *noun* a book showing examples of design

**patterned** /ˈpæt(ə)nd/ *adjective* decorated with a pattern

**pattern of trade** /ˌpæt(ə)n əv ˈtreɪd/, **trading pattern** /ˌtreɪdɪŋ ˈpæt(ə)n/ *noun* same as **trading pattern**

**payable on demand** /ˌpeɪəb(ə)l ɒn dɪ ˈmɑːnd/ *adjective* payable when payment is asked for

**payment gateway** /ˈpeɪmənt ˌgeɪtweɪ/ *noun* software that processes online credit-card payments. It gets authorisation for the payment from the credit-card company and transfers money into the retailer's bank account.

**payment terms** /ˈpeɪmənt tɜːmz/ *plural noun* the conditions for paying something. Also called **terms of payment**

**PC** *abbreviation* **1.** personal computer **2.** politically correct

**PDA** *abbreviation* personal digital assistant

**PDF** /ˌpiː diː ˈef/ *noun* a data file generated from PostScript that is platform-independent, application-independent and font-independent ○ *Acrobat is Adobe's suite of software used to generate, edit and view PDF files.* Full form **Portable Document Format**

**PDL** *abbreviation* page description language

**PE** *abbreviation* printer's error

**peaking** /ˈpiːkɪŋ/ *noun* same as **unsharp masking**

**pearl** /pɜːl/ *noun* an old type size, similar to 5 point

**peculiar** /pɪˈkjuːliə/ *noun* an unusual character such as an accent or phonetic character

**peerage** /ˈpiːərɪdʒ/ *noun* a book listing the members of the nobility and giving information about their families

**peer review** /ˈpiːə riːvjuː/ *noun* the review of an academic document or piece

of software by other experts in the same field before publication

**pel** /pel/ *abbreviation* picture element (NOTE: This is not necessarily the same as a pixel, since a pel could be made up of several pixels.)

**penalise** /ˈpiːnəlaɪz/, **penalize** *verb* to punish or fine somebody ○ *to penalise a supplier for late deliveries* ○ *They were penalised for bad service.*

**penalty** /ˈpen(ə)lti/ *noun* a punishment such as a fine, which is imposed if something is not done

**penalty clause** /ˈpen(ə)lti klɔːz/ *noun* a clause which lists the penalties which will be incurred if the contract is not fulfilled

**penalty copy** /ˈpen(ə)lti ˌkɒpi/ *noun* US a manuscript which is difficult to set, and for which typesetting is charged at a higher rate than usual

**pencil** /ˈpensəl/ *noun* a writing instrument consisting of a central core of graphite or coloured material in a thin cylinder of wood

COMMENT: Pencils are classified according to the hardness of the lead; 4B is very soft and 4H is very hard; HB is medium.

**pencil case** /ˈpens(ə)l keɪs/ *noun* a binding imperfection, where an endpaper is not stuck correctly at the fold, making a small tube of paper

**pencil drawing** /ˈpens(ə)l ˌdrɔːɪŋ/ *noun* a drawing done with a pencil, as opposed to pen and ink, etc.

**pen name** /ˈpen neɪm/ *noun* a name taken by an author which is not his or her real name

**pen ruling** /ˈpen ˌruːlɪŋ/ *noun* printing rules on paper using grooved pens on a flatbed letterpress machine

**perfect** /pəˈfekt/ *verb* to improve something until it is completely correct ■ *adjective* without any mistakes

**perfect binding** /ˌpɜːfɪkt ˈbaɪndɪŋ/ *noun* same as **adhesive binding**

**perfect bound** /ˌpɜːfɪkt ˈbaʊnd/ *adjective* relating to a book that has a perfect binding

COMMENT: Perfect binding requires glue which does not dry out completely. The first perfect bound books tended to crack when opened, because the glue was too dry. Modern perfect binding allows even very large books to be bound in paper bindings; even some dictionaries are now perfect bound. A stronger form of perfect binding is notched binding, where notches are cut into

the back of the folded sections instead of trimming off, so allowing the glue to penetrate the folds.

**perfector** /pə'fektə/, **perfecting press** *noun* a printing machine which prints on both sides of a sheet of paper

**perforate** /'pɜːfəreɪt/ *verb* to make holes in something so that it can be torn easily ○ *Sheets of stamps are perforated.*

**perforating machine** /'pɜːfəreɪtɪŋ mə'ʃiːn/ *noun* a machine that makes perforations in paper

**perforations** /,pɜːfə'reɪf(ə)n(ə)z/ *plural noun* **1.** a row of tiny holes in a sheet of paper, allowing it to be torn easily **2.** tiny holes made on a press or on a folding machine to help with the folding of thick pages. A letterpress printing press can be adapted to make perforations in sheets of paper.

**perforator** /'pɜːfəreɪtə/ *noun* a machine that punches holes

**performance fees** /pə'fɔːməns fiːz/ *plural noun* fees paid for the right to read poetry or prose or to put on a production of a play, etc., to a paying audience

**performing rights** /pə'fɔːmɪŋ raɪts/ *plural noun* the right to perform a copyright work

**period** /'pɪəriəd/ *noun* **1.** a particular length of time **2.** *US* a full stop ■ *interjection* used to emphasise that there is no more to be said about a subject

**periodic** /,pɪəri'ɒdɪk/ *adjective* happening occasionally but fairly regularly. Also called **periodical**

**periodical** /,pɪəri'ɒdɪk(ə)l/ *noun* a magazine or journal, especially a serious academic one ■ *adjective* same as **periodic**

**peripherals** /pə'rɪf(ə)rənz/ *plural noun* items of hardware such as terminals, printers or monitors, which are attached to a main computer system

**permanence** /'pɜːmənəns/ *noun* the ability of paper not to yellow or become brittle with age

**permanent** /'pɜːmənənt/ *adjective* expected to last for ever or for a very long time

**permanent ink** /,pɜːmənənt 'ɪŋk/ *noun* ink that will not fade

**permanent paper** /,pɜːmənənt 'peɪpə/ *noun* acid-free paper

**permission** /pə'mɪʃ(ə)n/ *noun* the fact of being allowed to do something

**permit** *noun* /'pɜːmɪt/ an official document allowing somebody to do a particular thing ○ *You have to have a permit to study in this library.* ■ *verb* /pə'mɪt/ to allow something to be done

**per pro** /,pɜː 'prɒʊ/ *phrase* with the authority of ○ *The assistant signed per pro the manager.* Full form **per procurement**

**personal assistant** /,pɜːs(ə)n(ə)l ə'sɪstənt/ *noun* an assistant who also helps a manager with administrative tasks, e.g. booking travel tickets. Abbr **PA**

**personal digital assistant** /,pɜːs(ə)n(ə)l ,dɪdʒɪt(ə)l ə'sɪstənt/ *noun* a small hand-held computer with facilities for taking notes, storing information such as addresses, and keeping a diary, usually operated using a stylus rather than a keyboard. Abbr **PDA**

**personal imprint** /,pɜːs(ə)n(ə)l 'ɪmprɪnt/ *noun* a list of books published under a particular brand name by a larger publishing company, which is handled by a single editor and reflects their taste or area of expertise

**personnel department** /,pɜːsə'nel dɪ ,pɜːtmənt/ *noun* the section of a company dealing with staff and recruitment issues

**pH** /,piː 'eɪtʃ/ *noun* a measure of the concentration of hydrogen ions in a solution, which shows how acid or alkaline it is

COMMENT: The pH value is shown as a number. A value of 7 is neutral; lower values indicate increasing acidity and higher values increasing alkalinity. The maximum reading is pH10, which is completely alkaline. Paper should be less acid (i.e. should have a pH value of 7 or more) if it is to be used for books which are likely to have a long life. Acid-free paper (with a very high pH value) is used in libraries to wrap and protect valuable books and manuscripts. Newsprint has a low pH value (5 or less) and so ages rapidly. The glues used in binding should also be alkaline, with a pH value of 6 or more.

**pH meter** /,piː 'eɪtʃ ,mɪtə/ *noun* a meter which measures the pH value of a solution

**phone book** /'fəʊn bʊk/ *noun* a book that lists names of people or companies with their addresses and telephone numbers

**phonetic** /fə'netɪk/ *adjective* relating to phonetics ○ *The pronunciation is indicated in phonetic script.*

**phonetics** /fə'netɪks/ *noun* the study of speech sounds

**photo-** /fəʊtəʊ/ *prefix* referring to light

**photocompose** /'fəʊtəʊkəmˌpəʊz/ *verb* to set text using a phototypesetting machine

**photocomposer** /'fəʊtəʊkəmˌpəʊzə/ *noun* a machine that carries out photocomposition

**photocomposing machine** /'fəʊtəʊkəmˌpəʊzɪŋ məˌʃiːn/ *noun* a machine that carries out photocomposition

**photocomposition** /'fəʊtəʊkəmˌpəʊ'zɪʃ(ə)n/ *noun* a method of typesetting on film or paper from film matrices or a digital font, as opposed to hot metal or strike-on methods

**photocopier** /'fəʊtəʊkɒpiə/ *noun* a machine that copies documents by photographing them very quickly

**photocopy** /'fəʊtəʊkɒpi/ *noun* an exact copy of a document produced by a photocopier, in black and white or colour ■ *verb* to make a copy of a document by using a photocopier

**photocopying** /'fəʊtəʊkɒpiŋ/ *noun* the act of making photocopies ○ *Photocopying costs are rising each year.*

**photoengrave** /'fəʊtəʊɪnˌɡreɪv/ *verb* to make a photoengraving

**photoengraver** /'fəʊtəʊɪnˌɡreɪvə/ *noun* a person who makes photoengravings

**photoengraving** /'fəʊtəʊɪnˌɡreɪvɪŋ/ *noun* 1. the process of preparing letterpress plates from illustrations 2. a halftone produced by photoengraving ○ *The book is illustrated with ten photoengravings.*

COMMENT: The term 'engraving' does not mean the same in printing as it does in fine art. In printing, photoengraving etches (with an acid) the non-printing surfaces, leaving the top surface to carry the ink. Photoengraving can be used either for reproducing line drawings (where tones are represented by lines of ink) or halftones (where the tones are conveyed by many little dots of different sizes). On the other hand, an artist engraves a plate by cutting fine lines on it with a burin (a type of sharp needle); the image is formed by putting ink into the cut lines, wiping excess ink off the top surface.

**photograph** /'fəʊtəʊɡrɑːf/ *noun* a picture formed by exposing light-sensitive paper to light using a camera ■ *verb* to take pictures on sensitive film, using a camera

**photographer** /fə'tɒɡrəfə/ *noun* a person who takes photographs

**photographer's studio** /fə'tɒɡrəfəzˌstjuːdiəʊ/ *noun* same as **film studio**

**photographic** /'fəʊtə'græfɪk/ *adjective* used to describe anything to do with photography or photographs

**photographically** /'fəʊtə'græfɪkli/ *adverb* using photography ○ *The text film can be reproduced photographically.*

**photographic paper** /'fəʊtə'græfɪkˌpeɪpə/ *noun* paper used to print photographs

**photographic print** /'fəʊtə'græfɪkˌprɪnt/ *noun* a photograph printed onto paper

**photographic studio** /'fəʊtə'græfɪkˌstjuːdiəʊ/ *noun* a place where photographs are made or where films are developed and printed

**photograph library** /'fəʊtəgrɑːfˌlaɪbrəri/ *noun* a library of photographs which can be borrowed and reproduced for a fee

**photography** /fə'tɒɡrəfi/ *noun* the art or skill of producing photographs including use of a camera and the processing of the films

**photogravure** /'fəʊtəʊɡrə'vjuː/ *noun* a printing method in which the paper is pressed directly onto the printing plate

**photolithography** /'fəʊtəʊˌlɪ'thɒɡrəfi/ *noun* printing using a lithographic printing plate prepared by photographic methods and not by hand

**photomechanical transfer** /'fəʊtəʊmɪkænik(ə)lˌ'trænsfɜː/ *noun* 1. a print made using photosensitive paper which transfers an image to another piece of paper, not using a negative. Abbr **PMT** (NOTE: US English is **velox**.) 2. a photographic print made by this process (NOTE: The US term is **velox**)

**photomontage** /'fəʊtəʊˌmɒntɑːʒ/ *noun* a montage made of several photographs

**photopolymer plate** /'fəʊtəʊpɒlɪməˌpleɪt/ *noun* a printing plate which has a layer of photosensitive plastic bonded to a flexible metal plate

**photopolymer resin** /'fəʊtəʊpɒlɪməˌreziːn/ *noun* photosensitive plastic material which coats a plate

**photoprint** /'fəʊtəʊprɪnt/ *noun* the final proof of a typeset copy

**photosensitive** /'fəʊtəʊ'sensɪtɪv/ *adjective* sensitive to light

**phototext** /'fəʊtəʊtekst/ *noun* characters and text produced by a phototypesetter

**phototypesetter** /ˌfəʊtəʊˈtaɪpsetə/ *noun* a person who works with a computer and light-sensitive film to produce text ready for printing

COMMENT: The phototypesetter, rather like a large laser printer, normally uses the PostScript page description language and can generate type at 2,540 dpi; if the device is capable of outputting text and half-tone images, it is normally called an image setter.

**phototypesetting** /ˌfəʊtəʊˈtaɪpsetɪŋ/ *noun* a method of typesetting that creates characters using a computer and exposing a sensitive film in front of a mask containing the required character shape

COMMENT: This is the method by which most new publications are typeset, superseding metal type, since it produces a good quality result in a shorter time.

**photounit** /ˌfəʊtːəʊjuːnɪt/ *noun* the part of a phototypesetting machine in which the image of the character is created

**physical map** /ˈfɪzɪk(ə)l mæp/ *noun* a map that shows the physical features of an area such as mountains and rivers

**pi** /paɪ/ *verb* US same as **pie**

**pica** /ˈpaɪkə/ *noun* a measurement of typeface equal to 12 point

**pica em** /ˈpaɪkə em/ *noun* a measure of width of type equivalent to 12 point or pica

**pi characters** /ˈpaɪ ˌkærɪktəz/ *plural noun* extra items not carried in the normal type font, such as odd fractions or accents. Also called **special sorts**

**pick** /pɪk/ *noun* fibres pulled from the surface of paper by tacky ink on the printing plate

**picking** /ˈpɪkɪŋ/ *noun* the pulling of fibres from the surface of paper as it is being printed, caused by poor paper surface or tacky ink on the plates. Also called **plucking**

**picking list** /ˈpɪkɪŋ lɪst/ *noun* a list of items in an order, but listed according to where they can be found in the warehouse

**picking resistance** /ˈpɪkɪŋ rɪˌzɪstəns/ *noun* the ability of paper to withstand picking

**pick up** /ˌpɪk ˈʌp/ *verb* 1. to learn a skill or an idea easily 2. to improve ○ *The working conditions for the library staff picked up last month.*

**PICS** /pɪks/ *noun* a file format used to import a sequence of PICT files on an Apple Macintosh

**PICT** /pɪkt/ *noun* on an Apple Macintosh, a graphics file format that stores images in

the QuickDraw vector format. Full form **picture**

**pictogram, pictograph** *noun* a little picture used to represent something

COMMENT: Pictograms are often used in guide books. A bath shows if the hotel bedrooms have baths; a knife and fork shows that there is a restaurant; a fish shows that fishing is allowed, etc.

**pictorial** /pɪkˈtɔːriəl/ *adjective* expressed in pictures ○ *a pictorial record of the Queen's visit to Canada*

**picture** /ˈpɪktʃə/ *noun* a drawing, painting or photograph ■ *verb* to visualise an object or scene ○ *Try to picture the layout before starting to draw it in.*

**picture agency** /ˈpɪktʃə ˌeɪdʒənsi/ *noun* a company or organisation which has a picture library and lends illustrations to publishers for a fee

**picture book** /ˈpɪktʃə bʊk/ *noun* a book with a large number of illustrations

**picture department** /ˈpɪktʃə dɪˌpɑːtmənt/ *noun* a department in a publisher's office which looks for pictures to be used in books

**picture element** /ˈpɪktʃə ˌelɪmənt/ *noun* full form of **pixel**

**picture library** /ˈpɪktʃə ˌlaɪbrəri/ *noun* a storage system for pictures, which can be borrowed

‘The Google deal allows customers to buy and rent selected video clips from ITN Archive, which contains 680,000 hours of news footage. ITN wants to develop its archive business. The model would be picture libraries such as US group Getty Images, whose annual turnover is £415 million.’ [*The Mail on Sunday*]

**picture pages** /ˈpɪktʃə ˌpeɪdʒɪz/ *plural noun* pages of a book or magazine which have illustrations

**picture processing** /ˈpɪktʃə ˌprəʊsesɪŋ/ *noun* analysis of the information contained in an image, usually by computer, providing recognition of objects in the image

**picture research** /ˈpɪktʃə rɪˌsɜːtʃ/ *noun* the job of looking for pictures which can be used in something such as a book, magazine or TV documentary

**picture researcher** /ˈpɪktʃə rɪˌsɜːtʃə/ *noun* somebody who looks for pictures relevant to a particular topic, so that they can be used as illustrations in something



such as a book, newspaper or TV programme

**picture transmission** /'pɪktʃə trænznɪf(ə)n/ *noun* the transmission of images over a telephone line

**picturisation book rights** /,pɪktʃəraɪzɪŋ(ə)n 'bʊk ,raɪts/ *plural noun* the right to publish a book containing pictures or cartoons which have been published separately in newspapers

**pie** /paɪ/ *verb* to mix up loose type by accident ○ *The line was dropped and pied, so had to be reset.* (NOTE: The US term is **pi**.)

**piece** /pi:s/ *noun* a small part of something ○ *to sell something by the piece* ○ *The price is 25p the piece.*

**piece accent** /pi:s 'æksənt/ *noun* a floating accent

**piece fraction** /,pi:s 'frækʃən/ *noun* a fraction made up of two small figures separated by a hyphen

**piece fractions** /'pi:s ,frækʃ(ə)nz/ *plural noun* commonly used fractions such as ¼, ½, etc. which are available as a single piece of type

**piece rate** /'pi:s reɪt/ *noun* a rate of pay calculated per unit produced or for a piece of work done and not paid for at an hourly rate

**piecework** /'pi:swɜ:k/ *noun* work that is paid for at a set rate per unit produced and not at an hourly rate

**pie chart** /'paɪ tʃɑ:t/ *noun* a statistical diagram where the ratios are shown as sections of a circle

**pierced block** /,pɪəst 'blɒk/ *noun* a letterpress block with a hole cut through it, leaving a large area of white

**pi font** /'paɪ fɒnt/ *noun* a font of pi characters

**pigment** /'pɪgmənt/ *noun* the colouring substance in ink

**pigment foils** /'pɪgmənt fɔɪlz/ *plural noun* foils for blocking covers, which give a colour to the letters or design

**pin** /pɪn/ *noun* a sharp piece of metal used for holding material or paper together ■ *verb* to attach with a pin ○ *She pinned the papers together.* ○ *Pin your cheque to the application form.*

**ping** /pɪŋ/ *noun* the length of time, in milliseconds, that it takes to send a message to an intranet, Internet or web address and receive a reply ■ *verb* to send a packet of data to an intranet, Internet or

web address to check whether it is accessible or is responding

**pin hole** /'pɪn həʊl/ *noun* a defect in paper in the form of a tiny hole

**pin mark** /'pɪn mɑ:k/ *noun* a small depression on a piece of type, made by the pin which pushes the type out of the mould

**pin register** /'pɪn ,redʒɪstə/ *noun* a method of aligning film, by using pins set in holes in the corners of each piece of film

**pipe roller** /'paɪp ,rəʊlə/ *noun* a roller on a web press which turns freely

**piping** /'paɪpɪŋ/ *noun* small ridges which occur in paper

**PIRA** /'paɪrə/ *noun* a British organisation which does research into printing techniques and offers advice to member companies and training to their staff. Full form **Printing Industries Research Association**

**piracy** /'paɪrəsi/ *noun* the act of illegally copying a piece of work under copyright

**PIRA SOAT** *noun* a test for the absorbency of paper, where a brass roll carrying a drop of liquid paraffin transfers some of the liquid to the paper

COMMENT: The PIRA SOAT method for measuring surface oil absorption time requires a brass roll carrying a drop of liquid paraffin to roll across the paper, transferring some of the liquid to it. The time taken for the paper to absorb 75% of the liquid is the surface oil absorption time.

**pirate** /'paɪrət/ *verb* to copy a patented or copyright work and sell it without permission ■ *noun* person who copies a patented invention or a copyright work and sells it without permission ○ *a pirate copy of a book*

COMMENT: The items most frequently pirated are books which can easily be printed from photocopied originals, music from CDs, or computer programs which are relatively simple to copy.

**pitch** /pɪtʃ/ *noun* 1. the number of characters that will fit into one inch of line, when the characters are typed in monospacing 2. a sticky substance in softwood, which is present in mechanical pulp and can damage the papermaking machinery

**pitch edge** /'pɪtʃ edʒ/ *noun* the edge of the paper as it is fed into a printing machine

**pitch marks** /'pɪtʃ mɑ:ks/ *plural noun* lines drawn on cover material to allow it to be placed quickly and correctly once the glue has been applied

**pix** /pɪks/ *plural noun* pictures used in advertising or design (*informal*)

**pixel** /'pɪksəl/ *noun* the smallest unit of display on a computer screen whose colour or brightness can be controlled ○ *The picture was made up of several hundred pixels of different colours.* Full form **picture element**

COMMENT: In high resolution display systems the colour or brightness of a single pixel can be controlled; in low resolution systems a group of pixels are controlled at the same time.

**placeholder text** /'pleɪshəʊldə tekst/ *noun* same as **dummy text**

**plagiarise** /'pleɪdʒəraɪz/, **plagiarize** *verb* to copy somebody else's work and publish it as one's own

**plagiarism** /'pleɪdʒərɪz(ə)m/ *noun* the practice of copying and publishing somebody else's work as one's own

**plagiarist** /'pleɪdʒərɪst/ *noun* a person who copies other people's work without admitting what they have done

**plain** /pleɪn/ *adjective* simple ○ *The design of the cover is in plain blue and white squares.* ○ *We want the school edition to have a plain design.*

**plain-paper copier** /,pleɪn 'reɪpə ,kɒpiə/ *noun* a photocopier which can use ordinary paper such as headed stationery, and does not need special sensitised paper

**plain paragraph** /,pleɪn 'pærəgrɑ:f/ *noun* a paragraph with the first line indented and the rest full width

**plaintext** /,pleɪn'tekst/ *noun* a term used in word processing to mean text that is in the standard font for that document without different types such boldface and italics

**plan** /plæn/ *noun* **1.** a carefully worked out method of achieving objectives **2.** a map

**planchest** /'plænt'fest/ *noun* a piece of furniture with wide flat drawers, in which large plans or artwork can be kept

**plane** /pleɪn/ *verb* to smooth a surface, or to reduce a surface by removing a thin layer from it ■ *noun* one layer of an image that can be manipulated independently within a graphics program

**planer** /'pleɪnə/ *noun* a wooden block used to tap the metal type to fit it in place

**planning** /'plæniŋ/ *noun* the process of working out in detail how to do something before starting to do it

**planographic printing** /,plænəʊgræfɪk 'prɪntɪŋ/ *noun* printing from a flat printing plate, in which the lines which produce the image are not raised above or sunk below the surface of the plate, but are greasy, so that the ink stays on the image and is repelled by the rest of the wet surface of the plate

**plant** /plɑ:nt/ *noun* **1.** machinery **2.** originated material such as blocks or film, which belong to the publisher

**plant costs** /'plɑ:nt kɒsts/ *plural noun* the one-off costs involved in producing a book, e.g. design, illustrations and typesetting (NOTE: Exactly what is included in the plant costs of a book tends to vary from publisher to publisher.)

**Plantin** /'plæntɪn/ *noun* a popular typeface designed by Christopher Plantin in the 15th century

**plastic comb binding** /'plæstɪk kəʊm ,baɪndɪŋ/ *noun* a mechanical binding process where separate sheets have holes punched in them into which the teeth of a plastic comb fit

**plastic wrapping** /'plæstɪk ,ræpiŋ/ *noun* thin transparent plastic sheets used to wrap magazines for distribution

**plate** /pleɪt/ *noun* **1.** an illustration in a book often on better-quality paper than the text **2.** a surface on which the text or image to be printed is fixed

COMMENT: Printing plates are usually made from metal (sometimes plastic or paper), and can be flat or curved to fit round the cylinder. Photographic plates are now used mainly in high quality, large-format professional cameras while the most popular backing material is still acetate film.

**plate camera** /'pleɪt ,kæm(ə)rə/ *noun* a camera that uses glass plates instead of film

**plate cylinder** /'pleɪt ,sɪlɪndə/ *noun* a heavy cylinder on which the plate is fixed in a printing press

**plate-making** /'pleɪt ,meɪkɪŋ/ *noun* the making of plates for printing

**platen** /'pleɪt(ə)n/ *noun* a roller which supports the paper in a printer

**platen press** /'pleɪt(ə)n pres/ *noun* a letterpress printing machine where the paper is placed on the type and a flat plate presses down on it

**plate proof** /'pleɪt pru:f/ *noun* a proof taken directly from the printing plate

**plate slap** /'pleɪt slæp/ *noun* the noise made by a plate which does not fit tightly around the cylinder

**plating** /'pleɪtɪŋ/ *noun* the act of fitting plates to the plate cylinder

**plating sequence** /'pleɪtɪŋ ,sɪrɪkwəns/ *noun* the order in which the plates are fixed to the cylinder

**plc** *abbreviation* Public Limited Company

**plot** /plɒt/ *verb* to mark co-ordinates and draw a graph using them

**plotter** /'plɒtə/ *noun* a computer device that draws straight lines between two co-ordinates

COMMENT: Plotters are used for graph and diagram plotting and can plot curved lines as a number of short straight lines.

**plotter driver** /'plɒtə ,draɪvə/ *noun* dedicated software that converts simple instructions issued by a user into complex control instructions to direct the plotter

**plotter pen** /'plɒtə peɪn/ *noun* an instrument used in a plotter to mark the paper with ink as it moves over it

**plotting mode** /'plɒtɪŋ məʊd/ *noun* the ability of some word processors to produce graphs by printing a number of closely spaced characters rather than individual pixels

**plough** /pləʊ/ *noun* a hand cutter for cutting the edges of cased books

**PLR** *abbreviation* LIBRARIES Public Lending Right

**plucking** /'plʌkɪŋ/ *noun* same as **picking**

**plug** /plʌg/ *noun* a device with metal pins which can be inserted into an electrical socket to provide power for a machine ■ *verb* to publicise a product or event in order to encourage people to buy or watch it

**plug compatible** /,plʌg kəm 'pæɪtɪb(ə)l/ *adjective* relating to a computer or peripheral which can be used with another system simply by plugging it in with a special plug

**plus** /plʌs/, **plus sign** /'plʌs saɪn/ *noun* a mathematical sign for addition (+)

**-ply** /plaɪ/ *suffix* indicating the number of layers of paper or board which are glued together to give greater strength

**PMA** *abbreviation* post mortem auctoris

**p-mail** /'pi: ,meɪl/ *noun* same as **snail mail**

**PMT** *abbreviation* photomechanical transfer

**pocket** /'pɒkɪt/ *noun* 1. paper folded like an envelope and glued inside the cover of a

book to hold a map or other insert 2. a type of envelope with a triangular flap

**pocket atlas** /,pɒkɪt 'ætɪləs/ *noun* a small atlas which can fit in the pocket

**pocket book** /'pɒkɪt bʊk/ *noun* 1. a small notepad which can be kept in the pocket 2. *US* a small paperback

**pocket edition** /'pɒkɪt ɪ,dɪʃ(ə)n/ *noun* a book small enough to be carried in a pocket

**POD** *abbreviation* print on demand

**poetry** /'pəʊtri/ *noun* imaginative writing which is arranged in a particular pattern of lines and sounds

**point** /pɔɪnt/ *noun* 1. a place or position in time ○ *starting point* 2. an idea or opinion ○ *He made a good point in the discussion.*

**pointer** /'pɔɪntə/ *noun* a stick used to indicate something

**point of presence** /,pɔɪnt əv 'prezəns/ *noun* a location where a user can connect to a network, e.g. a place where subscribers can dial in to an Internet service provider. Abbr **POP**

**point of sale** /,pɔɪnt əv 'seɪl/ *noun* the place where things sold in a shop are paid for. Abbr **POS**, **p.o.s.**

**point-of-sale material** /,pɔɪnt əv 'seɪl mə,tɪəriəl/ *noun* marketing material displayed in order to advertise a product where it is being sold, e.g. posters, dump bins or spinners. Also called **POS material**

**point-of-sale terminal** /,pɔɪnt əv 'seɪl ,tɜ:mɪn(ə)l/ *noun* a computer terminal at a point of sale, used to provide detailed product information and connected to a central computer to give immediate stock control information. Also called **POS terminal**

**point size** /'pɔɪnt saɪz/ *noun* the size of printed letters

COMMENT: In the UK and the USA, point sizes are based on the pica system; one point equals 0.3515mm (or 0.01384 inch); 12 points being one sixth of an inch, or 4.21mm or one pica em. In Europe, point size is based on the didot point: one point equals 0.3759mm (or 0.0148 inch), and 12 points are one cicero.

**point to point protocol** /,pɔɪnt tə ,pɔɪnt 'prəʊtəktɒl/ *noun* full form of **PPP**

**polished foil** /,pɒlɪʃt 'fɔɪl/ *noun* a foil for blocking book covers, giving a shiny finish in many different colour shades

**polythene** /'pɒlɪθi:n/ *noun* a thin plastic film used for wrapping

**polyurethane binding**

*/ˌpɒlɪjʊəriθeɪn ˈbaɪndɪŋ/ noun* a strong adhesive binding used for heavy reference books offering good open-flat qualities. Abbr **PUR**

**polyvinyl acetate** */ˌpɒlɪvɪnəl ˈæstɪt/ noun* a synthetic cold melt glue used in binding. Abbr **PVA**

**POP** */pɒp/ abbreviation* point of presence

**popular dailies** */ˌpɒpjələ ˈdeɪlɪz/ plural noun* daily papers published for the mass market readership

**popular edition** */ˌpɒpjələ ɪˈdɪʃ(ə)n/ noun* a book with poorer paper and a lighter cover than the norm, sold at a cheaper price

**popular prices** */'pɒpjələ ˈpraɪsɪz/ plural noun* prices which are low and therefore liked

**pop-up** */'pɒp ʌp/ adjective* containing cut-out figures that rise up as a page is opened ■ *noun* a book or card that contains pop-up figures

**pop-up book** */'pɒp ʌp ˌbʊk/ noun* a book, usually for children, in which the pictures are cut out from the page so that they stand up when the book is opened (NOTE: Used mainly for children's books, but also for some adult or more serious educational material.)

**pornographic** */ˌpɔːnəˈgræfɪk/ adjective* aiming to arouse sexual excitement

**pornography** */'pɔːnəgrəfi/ noun* publications of an obscene nature, usually in a sexual sense

**porosity** */'pɔːrɒsɪti/ noun* the ability of a material to allow fluids to pass through

**porous** */'pɔːrəs/ adjective* allowing fluids to pass through

**port** */'pɔːt/ noun* a socket or other physical connection allowing data transfer between a computer's internal communications channel and another external device

**portable** */'pɔːtəb(ə)l/ adjective* easily carried ■ *noun* an easily carried machine such as a small computer or television

**portable colour duct** */'pɔːtəb(ə)l ˈkʌlə ˌdʌkt/ noun* a device which can be attached to a printer to change the colour of the printing ink

**portal** */'pɔːt(ə)l/ noun* a website that provides links to information and other websites

**portfolio** */'pɔːtˈfəʊliəʊ/ noun* **1.** a collection of original works **2.** an area of responsibility held by a government minister **3.** a

thin, flat case for carrying drawings and papers

**portrait** */'pɔːtrɪt/ noun* a painting, drawing or photograph of a person

**portrait format** */'pɔːtrɪt ˌfɔːmət/ noun* vertical format with the height greater than the width, as opposed to landscape format

**POS** */pɒz/, p.o.s. abbreviation* point of sale

**position** */'pɔːzɪʃ(ə)n/ noun* a person's job or status within a company ■ *verb* to place something somewhere ○ *Position this photograph at the top right-hand corner of the page.*

**positive** */'pɔːzɪtɪv/ adjective* made from a negative, i.e. with the black showing as black, or with the same colours as the original ■ *noun* film which shows the colours as in the original. Compare **negative**

**positive film** */'pɔːzɪtɪv fɪlm/ noun* film made from a negative, i.e. with the black showing as black, or with the same colours as the original

**positive reading** */'pɔːzɪtɪv ˌriːdɪŋ/ adjective* same as **right-reading**

**POS material** */'piː əʊ ˈes məˌtɪəriəl/ noun* same as **point-of-sale material**

**post-** */'pəʊst/ prefix* combining with nouns, adjectives and dates to indicate that something has happened after the stated time ○ *post-war* ○ *post-audit*

**postage** */'pəʊstɪdʒ/ noun* payment for sending a letter or parcel by post

**postage paid** */'pəʊstɪdʒ ˈpeɪd/ adjective* words printed on an envelope to show that the sender has paid the postage even though there is no stamp on it

**postal** */'pəʊst(ə)l/ adjective* relating to the post ■ *noun* a size of board which is not an ISO size

**postal charges** */'pəʊst(ə)l ˌtʃɑːdʒɪz/*

**postal rates** *plural noun* money to be paid for sending letters or parcels by post ○ *Postal charges are going up by 10% in September.*

**postal order** */'pəʊst(ə)l ˌɔːdə/ noun* a document bought at a post office, as a method of paying small amounts of money by post

**postal packet** */'pəʊst(ə)l ˌpækɪt/ noun* a small container of goods sent by post

**post-binding** */'pəʊst ˌbaɪndɪŋ/ noun* a type of loose-leaf binding using metal posts which pass through the holes in the leaves

**postcard** /'pəʊstkɑ:d/ *noun* a card, often with a picture on one side, which can be written on and sent without an envelope

**postcode** /'pəʊstkəʊd/ *noun* a system of letters and numbers used by the post office to identify towns and roads to aid the delivery of letters

**post-editing** /'pəʊst ,edɪtɪŋ/ *noun* the act of editing and modifying text after it has been compiled or translated by a machine

**poster** /'pəʊstə/ *noun* a large notice or advertisement stuck to a wall or board

COMMENT: The standard format for a single sheet poster is double crown (30 x 20 inches).

**PUS terminal** /,pi: əʊ 'es ,tɜ:mɪn(ə)/ *noun* same as **point-of-sale terminal**

**poster paper** /'pəʊstə ,peɪpə/ *noun* paper which is glossy on one side and rough on the other

**poster stick** /'pəʊstə stɪk/ *noun* a large composing stick which can hold the large type needed for printing posters

**poster type** /'pəʊstə taɪp/ *noun* very large typefaces used for posters, often made of wooden blocks

**post-formatted** /,pəʊst 'fɔ:mætɪd/ *adjective* arranged into pages at the printing stage rather than on screen

**posthumous** /'pɒstjʊməs/ *adjective* published or printed after the author's death

**posthumously** /'pɒstjʊməsli/ *adverb* after a person's death ○ *His last novel was published posthumously.*

**posting** /'pəʊstɪŋ/ *noun* a message sent to and displayed on an online facility such as an Internet newsgroup or bulletin board

**post mortem auctoris** /,pəʊst ,mɔ:təm ɔ:k'tɔ:ri:s/ *phrase* a Latin phrase meaning 'after the death of the author', used in copyright law. Abbr **PMA**

**post office** /'pəʊst ,ɒfɪs/ *noun* a national organisation which controls the postal services within a country

**Post Office box number** /,pəʊst ,ɒfɪs 'bɒks ,nʌmbə/ *noun* a reference number given for delivering mail to a post office, so as not to give the actual address of the person who will receive it

**postpone** /pəʊst'pəʊn/ *verb* to rearrange for something to be done at a later date or time

**postponement** /pəʊs'təʊnmənt/ *noun* the act of arranging for something to take place later than planned ○ *I had to change my appointments because of the postponement of the meeting with the printers.*

**postscript** /'pəʊstskɪpt/ *noun* an addition to the end of something such as a book, story or document

**PostScript** /'pəʊstskɪpt/ a trade name for a standard page description language developed by Adobe Systems. PostScript offers flexible font sizing and positioning and it is most often used in DTP systems, high-quality laser printers and phototypesetters. ○ *If you do a lot of DTP work, you will benefit from a PostScript printer.*

**pot** /pɒt/ *noun* a container for molten metal on a typesetting machine

**potboiler** /'pɒtbɔɪlə/ *noun* a work written purely to earn money with no literary merit

**pound** /paʊnd/ *noun* 1. a measure of weight equalling 0.45 kilos (NOTE: Usually written **lb** after a figure: **25lb.**) 2. money used in the UK and many other countries

**pound sterling** /,paʊnd 'stɜ:ɪŋ/ *noun* an official term for the British currency. ◇ **hash** (NOTE: Usually written **£** before a figure: **£25.** Note also that the pound sign is used in the USA in place of the hash mark to avoid confusion in cases where the hash mark means 'number'.)

**powderless etching** /'paʊdələs ,etʃɪŋ/ *noun* a method of etching blocks without needing to use dragon's blood, using magnesium alloy plates instead of zinc, giving very fine lines. Also called **Dow etching**

**pp** *abbreviation* pages

**p.p.** /,pi: 'pi:/ *verb* □ to **p.p.** a letter to sign a letter on behalf of somebody ○ *The assistant p.p.'d the letter while the manager was at lunch.*

**ppm** *abbreviation* pages per minute

**PPP** /,pi: pi: 'pi:/ *noun* protocol that allows a computer to use the TCP/IP protocol over a telephone connection. Full form **point to point protocol**

**PR** *abbreviation* public relations ○ *A PR firm is handling all our publicity.* ○ *He is working in PR.* ○ *The PR people gave away 100,000 balloons.*

**predesigned** /,pri:di'zaɪnd/ *adjective* provided to the customer already designed ○ *There is a wide selection of predesigned*

*layouts to help you automatically format typical business and technical documents.*

**pre-edit** /pri 'edɪt/ *verb* to change text before it is run through a machine to make sure it is compatible

**pref.** *abbreviation* preface

**preface** /'prefəs/ *noun* an author's note which comes before the introduction and after any dedication ■ *verb* to write or say something before the main part of a text ○ *He prefaced his article with a quotation from Dickens.*

COMMENT: A preface is usually written by the author, and explains briefly why the book has been written and who the readers are expected to be. A foreword, on the other hand, can be written by the author, but is more usually by another person, often a famous person whose name might be expected to increase the sales of the book.

**prefatory note** /'prefæt(ə)ri nəʊt/ *noun* a note addressed to the reader, printed at the beginning of a book

**preferred position** /prɪ,fɜːd pə 'zɪʃ(ə)n/ *noun* a position for an advertisement in a magazine, which is particularly asked for by the advertiser

**prefix** /'pri:fɪks/ *noun* a word or letters added to the front of another word, which can change its meaning, e.g. in 'undone', 'misread'

**prejudice** /'predʒʊdɪs/ *noun* an unfair and often negative feeling based on incomplete knowledge and information ■ *verb* to harm somebody's claim

**prekey** /pri:'ki:/ *verb* to keyboard a text before sending it for typesetting

**preliminary** /prɪ'limɪn(ə)ri/ *adjective* early or happening before anything else

**preliminary discussion** /prɪ ,limɪn(ə)ri dɪ'skʌʃ(ə)n/, **preliminary meeting** *noun* a discussion or meeting which takes place before the main discussion or meeting starts

**prelims** /'pri:limz/ *plural noun* the initial pages of a book, including the title page and table of contents, which precede the main text. Also called **front matter**

COMMENT: The prelims occupy several pages. They will normally include a half title, the title page, the title page verso with bibliographical details, a contents page, and list of illustrations, preface, introduction and acknowledgements. They may also include a list of books by the same author (on the blank page facing the title page or half-title), a frontispiece (illustration facing the title page), etc. The prelims are usually numbered in Roman figures (i, ii, iii, etc.) and these numbers do not count towards

the page numbers of the text. A catalogue might note that a book has 24pp prelims and 222pp text. In British and American books the printer's imprint appears on the bibliographical page following the title page.

**pre-make-ready work** /,pri: 'meɪk ,redi ,wɜːk/ *noun* **1.** a routine in a composing room to prepare a forme before making ready on a letterpress machine **2.** preparation of an offset machine for printing, including plate-making

**premium book** /'pri:mɪəm bʊk/ *noun* a book offered as a gift to subscribers to another book or series of books, or offered at a very cheap price as an incentive to members of a book club

**prepack** /pri:'pæk/, **prepackage** /pri:'pækɪdʒ/ *verb* to pack something before putting it on sale ○ *The guides are prepacked in a plastic display stand.*

**prepaid** /'pri:'peɪd/ *adjective* paid for in advance of delivery

**prepaid reply card** /,pri:'peɪd rɪ'plɑɪ kɑːd/ *noun* a stamped addressed card which is sent to somebody so that they can reply without paying the postage

**preparation** /,prepə'reɪʃ(ə)n/ *noun* work done beforehand in order to be ready for something ○ *They made careful preparation for the open day.* □ **in preparation** being prepared

**prepay** /pri:'peɪ/ *verb* to pay in advance

**prepayment** /'pri:'peɪmənt/ *noun* payment in advance □ **to ask for prepayment of a fee** to ask for the fee to be paid before the work is done

**pre-press** /,pri: 'pres/ *adjective* before going to press

**pre-press costs** /'pri: pres ,kɒsts/ *plural noun* the costs of preparing a book or magazine up to the camera-ready copy or film stage

**pre-press proof** /'pri: pres ,pru:f/ *noun* a proof made from the film, before printing starts

**pre-press work** /'pri: 'pres wɜːk/ *noun* the process of preparing an offset machine for printing, including plate-making and making ready. Also called **pre-make-ready work**

**preprint** /'pri:prɪnt/ *noun* **1.** a small section of a book printed before the rest and sent out in advance as publicity matter **2.** printed material which is then overprinted, such as colour sections without text ■ *verb* to print something before the rest of the job

**preprinted cover** /pri:prɪntɪd 'kʌvə/ *noun* a cover which is printed in advance of the main binding, e.g. to be used for display purposes or for reps to use

**preprinted stationery** /pri:prɪntɪd 'steɪʃ(ə)n(ə)rɪ/ *noun* stationery which has already been printed with the company's logo and address at the head or foot

**prepublication** /pri:ˌpʌblɪ'keɪʃ(ə)n/ *adjective* relating to or occurring in the period before a book or other work is published

**prepublication advertising** /pri:ˌpʌblɪkeɪʃ(ə)n 'ædvətaɪzɪŋ/ *noun* advertising carried out before the publication of a book

**prepublication sales** /pri:ˌpʌblɪkeɪʃ(ə)n 'seɪlz/ *plural noun* sales which are recorded before the publication of a book

**prepublication selling** /pri:ˌpʌblɪkeɪʃ(ə)n 'selɪŋ/ *noun* same as **advance selling**

**prescribed text** /pri:skraɪbd 'tekst/ *noun* an educational book which has been listed as required for a course of study or for an exam

**presell** /ˌpri: 'sel/ *verb* to sell a book before its official publication date

**presensitised** /pri:'sensɪtaɪzd/, **presensitized** *adjective* with a sensitive coating ready for processing

**presentation** /ˌprez(ə)n'teɪʃ(ə)n/ *noun* a talk about a specific subject given to provide information

**presentation copy** /ˌprez(ə)n'teɪʃ(ə)n 'kɒpi/ *noun* a copy of a book either in special binding or with a special inscription, which is given to somebody at an official ceremony

**presentation visuals** /ˌprez(ə)n'teɪʃ(ə)n 'vɪʒʊəlz/ *plural noun* artwork which is used in a presentation, to show what the finished work will look like

**preseparated files** /pri:sepəreɪtɪd 'faɪlz/ *plural noun* digital files of the separations of a piece of artwork, each one of which is stored individually. Compare **composite separations**

**preset** /pri:'set/ *verb* to set something in advance ○ *The printer was preset with new page parameters.*

**pre-shrunk packaging** /ˌpri: ʃrʌŋk 'pækɪdʒɪŋ/ *noun* US same as **shrink-packaging**

**press** /pres/ *noun* **1.** the act or method of printing ○ *gone to press* □ **the press** newspapers and magazines ○ *There was no mention of the new product in the press.* ○ *We plan to give the product a lot of press publicity.* □ **the local press** newspapers which are sold in a small area of the country □ **the national press** newspapers which sell in all parts of the country ○ *The new car has been advertised in the national press.* **2.** a device used in printing which pushes paper onto the inked metal type ■ *verb* **1.** to push down on paper in a press to make it flat **2.** to print using a press **3.** to put pressure on something ○ *Press the button to make it work.* **4.** to try to persuade somebody to do or say something

**press agency** /'pres ˌeɪdʒənsi/ *noun* a company that sells news items and features to newspapers and journalists

**press agent** /'pres ˌeɪdʒənt/ *noun* a person who looks after the publicity for an author, entertainer or other famous person

**press conference** /'pres ˌkɒnf(ə)rəns/ *noun* a meeting at which reporters from newspapers are invited to hear news of an important event or person and ask questions

**press copies** /'pres kɒpi:z/ *plural noun* copies of a new book which are sent to newspapers

**press costs** /'pres kɒsts/ *plural noun* printing costs, including making plates, paper, machining and binding

**press coverage** /'pres ˌkʌv(ə)rɪdʒ/ *noun* the amount of space or time given in newspapers or TV and radio news bulletins to one topic

**press cutting agency** /'pres ˌkʌtɪŋ ˌeɪdʒənsi/, **press cutting service** *noun* a company that cuts out references to a client from newspapers and magazines and sends them on to the client

**press cuttings** /'pres ˌkʌtɪŋz/ *plural noun* references to a client or person or product cut out of newspapers or magazines

**press date** /'pres deɪt/ *noun* the date on which a book or magazine is printed

**pressing** /'presɪŋ/ *noun* the act of flattening printed signatures

**pressing boards** /'presɪŋ bɔ:dz/ *plural noun* stiff cardboard plates between which the printed pages are pressed to flatten them before going for binding

**presspahn hollow** /'prespæn ,hələʊ/ *noun* a type of hollow used in the spine of cased books

**press proofs** /'pres pru:fs/ *plural noun* final proofs which are run off just before the printing run starts

**press release** /'pres rɪ,lɪ:s/ *noun* **1.** a statement given by an organisation to the media to explain a situation from their point of view **2.** same as **news release**

**press rolls** /'pres rəʊlz/ *plural noun* heavy rollers which crush the paper as it is going through the papermaking process

**pressroom** /'presru:m/ *noun* part of a printing works where the printing is actually carried out

**pressrun** /'presrʌn/ *noun* *US* the number of books printed at one time (NOTE: The UK term is **print run**.)

**presswork** /'preswɜ:k/ *noun* the work of carrying out a printing job, whether it is printing leaflets or posters, or a multi-volume reference work in full colour

**preview** /'pri:vju:/ *verb* to display text or graphics on a screen as it will appear when it is printed out

**previewer** /'pri:vju:ə/ *noun* a feature that allows a user to see on screen what a page will look like when printed ○ *The built-in previewer allows the user to check for mistakes.*

**preview screen** /'pri:vju: skri:n/ *noun* a screen on which text or graphics can be previewed

**price** /praɪs/ *noun* the amount of money needed to buy an item ■ *verb* to give a price to a product

**price control** /'praɪs kən'trəʊl/ *noun* legal measures to stop prices rising too fast

**price cutting** /'praɪs ,kʌtɪŋ/ *noun* a sudden lowering of prices

**price differential** /'praɪs dɪfə'renʃəl/ *noun* the difference in price between products in a range

**price ex factory** /,praɪs eks 'fækt(ə)ri/ *noun* same as **factory price**

**price ex warehouse** /,praɪs eks 'weəhəʊs/ *noun* the price for a product which is to be collected from the manufacturer's or agent's warehouse and so does not include delivery

**price ex works** /,praɪs eks 'wɜ:ks/, **price ex factory** *noun* a price for a product not including transport from the maker's factory

**price fixing** /'praɪs ,fɪksɪŋ/ *noun* an illegal agreement between companies to charge the same price for competing products

**price list** /'praɪs lɪst/ *noun* a list of the prices of everything in stock

**price range** /'praɪs reɪndʒ/ *noun* a series of prices for similar products from different suppliers

**price-sensitive product** /,praɪs 'sensətɪv/ *noun* a product which will sell less if the price is increased

**price war** /'praɪs wɔ:/ *noun* competition between companies to get a larger market share by cutting prices

**pricing policy** /'praɪsɪŋ ,pəlɪsi/ *noun* a company's policy in giving prices to its products ○ *Our pricing policy aims at producing a 35% gross margin.*

**primary colours** /'praɪməri 'kʌləz/ *plural noun* the three primary colours which make white light, or the three process colours used, with black, in four-colour process work. Also called **colour primaries**

**primary publishing** /'praɪməri ,pʌblɪʃɪŋ/ *noun* the publishing of school books for use in primary schools

**primary school textbook** /,praɪməri sku:l 'tekstbʊk/ *noun* a textbook used in schools teaching children up to about 11 years old

**primer** /'praɪmə/ *noun* **1.** a simple instruction book or manual **2.** a basic or simple school book for children

**print** /prɪnt/ *verb* **1.** to produce a book, magazine, newspaper or leaflet by a mechanical process **2.** □ **to print to paper** to print as many copies as there is paper available, rather than asking for a precise number of copies which might be uneconomical ■ *noun* **1.** words made on paper with a machine ○ *You get clearer print from a daisy-wheel printer than from a line printer.* **2.** a printed copy of an etching, etc., made from a film or plate ○ *He collects 18th-century prints.* ○ *The office is decorated with Japanese prints.* **3.** a positive photographic image in which black is black and white is white. Compare **negative**

**printable** /'prɪntəb(ə)/ *adjective* able to be printed on

**print buyer** /'prɪnt ,baɪə/ *noun* a person in the production department of a



publishing company whose job is to place orders with printers

**print buying** /'prɪnt ˌbaɪɪŋ/ *noun* the job of placing orders for printing and binding

**print contrast ratio** /,prɪnt 'kɒntrɑːst ˌreɪʃiəʊ/ *noun* the difference between the brightest and darkest areas of an image

**print control character** /prɪnt kən 'trəʊl/ *noun* a special character which directs a printer to perform an action or function such as changing the font, rather than print a character

**printed ephemera** /,prɪntɪd ɪ'femərə/ *plural noun* items such as theatre programmes, leaflets and advertising fliers which would normally be read and thrown away

**printed head-to-head** /,prɪntɪd hed tə 'hed/ *adjective* relating to a method of printing where two copies are printed from the same sheet, with the heads of the two books together. ◊ **coming-and-going, fore and aft, two-up**

**printed head-to-tail** /,prɪntɪd hed tə 'hed/ *adjective* relating to a method of printing where two copies are printed from the same sheet, with the head of one connecting with the bottom edge of the other. ◊ **coming-and-going, fore and aft, two-up**

**printed index** /,prɪntɪd 'ɪndeks/ *noun* an alphabetical list of words used in a text

**printed matter** /'prɪntɪd ˌmætə/ *noun* anything that is printed and can be read

**printer** /'prɪntə/ *noun* **1.** a machine that converts electronic data into readable form on paper **2.** a person or company that prints books, newspapers or other printed matter

**printer buffer** /'prɪntə ˌbʌfə/ *noun* a temporary store for character data waiting to be printed, used to free the computer before the printing is completed so making the operation faster

**printer control characters** /,prɪntə kən'trəʊl ˌkærɪktəz/ *plural noun* command characters in a text which transmit printing commands to a printer

**printer driver** /'prɪntə ˌdraɪvə/ *noun* dedicated software that converts and formats the user's commands ready for a printer

**printer-plotter** /'prɪntə ˌplɒtə/ *noun* a high-resolution printer that is able to operate as a low-resolution plotter

**printer quality** /'prɪntə ˌkwɒlɪti/ *adjective* relating to the standard of printed text from a particular printer

**printer's corrections** /'prɪntəz kə ˌrekʃ(ə)nz/ *plural noun* corrections noted by the printer's reader on the top copy of the proofs before the proofs are sent to the publisher

**printer's devil** /,prɪntəz 'devɪl/ *noun* an apprentice or young helper in a printing workshop

**printer's error** /'prɪntəz ˌerə/ *noun* a mistake made by the printer, usually an error in typesetting. Abbr **PE**

**printer's flowers** /'prɪntəz ˌflaʊəz/ *plural noun* ornaments available in metal type or transfer lettering. Also called **flowers**

**printer's imprint** /,prɪntəz ɪ'mprɪnt/ *noun* a special mention of the name and address of the printer on the inside of a book or periodical

**printer's pie** /'prɪntəz paɪ/ *noun* type which has become mixed up and is meaningless

**print formatter** /'prɪnt ˌfɔːmətə/ *noun* software that converts embedded codes and print commands to printer control signals

**printhead** /'prɪnthed/ *noun* a metal form of a character that is pressed onto an inked ribbon to print the character on paper

**printing** /'prɪntɪŋ/ *noun* **1.** the art of printing books or magazines, including typesetting, etc. ◊ *She is studying printing at college.* **2.** the quantity of copies of a book printed at the same time ◊ *The second printing has sold out and a third has been ordered.*

**printing cylinder** /'prɪntɪŋ ˌsɪlɪndə/ *noun* a cylinder on a press which carries the printing plate

**printing down** /,prɪntɪŋ ˌdaʊn/ *noun* preparation of a printing plate by exposing it to a prepared film in a printing-down frame, and subjecting it to light

**printing-down frame** /'prɪntɪŋ daʊn ˌfreɪm/ *noun* a vacuum frame used for printing down when making a plate from a film

**printing history** /'prɪntɪŋ ˌhɪst(ə)rɪ/ *noun* details of the printing of a book such as the date of the original printing and dates of reprints, usually listed on the bibliographic page after the title page

**printing house** /'prɪntɪŋ haʊs/ *noun* a company which does printing

**Printing Industries Research Association** /,prɪntɪŋ ɪndʌstri:z rɪ'sɜ:tʃ ə,səʊsiə(r)j(ə)n/ *noun* full form of **PIRA**

**printing ink** /'prɪntɪŋ ɪŋk/ *noun* 1. ink made from carbon mixed with oil, used in printing 2. a type of ink only used in printing

**printing order** /'prɪntɪŋ ɔ:də/ *noun* an order from a publisher to a printer to print a particular number of copies of a book

**printing papers** /'prɪntɪŋ ˌpeɪpəz/, **printings** *plural noun* types of paper which can be used for printing

**printing press** /'prɪntɪŋ pres/ *noun* a machine which presses paper onto type and prints text

**printing process** /'prɪntɪŋ ˌprəʊses/ *noun* any method of printing, e.g. letterpress, litho, gravure, screenprinting and flexography

**printing sequence** /'prɪntɪŋ ˌsi:kwəns/ *noun* the order in which the four colours are printed in four-colour work

**printing trade** /'prɪntɪŋ treɪd/ *noun* commercial activities involved in printing books, newspapers, ephemera, etc.

**printing works** /'prɪntɪŋ wɜ:ks/ *plural noun* a factory where books or newspapers are printed. Also called **print works**

**print life** /'prɪnt laɪf/ *noun* the number of characters a component can print before needing to be replaced ◊ *The printhead has a print life of over 400 million characters.*

**printmaking** /'prɪntmeɪkɪŋ/ *noun* the printing of art prints such as lithographs, etchings and linocuts

**print media** /'prɪnt ˌmi:diə/ *noun* newspapers, books, journals, magazines, leaflets etc which carry print in a hard copy format

**print modifiers** /'prɪnt ˌmɒdɪfaɪz/ *plural noun* codes in a document that cause a printer to change mode, e.g. from bold to italic

**print number** /'prɪnt ˌnʌmbə/ *noun* the number of copies of a book which are printed at one time

**print on demand** /,prɪnt ɒn dɪ'mɑ:nd/ *noun* the facility to print and bind a small number of books at short notice, without the need for a large print run, using digital technology. Abbr **POD**

**print order** /'prɪnt ɔ:də/ *noun* an order from a customer asking a printer to print something, specifying quantity, paper, binding, etc.

**print out** /,prɪnt 'aʊt/ *verb* to print information from a computer through a printer **printout** /'prɪntaʊt/ *noun* a hard copy of a computer file

**print pause** /,prɪnt 'pɔ:z/ *noun* an act of temporarily stopping a printer while printing, e.g. to change paper

**print run** /'prɪnt rʌn/ *noun* the number of copies of a book which are printed at one time

**printshop** /'prɪntʃɒp/ *noun* a shop where jobbing printing takes place

**print style** /'prɪnt stɑɪl/ *noun* the typeface and fonts used in any particular document

**printwheel** /'prɪntwi:l/ *noun* a wheel made up of a number of arms, with a character at the end of each arm, used in a daisy-wheel printer

**print works** /'prɪnt wɜ:ks/ *plural noun* same as **printing works**

**privacy of information** /,prɪvəsi əv ɪnfə'meɪʃ(ə)n/ *noun* the act of keeping documents secret so that only authorised people are allowed to read them

'New rules for a passenger data collection scheme operated by US authorities may carry a nasty sting for travellers. The scheme – Advance Passenger Information System (Apis) – threatens to cause big delays at check-in and raises ethical questions about a passenger's right to privacy of information.' [*Financial Times*]

**private** /'praɪvət/ *adjective* for the use of one person or group only ◻ **letter marked 'private and confidential'** a letter that must not be opened by anyone other than the person it is addressed to

**private limited company** /,praɪvət ˌlɪmɪtɪd 'kʌmp(ə)nɪ/ *noun* a company with a small number of shareholders, whose shares are not traded on the Stock Exchange

**privately printed book** /,praɪvətli ˌprɪntɪd 'bʊk/ *noun* a book printed by a private press

**privately published book** /,praɪvətli ˌpʌblɪʃt 'bʊk/ *noun* a book that has been printed at the author's expense

**private press** /'praɪvət pres/ *noun* a printing press which prints limited

numbers of handset books, and sells them to collectors

**pro** /prəʊ/ *preposition* for

**process camera** /'prəʊses ,kæm(ə)rə/ *noun* a camera designed for the stages required in preparing illustrations for printing, such as tone and colour separation

**process colour printing** /,prəʊses 'kʌlə ,prɪntɪŋ/ *noun* the printing of colour plates using four-colour plates, one for each process colour

**process colours** /'prəʊses ,kʌləz/ *plural noun* the colours cyan, magenta and yellow which are used together with black to produce all the other colours needed in colour printing. ◊ **additive colours, subtractive colours**

**processing** /'prəʊsesɪŋ/ *noun* **1.** the act of developing and printing a film **2.** the sorting of information

**processor** /'prəʊsesə/ *noun* a computer that is able to manipulate data according to given instructions. ◊ **word processor**

**process plates** /'prəʊses pleɪts/ *plural noun* colour plates used in four-colour printing

**process white** /'prəʊses waɪt/ *noun* a type of white paint used to cover unwanted block lines on artwork, which does not show when photographed

**process work** /'prəʊses wɜ:k/ *noun* printing in four colours

**product** /'prɒdʌkt/ *noun* **1.** something that is made to be sold often in large quantities **2.** the result of previous actions or discussions

**product advertising** /'prɒdʌkt ,ædvətaɪzɪŋ/ *noun* the advertising of a particular named product, not the company which makes it

**product analysis** /,prɒdʌkt ə 'næləsɪs/ *noun* examination of each separate product in a company's range to see why it sells or who buys it, etc.

**product design** /'prɒdʌkt dɪ,zain/ *noun* the design of consumer products

**product development** /,prɒdʌkt dɪ 'veləpmənt/ *noun* the process of improving a product to meet the needs of the market

**product engineer** /,prɒdʌkt ,endʒɪ 'nɪə/ *noun* an engineer in charge of the equipment for making a product

**production** /prə'dʌkʃən/ *noun* **1.** the creation of something **2.** same as **production department**

**production and progress record** /prə'dʌkʃən ən 'prəʊgres ,rekɔ:d/ *noun* a record kept giving details of the production of a book

**production budget** /prə'dʌkʃən ,bʌdʒɪt/ *noun* a plan of expected expenditure on production

**production controller** /prə'dʌkʃən kən,trəʊlə/ *noun* a person in the production department of a publishing company who deals with printers and other suppliers

**production cost** /prə'dʌkʃən kɒst/ *noun* the cost of making a product

**production department** /prə'dʌkʃən dɪ,prɑ:tmənt/ *noun* the section of a company which deals with the physical manufacture of the company's products, e.g. in a publishing company the department dealing with typesetting, paper buying, printing and binding

**production editor** /prə'dʌkʃən ,edɪtə/ *noun* a person in a production department who also undertakes editorial work

**production ledger** /prə'dʌkʃən ,ledʒə/ *noun* an accounts ledger where a publisher keeps note of all production costs incurred in making a book, from origination to bound books

**production manager** /prə'dʌkʃən ,mænɪdʒə/ *noun* a person in charge of the production department

**production rate** /prə'dʌkʃ(ə)n reɪt/ *noun* the speed at which items such as books or CDs are made. Also called **rate of production**

**production schedule** /prə'dʌkʃən ,ʃedʒu:l/ *noun* a list of dates for all the production processes of a book, e.g. sending copy to the typesetter, layouts, proofing and cover work

**production standards** /prə'dʌkʃən ,stændədz/, **production values** /prə'dʌkʃən ,vælju:z/ *plural noun* the quality of the materials and methods used in production

**production unit** /prə'dʌkʃən ,ju:nɪt/ *noun* a separate small group of employees producing a certain product

**product line** /'prɒdʌkt laɪn/, **product range** /'prɒdʌkt reɪndʒ/ *noun* a series of different products made by the same company which form a group, such as cars

in different models or pens in different colours

**product management** /,prɒdʌkt 'mænɪdʒmənt/ *noun* the job of directing the making and selling of a product as an independent item

**product mix** /'prɒdʌkt mɪks/ *noun* the particular combination of products made by the same company

**profession** /prə'feʃ(ə)n/ *noun* a job that requires advanced education or training

**professional** /prə'feʃ(ə)nəl/ *adjective*  
**1.** relating to work requiring a high level of training and done to a high standard **2.** done for money rather than as a hobby

**professional and reference publishing** /prə,feʃ(ə)nəl ən 'ref(ə)rəns ,pʌblɪʃɪŋ/ *noun* the publishing of special books for the professions and also reference titles

**professional publishing** /prə,feʃ(ə)nəl 'pʌblɪʃɪŋ/ *noun* the publishing of books on law, accountancy and other professions

**professional qualification** /prə,feʃ(ə)nəl ,kwɒlɪfɪ'keɪʃ(ə)n/ *noun* a document showing that somebody has successfully finished a course of study

**profile** /'prəʊfaɪl/ *noun* a brief description of something such as an author or a company ○ *We always try to include a profile of the author on the advance information sheet.*

**profit and loss account** /,prɒfɪt ən 'lɒs ə,kaʊnt/ *noun* the accounts for a company, with expenditure and income balanced to show a final profit or loss

**profit centre** /'prɒfɪt ,sentə/ *noun* a person or department which is considered separately for the purposes of calculating a profit

**program** /'prəʊgræm/ *noun* a set of instructions for a computer ■ *verb* to write a program for a computer

**programmed learning** /,prəʊgræmd 'lɜ:nɪŋ/ *noun* a learning method based on self-instructional materials that are designed to allow pupils to progress at their own pace, step by step, through structured sequences

**programmer** /'prəʊgræmə/ *noun* a person who designs and writes instructions for a computer

**programming** /'prəʊgræmɪŋ ,endʒɪnɪə/ *noun* an engi-

neer in charge of programming a computer system

**programming language** /'prəʊgræmɪŋ ,læŋgwɪdʒ/ *noun* software that allows somebody to write instructions for a computer which it can then translate into a workable program

COMMENT: Programming languages are grouped into different levels: the high-level languages such as BASIC and PASCAL are easy to understand and use, but offer slow execution time since each instruction is made up of a number of machine code instructions; low-level languages such as ASSEMBLER are more complex to read and program in but offer faster execution time.

**progress** /prə'gres/ *noun* movement of work forward ○ *to report on the progress of the work*

**progress card** /'prəʊgres kɑ:d/ *noun* a card or sheet on which details of a job's progress can be kept

**progress chaser** /'prəʊgres ,tʃeɪsə/ *noun* a person whose job is to check that work is being carried out on schedule or that orders are being fulfilled on time

**progressive proofs** /prə'gresɪv pru:fs/, **progressives**, **progs** *plural noun* a set of colour proofs from process colour printing, showing first one colour, then with the second added, and so on until the whole colour illustration is shown, presented in this way so that the publisher and printer can check each colour

**progress report** /'prəʊgres rɪ,pɔ:t/ *noun* a document that describes what progress has been made

**project** /'prɒdʒekt/ *noun* **1.** a detailed study of a subject written up by a student **2.** a planned course of action ○ *The company has several exciting reference projects lined up for the new year.*

**project analysis** /'prɒdʒekt ə ,næləʊsɪs/ *noun* examination of all the costs or problems of a project before work on it is started

**projected sales** /prə'dʒektɪd 'seɪlz/ *plural noun* a forecast of sales ○ *Projected sales in Europe next year should be over £1m.*

**projection** /prə'dʒekʃən/ *noun* a forecast of a future amount from a set of data

**project manager** /,prɒdʒekt 'mænɪdʒə/ *noun* the person in charge of the scheduling, resources and processes of a project

**promote** /prə'məʊt/ *verb* **1.** to advance somebody to a higher position within an organisation **2.** to encourage something to develop or succeed

**promotion** /prə'məʊʃ(ə)n/ *noun* **1.** the act of upgrading somebody to a higher position **2.** a marketing activity to persuade people to buy goods or use a service ○ *The library had a special children's book promotion during the school holidays.*

**promotional** /prə'məʊʃ(ə)n(ə)l/ *adjective* used in an advertising campaign ○ *The admen are using balloons as promotional material.*

**promotional book** /prə'məʊʃ(ə)n(ə)l bʊk/ *noun* *US* a cheap, highly illustrated book, similar to a coffee table book, but sold at a bargain price

**promotional budget** /prə'məʊʃ(ə)n(ə)l 'bʌdʒɪt/ *noun* the forecast cost of promoting a new product

**promotional material** /prə'məʊʃ(ə)nəl mə'tɪəriəl/ *noun* items such as posters and carrier bags which are used to publicise a book

**promotion copies** /prə'məʊʃ(ə)n 'kɒpi:z/ *plural noun* free copies of an unpublished book given to salespeople and the publicity department to use in pre-selling the book

**prompt** /prɒmpt/ *noun* a symbol on a computer screen to remind the user to do something

**proof** /pru:f/ *noun* **1.** facts or evidence to show that something is true **2.** a sample printed page made from type, for approval before mass printing ■ *verb* **1.** to make proofs of a text ○ *The corrected text has gone for proofing.* **2.** same as **proofread**

**-proof** /pru:f/ *suffix* added to nouns to show that something cannot be damaged ○ *The table surface was heatproof so hot pans could be put on it.*

**proof copy** /pru:f 'kɒpi/ *noun* page proofs of a book, bound in a paper cover, used for publicity purposes

**proof correction marks** /pru:f kə'rekʃ(ə)n 'mɑ:ks/ *plural noun* marks used to indicate changes on proofs such as deletions, additions or more space

**proof corrections** /pru:f kə'rekʃ(ə)n/ *plural noun* changes made to the text, layout or illustrations on proofs

**proofreader** /'pru:fɪə/ *noun* a machine which produces proofs, as opposed to finished

printed pages ○ *output devices such as laser proofers and typesetters*

**proofing** /'pru:fɪŋ/ *noun* **1.** the production of proofs of a book, which then have to be read and corrected **2.** same as **proof-reading**

COMMENT: The stages of proofing are galley proofs, page on galley (where the pages are indicated, but the proofs are still printed on long pieces of paper) and page proofs. It is usual to miss out some of these stages, and many books are proofed in pages from the start. Proofs from film are in the form of ozalids, blues, diazos, etc.

**proofing press** /'pru:fɪŋ pres/ **proof press** *noun* a special press used only to produce proofs

**proofread** /'pru:fri:d/ *verb* to read a text and mark any errors for correction before it is printed

**proofreader** /'pru:fri:də/ *noun* a person whose job is to proofread texts

**proofreading** /'pru:fri:dɪŋ/ *noun* a stage in the production process, where readers and the author read the proofs and mark corrections

**proof room** /'pru:f ru:m/ *noun* a place in a print works where proofs are made

**proportion** /prə'pɔ:ʃ(ə)n/ *noun* the size, shape and position of something compared to other parts of the whole

**proportional spacing** /prə'pɔ:ʃ(ə)nəl 'speɪsɪŋ/ *noun* a printing system where each letter takes the space proportional to the character width, so 'm' takes more space than 'i'

**proposal** /prə'pəʊz(ə)l/ *noun* a suggestion or plan, often written down and put forward as a discussion document

**pro rata** /,prəʊ 'rɑ:tə/ *adjective, adverb* a Latin phrase meaning 'for the rate': at a rate which varies according to the size or importance of something

**prose** /prəʊz/ *noun* text that is not verse, as e.g. in a novel

**prospectus** /prə'spektəs/ *noun* a document produced by an academic institution giving details about it for the information of potential students

**protect** /prə'tekt/ *verb* to keep something safe and free from damage

**protection** /prə'tekʃən/ *noun* the act of keeping something free from harm or damage

**protective** /prə'tektɪv/ *adjective* designed to keep things free from harm or

damage ○ *The books were covered in protective plastic.*

**protective cover** /prəˈtektɪv 'kʌvə/ *noun* a cover which protects a machine

**protective tariff** /prəˈtektɪv 'tærɪf/ *noun* a tariff which tries to ban imports to stop them competing with local products

**pro tem** /,prəʊ 'tɛm/ *adjective* for the time being or temporarily

**protest** /'prəʊtɛst/ *noun* a statement or action to show that you do not approve of something ○ *to make a protest against high prices*

**protest literature** /'prəʊtɛst ,lɪt(ə)rətʃə/ *noun* literature written and published to protest against something, usually a political situation

**protocol** /'prəʊtəkəl/ *noun* **1.** a set of rules allowing unrelated information systems to communicate with each other **2.** a system of rules about the correct way to behave in formal situations

**protocol converter** /'prəʊtəkəl kən ,vɜ:tə/ *noun* a device used for converting protocols from one computer system to another, e.g. for converting data from a microcomputer to a phototypesetter

**protocol standards** /'prəʊtəkəl ,stændədz/ *plural noun* standards laid down to allow data exchange between any computer system conforming to the standard

**proud** /praʊd/ *adjective* projecting a little into the margin, also used to describe a piece of type which stands higher than the normal type height

**prove** /pru:v/ *verb* to pull a proof from a printing plate

**province** /'prɒvɪns/ *noun* a sphere of knowledge or activity

**provincial press** /prəˈvɪnʃəl pres/ *noun* newspapers published for areas of the country away from the capital city

**P.S.** /,pi: 'es/ *noun* an additional note at the end of a letter. Full form **post scriptum**

**PSE** *abbreviation* paper surface efficiency

**pseudonym** /'sju:dənɪm/ *noun* a name used by a writer which is not his or her real name

**pseudonymous** /sju:'dɒnɪməs/ *adjective* written by an author under a pseudonym

**PSN** *abbreviation* packet switched network

**PSTN** *abbreviation* Public Switched Telephone Network

**PTR** *abbreviation* paper tape reader

**pub.** *abbreviation* **1.** published **2.** publisher **3.** publishing

**publ.** *abbreviation* **1.** publication **2.** published **3.** publisher

**public** /'pʌblɪk/ *adjective* open for anyone to use

**publication** /,pʌblɪ'keɪʃ(ə)n/ *noun* **1.** a book, newspaper or magazine which can be sold **2.** a leaflet which is given out to provide information **3.** the act of printing and distributing a book, newspaper or magazine **4.** the act of releasing information to the general public in printed form

**publication date** /,pʌblɪ'keɪʃ(ə)n ,deɪt/ *noun* **1.** the year when a book was published. Also called **date of publication** **2.** the day when a publisher says that a book is published (from that day, bookshops may sell the book) **3.** the day when a newspaper or magazine is published

**publication schedule** /,pʌblɪ'keɪʃ(ə)n ,ʃedju:l/ *noun* a list of dates of publication of a series of books over a period of time

**public domain** /,pʌblɪk dəʊ'meɪn/ *noun* information that is unrestricted and accessible by the general public ○ **program which is in the public domain** a program which is not copyrighted

**public domain software** /,pʌblɪk dəʊ'meɪn/ *noun* software that is available for copying, without payment of a royalty

**publicise** /'pʌblɪsaɪz/, **publicize** *verb* to make something widely known to the general public

**publicist** /pʌ'blɪsɪtɪ ,eɪdzənsɪ/ *noun* a person which organises publicity for a particular product or set of products

**publicity** /pʌ'blɪsɪtɪ/ *noun* advertisements and information materials which make something generally known

**publicity agency** /pʌ'blɪsɪtɪ ,eɪdzənsɪ/, **publicity bureau** /pʌ'blɪsɪtɪ ,bjʊərəʊ/ *noun* an office which organises publicity for companies that do not have publicity departments

**publicity budget** /pʌ'blɪsɪtɪ ,bʌdʒɪt/ *noun* money allowed for expenditure on publicity

**publicity campaign** /pʌ'blɪsɪtɪ kæm ,peɪn/ *noun* a planned course of action to advertise a product ○ *They are working on a publicity campaign to launch a new*

*series of gardening books.* Also called **advertising campaign**

**publicity copy** /pʌ'blɪsɪti ,kɒpi/ *noun* the text of an advertisement before it is printed

**publicity department** /pʌ'blɪsɪti dɪ ,pɑ:tmənt/ *noun* the section of a company which organises the company's publicity

**publicity expenditure** /pʌ'blɪsɪti ɪk ,spendɪtʃəl/ *noun* money spent on publicity

**publicity handout** /pʌ'blɪsɪti ,hændaʊt/ *noun* an information sheet which is given to members of the public

**publicity manager** /pʌ'blɪsɪti ,mæniʒə/ *noun* a person in charge of a publicity department

**publicity matter** /pʌ'blɪsɪti ,mætə/ *noun* advertisements or printed publicity material

**publicity slogan** /pʌ'blɪsɪti ,sləʊgən/ *noun* a group of words which can be easily remembered, and which is used in publicity for a product ○ *We are using the slogan 'Smiths can sell it' on all our publicity.*

**Public Lending Right** /ɪ,pʌblɪk 'lendiŋ ,raɪt/ *noun* the right of authors to receive a small fee every time their books are borrowed from public libraries in the United Kingdom. Abbr **PLR**

**public library** /ɪ,pʌblɪk 'laɪbrəri/ *noun* a library that serves the general public in a city, town or village

**public library system** /ɪ,pʌblɪk 'laɪbrəri ,sɪstəm/ *noun* a system of public libraries covering the whole country

**Public Limited Company** /ɪ,pʌblɪk ,lɪmɪtɪd 'kʌmp(ə)ni/ *noun* a company whose shares can be bought on the Stock Exchange. Abbr **plc**

**public prints** /ɪ,pʌblɪk 'prɪnts/ *plural noun* newspapers

**public relations** /ɪ,pʌblɪk rɪ'leɪʃ(ə)nz/ *noun* the work of keeping good relations between a company or a group and the public so that people know what the company is doing and can approve of it ○ *He works in public relations.* ○ *A public relations firm handles all our publicity.* Abbr **PR**

**Public Switched Telephone Network** /ɪ,pʌblɪk ,swɪtʃt 'telɪfəʊn ,netwɜ:k/ *noun* a form of automatic telephone exchange interconnecting worldwide. Abbr **PSTN**

**publish** /'pʌblɪʃ/ *verb* to arrange to have a book or article printed and usually distributed for sale

**publishable** /'pʌblɪʃəb(ə)l/ *adjective* suitable to be published ○ *The libel lawyers has advised that the book is not publishable in its present form.*

**published price** /pʌblɪʃt 'praɪs/ *noun* the price at which a book is officially set, usually the price that is marked in the publisher's catalogue, printed on the book or listed in the national list of books in print

**publisher** /'pʌblɪʃə/ *noun* a person or company that publishes books, magazines and newspapers

**publisher's agreement** /'pʌblɪʃəz ə ,grɪ:mənt/ *noun* a contract between a publisher and the copyright holder, author, agent or another publisher, which lays down the terms under which the publisher will publish the book for the copyright holder

**Publishers Association** /'pʌblɪʃəz ə ,səʊsɪɪʃ(ə)n/ *noun* an organisation which represents the interests of publishers in Great Britain. Abbr **PA**

**publisher's binding** /'pʌblɪʃəz ,baɪndɪŋ/ *noun* a binding style where the book is cased, with a plain cloth binding

**publisher's cloth** /'pʌblɪʃəz klɒθ/ *noun* cloth used to cover books in publisher's binding

**publisher's corrections** /'pʌblɪʃəz kə'rekʃ(ə)nz/ *plural noun* corrections made by the publisher, either copying the author's corrections or making further editorial corrections

**publisher's list** /'pʌblɪʃəz lɪst/, **publisher's catalogue** *noun* a list of books which a publisher has for sale, both new titles and backlist

**publisher's list price** /'pʌblɪʃəz lɪst 'praɪs/ *noun* the price of a book as stated in a publisher's catalogue

**publisher's reader** /'pʌblɪʃəz ,ri:də/ *noun* a person who reads manuscripts for a publisher and suggests ones that might be worth publishing

**publisher's representative** /'pʌblɪʃəz ,reprɪzəntətɪv/ *noun* a salesperson who visits bookshops on behalf of a publisher and persuades the bookshop buyer that a book should be ordered

**'Publishers Weekly'** /ˌpʌblɪʃəz 'wi:kli/ *noun* an American weekly magazine, dealing with publishing matters

**publishing** /'pʌblɪʃɪŋ/ *noun* the trade, profession or activity of preparing and producing material in printed or electronic form for distribution to the public

**publishing company** /'pʌblɪʃɪŋ ,kʌmp(ə)ni/, **publishing house** /'pʌblɪʃɪŋ haʊs/ *noun* a company that publishes books or magazines

**publishing contract** /'pʌblɪʃɪŋ ,kɒntrækt/ *noun* an agreement between a publisher and an author by which the author grants the publisher the right to publish the work against payment of a fee, usually in the form of a royalty

**publishing date** /'pʌblɪʃɪŋ deɪt/ *noun* the date on which a book will be published  
**'Publishing News'** /ˌpʌblɪʃɪŋ 'nɜ:z/ *noun* a British weekly magazine dealing with publishing matters

**publishing programme** /'pʌblɪʃɪŋ ,prɒgræm/ *noun* a full list of the titles to be published by a publishing company or a department within a company

**publishing software** /'pʌblɪʃɪŋ ,sɒftweə/ *noun* a list of the dates on which a publishing company's new books will be published

**pull** /pʊl/ *noun* a proof from letterpress ■ *verb* **1.** to make a proof **2.** to decide not to publish a story in the newspaper, after it has been written or typeset

**pull-away** /ˌpʊl ə'weɪ/ *noun* part of a signature consisting of blank pages which is removed from a book when binding

**pull-down menu** /'pʊl daʊn ,menju:/ *noun* a list of options in a computer program which can be displayed on screen over work that is already being done

**pull-out** /'pʊləʊt/ *noun* **1.** inserted pages in a magazine which can be easily removed and retained for reference **2.** a folded insert in a book or magazine which when opened out makes a large sheet, used e.g. for maps

**pull-quote** /'pʊl kwəʊt/ *noun* a quote taken from a block of text which is 'pulled out' and printed in larger type on the same page, as an eye-catching device

**pulp** /pʌlp/ *noun* material produced from recycled paper, rags or ground wood, mixed with water, used for making paper ■ *verb* **1.** to take torn rags or ground wood and mix this with water and chemicals to produce smooth pulp for making paper **2.**

to take printed paper or waste paper and produce pulp from it for making paper again ○ *The unsold copies in the warehouse were sent away to be pulped.*

**pulp board** /'pʌlp bɔ:d/, **pulp card** /'pʌlp kɑ:d/ *noun* thin board made from paper pulp, used for the cover boards of a book

**pulp fiction** /ˌpʌlp 'fɪkʃən/ *noun* cheap fiction which is considered by critics to have no literary value

**pulping** /'pʌlpɪŋ/ *noun* the act of sending unsold or erroneous printed copies to be pulped

**pulpwood** /'pʌlpwʊd/ *noun* softwood used for making paper

**punch** /pʌntʃ/ *verb* **1.** to hit something hard **2.** to make holes in something so that it can be inserted into a ring file ■ *noun* a device for making the matrix from which type is cast. The punch is a steel stamp with the letter cut into it in relief; this is then pressed into a metal alloy, which becomes the matrix.

**punch cutting** /'pʌntʃ ,kʌtɪŋ/ *noun* the process of making a punch by cutting the design on it

**punctuate** /'pʌŋktʃueɪt/ *verb* to add punctuation marks to a text

**punctuation** /ˌpʌŋktʃu'eɪʃ(ə)n/ *noun* a system of symbols which enable a reader to make sense of written texts, e.g. full stops, commas, question marks

**punctuation mark** /ˌpʌŋktʃu'eɪʃ(ə)n mɑ:k/ *noun* a printed or written symbol which cannot be spoken but which divides up the text and helps to make its meaning clearer

COMMENT: The main punctuation marks are the question mark and exclamation mark; inverted commas (which show the type of text being written); the comma, full stop, colon and semicolon (which show how the words are broken up into sequences); the apostrophe (which shows that a letter or word is missing); the dash and hyphen and brackets (which separate or link words).

**purchase ledger** /'pɜ:tʃɪs ,ledʒə/ *noun* a book in which expenditure is noted. Also called **bought ledger**

**purchase order** /'pɜ:tʃɪs ,ɔ:də/ *noun* an official paper which places an order for something

**pure paper** /ˌpjuə 'peɪpə/ *noun* paper made from woodfree or chemical pulp

**put to bed** /ˌpʊt tʊ 'bed/ *verb* to make a publication ready for printing



**PVA** *abbreviation* polyvinyl acetate

**PVC** *noun* a plastic material often used for covers of reference books because it can stand a great deal of handling. Full form **polyvinyl chloride**

COMMENT: Printing on PVC is not as simple as printing on paper, since PVC is not absorbent. Designs have to be bold, with few details, and thin lines cannot be printed easily. Printing on PVC is usually done by screen printing.

# Q

**QA** *abbreviation* query author

**quad** /kwɒd/ *noun* **1.** a sheet of paper four times as large as a basic sheet **2.** same as **quadrat** ■ *verb* to insert spaces to fill out a line, especially to complete a short line which is left justified, such as a heading

COMMENT: Metric quad paper sizes are (in millimetres): quad crown (768 x 1008), quad large crown (816 x 1056), quad demy (888 x 1128), quad royal (960 x 1272).

**quadding** /'kwɒdɪŋ/ *noun* the insertion of spaces into text to fill out a line

**quad left** /'kwɒd left/ *adjective* with set lines flush to the left margin

**quadrant balance** /'kwɒdrənt ,bæləns/, **quadrant scale** *noun* a device used to measure grammage of paper

COMMENT: A sample of paper 100 x 100mm is taken and placed on the scale; the grammage values are printed on a semicircular scale, the pointer runs across the scale when the piece of paper is spiked on a pin. The readings on the scale give the gsm (i.e. the weight of the piece of paper multiplied by one hundred).

**quadrat** /'kwɒdrət/ *noun* a piece of metal type which has no character on it, used to give a space between characters

**quad right** /'kwɒd raɪt/ *adjective* with set lines flush to the right margin

**quadrille** /kwə'drɪl/ *noun* paper ruled in small squares, like graph paper

**quad royal** /'kwɒd ,rɔɪəl/ *noun* a sheet of paper measuring 50 x 40 inches

**quaint characters** /'kwɛɪnt ,kærɪktəz/ *plural noun* old-fashioned ligatures that are no longer used

**quality** /'kwɒləti/ *noun* a measure of how good or bad something is □ **the quality dailies, weeklies, Sundays, the quality press** newspapers and magazines aiming at a high level of readership

**quality control** /'kwɒləti kən, trəʊl/ *noun* the work of a department in a

company which checks that its products are of a satisfactory standard

“We identified that, by standardising on a system across all sites, we could reduce the amount of time and people needed to complete updates. The end result was improved content on the sites for our customers”, [a spokesperson] said. The TV company hopes the new level of quality control will also encourage more visitors to its online stores.’ [Computing]

**quality controller** /'kwɒləti kən ,trəʊlə/ *noun* a person who checks the quality of a product

**quality dailies** /,kwɒləti 'deɪlɪz/ *plural noun* daily papers aimed at the top end of the market

**quantity** /'kwɒntəti/ *noun* the amount or number of items

**quantity discount** /,kwɒntəti 'dɪskaʊnt/ *noun* a discount given to people who buy large quantities

**QuarkXPress** /,kwɑ:k ɪk'spres/ a trade name for a piece of page composition software with typographic functions ○ *With the addition of extensions QuarkXPress can be built up into a customised production system.*

**quarter** /'kwɔ:tə/ *noun* a fourth part of a whole

**quarter binding** /'kwɔ:tə ,baɪndɪŋ/ *noun* a binding on a cased book, where the spine is covered with one material such as leather or cloth, and the rest of the cover is covered with another material such as paper

**quarter bound book** /'kwɔ:tə baʊnd ,bʊk/ *noun* a book that is bound in one material, usually leather, on the spine and in another on the covers

**quarter leather** /,kwɔ:tə 'leðə/ *noun* binding where the spine is covered with

leather and the rest of the cover with another material

**quarter leather binding** /,kwɔ:tə 'leðə ,baɪndɪŋ/ *noun* a binding where the spine is covered with leather and the rest of the cover with paper

**quarterly** /'kwɔ:təli/ *noun* anything that is issued or paid every three months ■ *adjective, adverb* happening every three months or happening four times a year ○ *There is a quarterly charge for consultancy.* ○ *We agreed to pay the royalty quarterly.*

**quarter page folder** /'kwɔ:tə peɪdʒ ,fɔ:ldə/ *noun* a device which folds a sheet of folded paper twice

**quarto** /'kwɔ:təʊ/ *noun* a size of book made by folding a standard sheet of paper twice, to make four leaves or an eight-page signature. Abbr **4o**

**query** /'kwɪəri/ *noun* **1.** a question, especially a note asking the author or editor to check the text **2.** a question mark ■ *verb* to ask a question about something or to suggest that something may be wrong ○ *The sub-editor has queried the date given in the index.*

**query author** /'kwɪəri ,ɔ:θə/ *noun* a note asking the author to check the text. Abbr **QA**

**question mark** /'kwɛstʃ(ə)n mɑ:k/ *noun* a punctuation mark (?) used to show that a question is being asked. Also called **interrogation mark**

**questionnaire** /,kwɛstʃə'neə/ *noun* a written list of questions given to people to answer to provide the information for a survey

**quick-setting ink** /'kwɪk ,setɪŋ ,ɪŋk/ *noun* ink which is specially made to set rapidly

**QuickTime** /'kwɪktaɪm/ a trade name for the graphics routines built into the Macintosh's operating system which allow windows, boxes and graphic objects to be displayed

**'Quill and Quire'** /,kwɪl ən 'kwɪə/ *noun* a Canadian magazine dealing with publishing matters

**quire** /'kwɪə/ *noun* **1.** 24 or 25 sheets of paper **2.** a section of gathered pages

COMMENT: For ordinary writing paper and handmade paper, a ream is 480 sheets, or 20 quires of 24 sheets each. For office paper or printing paper a ream is 500 sheets, or 20 quires of 25 sheets.

**quirewise** /'kwɪəwaɪz/ *adverb* relating to folded sheets which are automatically folded and placed inside each other

**quirewise imposition** /'kwɪəwaɪz ,ɪmpəzɪʃ(ə)n/ *noun* an imposition in which sections are imposed to inset one inside the other

**quoin** /kɔɪn/ *noun* a metal wedge which fits into the space between the type and the edge of a chase, and is tightened to fix the metal type in place ■ *verb* to lock up type

**quoin key** /'kɔɪn ki:/ *noun* a key used to tighten or loosen a quoin

**quota** /'kwɔ:tə/ *noun* a fixed amount of something which is allowed □ **to arrange distribution through a quota system** to arrange distribution by allowing each distributor only a particular number of items

**quota system** /'kwɔ:tə ,sɪstəm/ *noun* a system where imports or supplies are regulated by fixing maximum amounts

**quotation** /kwɔ:ʊ'teɪʃ(ə)n/ *noun* the exact words said or written by somebody and used by another person

COMMENT: When setting quotations, it is essential to show clearly where the quotation begins and ends, so as to distinguish it from the text proper. Normally, a quotation consisting of a few words will be put in double quotes; a longer quotation (a paragraph or more) should be either indented or set in a smaller size, or both. A quotation from a poem can be set smaller, or even can be set in italic, provided it is not too long.

**quotation dictionary** /kwɔ:ʊ'teɪʃ(ə)n ,dɪkʃ(ə)nəri/ *noun* a collection of famous sayings and writings arranged alphabetically according to the authors

**quotation marks** /kwɔ:ʊ'teɪʃ(ə)n mɑ:ks/ *plural noun* punctuation marks, either single quotes (' ') or double quotes (" "), which mark the beginning and end of a written quotation

**quotations** /kwɔ:ʊ'teɪʃ(ə)nz/ *plural noun* long hollow metal strips used to fill in blanks in the typeset text

**quote** /kwɔ:t/ *verb* to repeat the exact words written or said by somebody else

**quoted matter** /,kwɔ:tɪd 'mætə/ *noun* a printed text which is quoted from another text, usually indicated by quotation marks

**quoted out of context** /,kwɔ:tɪd aʊt əv 'kɒntekst/ *adjective* without the surrounding text, so giving a misleading meaning

**quotes** /kwəʊts/ *plural noun* quotation marks

**q.v.** *abbreviation* used to indicate a cross-reference (NOTE: From the Latin phrase *quod vide*, meaning 'which see'.)

**qwerty keyboard** /'kwɜːti ˌkiːbɔːd/ *noun* the layout of keys on a computer keyboard, the first six letters on the top row from the left being QWERTY which gives it its name. ◊ **azerty keyboard**

# R

**rack** /ræk/ *noun* a frame for holding things, often used for display purposes

**rack jobber** /'ræk ˌdʒɒbə/ *noun* a wholesaler who sells goods by putting them on racks in retail shops

**rack jobbing** /'ræk ˌdʒɒbɪŋ/ *noun* the selling of books from racks in supermarkets and newsagents

**radiation drying** /ˌreɪdɪ'eɪʃ(ə)n ˌdraɪɪŋ/ *noun* the process of drying ink by ultraviolet and infrared radiation

**radiation drying unit** /ˌreɪdɪ'eɪʃ(ə)n ˌdraɪɪŋ ˌjuːnɪt/ *noun* a drying unit fitted to a printing press to dry ink or varnish using ultraviolet or infrared radiation

**radio** /'reɪdiəʊ/ *noun* **1.** equipment used to broadcast speech, sounds and data over long distances **2.** the method of broadcasting to the public using this equipment  
◦ *Radio is a powerful medium for information.*

**radio and TV rights** /ˌreɪdiəʊ ən ˌtiː ˈviː ˌraɪtɪz/ *plural noun* rights for the adaptation of a text for broadcasting on radio and TV

**rag content** /'ræg ˌkɒntent/ *noun* the amount of rag in some types of paper

**ragged** /'ræɡɪd/ *adjective* not straight or with an uneven edge

COMMENT: Ragged right setting is quite often used, and in narrow measures makes the setting more even, with no wide gaps between characters or words. It is often used in newspapers and magazines which are set in narrow columns. Ragged left setting is not common.

**ragged left** /'ræɡɪd left/ *adjective* relating to printed text with a flush right-hand margin and uneven left-hand margin

**ragged right** /'ræɡɪd raɪt/ *adjective* relating to printed text with a flush left-hand margin and uneven right-hand margin

**ragged text** /'ræɡɪd tekst/ *noun* unjustified text or text with a ragged right margin

**rag paper** /'ræg ˌpeɪpə/ *noun* good-quality paper made from cotton or linen rags

COMMENT: Rag paper is less widely made now because it is expensive, and cotton and linen rags are not easy to find; man-made fibres, which are often used in clothing, are not suitable for papermaking.

**rag pulp** /'ræg pʌlp/ *noun* pulp from torn rags, which is boiled before being used to make paper

**raise** /reɪz/ *verb* **1.** to make something higher **2.** to increase something  
◦ *We are raising all prices by 10% in our new catalogue.* **3.** ◻ **to raise an invoice** to write or print out an invoice

**raised bands** /'reɪzd bændz/ *plural noun* raised strips on the spine of a leather-bound book covering the cords

**raised initial** /ˌreɪzd ɪ'nɪʃ(ə)l/ *noun* an initial letter set in a larger size than the rest of the text, the letter being on the base line and rising above the ascender line

**raised printing** /ˌreɪzd ˈprɪntɪŋ/ *noun* a printing process which uses heat to produce raised characters in which very thick ink is dusted with powder, then heated to weld it to the paper

**RAM** /ræm/ *abbreviation* random access memory (NOTE: There is no plural for RAM, and it often has no article: *512K of RAM; The file is stored in RAM.*)

**RAM chip** /'ræm tʃɪp/ *noun* a chip that stores information allowing random access

**RAM disk** /'ræm dɪsk/ *noun* a section of RAM that is made to look and behave like a high-speed disk drive

**random** /'rændəm/ *adjective* done without any definite plan ■ *noun* the sloping top part of a composing frame

**random-access** /ˌrændəm ˈæksɛs/ *adjective* relating to the ability of a computer to obtain information from any memory location without having to begin its search at the memory's starting point and work through it in sequence

**random access memory** /ˌrændəm ˈæksɛs ˌmem(ə)ri/ *noun* the primary working memory in a computer, used for the temporary storage of programs and data and in which the data can be accessed directly and modified. Abbr **RAM**

**random access storage** /ˌrændəm ˈæksɛs ˌstɔːrɪdʒ/ *noun* memory that allows access to any location in any order

**random check** /ˌrændəm ˈtʃɛk/ *noun* a check on items taken from anywhere within a group without any special choice being made

**random sample** /ˌrændəm ˈsɑːmpəl/ *noun* a sample for testing taken without any choice being made

**random sampling** /ˌrændəm ˈsɑːmplɪŋ/ *noun* a system of compiling unbiased samples in a survey population

**range** /reɪndʒ/ *verb* to give an even edge to lines of type

**ranged numerals** /ˌreɪndʒd ˈnjuːm(ə)rəlz/, **ranging numerals** *plural noun* Arabic figures which are all of even height

**range left** /ˌreɪndʒ ˈleft/ *verb* to align text with a straight left-hand edge (NOTE: The US term is **flush left**.)

**range right** /ˌreɪndʒ ˈraɪt/ *verb* to align text with a straight right-hand edge (NOTE: The US term is **flush right**.)

**rare** /reə/ *adjective* not common ○ *Experienced salespeople are rare these days.* ○ *It is rare to find a small business with good cash flow.*

**rare books** /ˌreə ˈbʊks/ *plural noun* relatively modern books which are not in print and are not easy to find

**RA sizes** *plural noun* sizes of stock sheets of printing paper which are slightly larger than the comparable A sizes

COMMENT: There are three RA sizes: RA0 (860 x 1220mm), RA1 (610 x 860mm) and RA2 (430 x 610mm); see also SRA sizes, which are larger still.

**raster graphics** /ˈræstə ˌgræfɪks/ *plural noun* graphics where the image is built up in lines running across the screen or page

**raster image processor** /ˈræstə ˈɪmɪdʒ ˌprəʊsesə/ *noun* full form of **RIP** 2

**raster scanning** /ˈræstə ˌskæɪnɪŋ/ *noun* a system of scanning the whole of a screen with a picture beam which moves down the screen one line or one pixel at a time

**rate** /reɪt/ *noun* 1. money charged for time worked or work completed ○ **the going rate** the usual or the current rate of payment 2. an amount, number or speed compared with something else

**rate card** /reɪt kɑːd/ *noun* a list of charges for advertisements in a newspaper or magazine, or for commercials on TV or radio

**rate of exchange** /ˌreɪt əv ɪks ˈtʃeɪndʒ/ *noun* same as **exchange rate**

**rate of production** /ˌreɪt əv prə ˈdʌkʃən/ *noun* same as **production rate**

**rate of sales** /ˌreɪt əv ˈseɪlz/ *noun* the speed at which units are sold

**rattle** /ræt(ə)l/ *noun* the noise made by paper when it is handled, giving an indication of its stiffness

**raw** /rɔː/ *adjective* in the original state or not processed

**raw materials** /ˌrɔː məˈtɪəriəlz/ *plural noun* substances which have not been manufactured such as wool, wood or sand

**raw stock** /ˈrɔː stɒk/ *noun* paper which is to be coated

**RC paper** /ˌɑː ˈsiː ˌpeɪpə/ *abbreviation* resin-coated paper

**read** /riːd/ *verb* to look at and understand what is written down

**readability** /ˌriːdəˈbɪləti/ *noun* the quality of being easy or pleasant to read ○ *the readability of a novel* ○ *the readability of a typeface*

**readable** /ˌriːdəb(ə)l/ *adjective* able to be read, also implies well written and interesting

**reader** /ˈriːdə/ *noun* a person that reads written or printed texts

**reader-printer** /ˈriːdə ˌprɪntə/ *noun* a device that reads a microfilm and then puts out a copy

**readership** /ˈriːdəʃɪp/ *noun* the number of people who read a publication

**reader's marks** /ˈriːdəz məːks/ *plural noun* proof correction marks used to indicate changes to the text

**reader's proof** /ˈriːdəz pruːf/ *noun* a proof sent to a proofreader and marked with their corrections

**reading** /ˈriːdɪŋ/ *noun* 1. the act of reading proofs or a manuscript and making

comments **2.** the act of reading books or newspapers □ **the reading public** the members of the public who actually read books **3.** the act of reading printed text

**reading age** /'ri:dɪŋ eɪdʒ/ *noun* a child's competence in reading, measured against the average competence of children of the same age

**reading copy** /'ri:dɪŋ ˌkɒpi/ *noun* a copy of a finished book or proof copy of the pages of a book, sent to librarians or other publishers who might be interested in buying it

**reading fee** /'ri:dɪŋ fi:/ *noun* money paid to somebody for reading a manuscript and commenting on it

**reading group** /'ri:dɪŋ gru:p/ *noun* a group of people who meet regularly in a social situation to discuss a book, usually a book that the group have all read especially for that occasion

**reading list** /'ri:dɪŋ list/ *noun* a list of recommended books on a specific subject

**read only memory** /,ri:ɪd ˌəʊnli 'mem(ə)ri/ *noun* full form of **ROM**

**readvertise** /ri:'ædvətəɪz/ *verb* to advertise something again

**readvertisement** /,ri:əd'vɜ:tɪsmənt/ *noun* a second advertisement for a vacant post

**ready** /'redi/ *adjective* prepared and able to be used or to do something

**Really Simple Syndication** /,ri:əli ˌsɪmp(ə)l ˌsɪndɪ'keɪʃ(ə)n/ *noun* full form of **RSS**

**real time credit card processing** /,ri:əl taɪm 'kredɪt kɑ:d ˌprəʊsesɪŋ/ *noun* online checking of a credit card that either approves or rejects it for use during a transaction

**real time transaction** /,ri:əl taɪm træn 'zækʃən/ *noun* an Internet payment transaction that is either approved or rejected immediately when the customer completes the online order form

**ream** /ri:m/ *noun* 500 sheets of paper in a pack

COMMENT: For ordinary writing paper and handmade paper, a ream is 480 sheets, or 20 quires of 24 sheets each. For office paper or printing paper a ream is 500 sheets, or 20 quires of 25 sheets.

**ream-wrapped** /'ri:m ræpt/ *adjective* relating to sheets wrapped in parcels of 500

**reback** /ri:'bæk/ *verb* to take the leather back off the spine of an old book and replace it

**rebind** /ri:'baɪnd/ *verb* **1.** to remove an old binding from a book and replace it with another one ○ *The stock of paperback copies have been rebound in PVC.* **2.** to bind up sheets left over from a previous print and bind order ■ **noun** **1.** the action of binding sheets of a book which were not bound when the book was first printed **2.** a book which has had its old binding removed and a new one added ○ *The book is out of stock at the moment, but the rebind should come in next week.*

COMMENT: Rebinding means that the old covers have to be stripped off, new covers attached and the pages trimmed again. At least one or two millimetres will be lost at each of the three trimmed edges.

**recast** /ri:'kɑ:st/ *verb* to write a text again ○ *The author was asked to recast the first chapter in the light of the reader's comments.*

**receipt** /ri:'si:t/ *noun* **1.** paper showing that money has been paid or that something has been received **2.** the act of receiving something □ **to acknowledge receipt of a letter** to write to say that you have received a letter ○ *We acknowledge receipt of your letter of the 15th.* ○ *The publisher never even acknowledged receipt of my manuscript.*

**receipt book** /ri:'si:t bu:k/ *noun* a book of blank receipts to be filled in when purchases are made

**recondite** /ri'kɒndaɪt/ *adjective* dealing with material that is too difficult to be understood by those without special knowledge

**record** /'rekɔ:d/ *noun* a written account either on paper or in electronic format ■ *verb* /ri'kɔ:d/ to write something down or preserve something on film or tape so that it can be used for later reference

**record-breaking** /'rekɔ:d ˌbreɪkɪŋ/ *adjective* better than anything that has happened before ○ *We are proud of our record-breaking profits in 1996.*

**recorded delivery** /ri,kɔ:dɪd dɪ 'lɪv(ə)ri/ *noun* a mail service where a letter or package is signed for by the person receiving it

**recording rights** /ri'kɔ:dɪŋ raɪts/ *noun* rights to make a record of a piece of music, poetry or other work

**records** /'rekɔ:dz/ *plural noun* documents which give information ○ *The names and addresses of authors are kept in the company's records.* ○ *We find from our*

*records that our invoice number 1234 has not been paid.*

**recover** /rɪ'kʌvə/ *verb* **1.** to replace a cover on a document or book which has been damaged **2.** to get back something that has been lost

'With a few mouse clicks, even non-technical end users can selectively restore a deleted file, recover a previous version of a file, or completely restore the hard drive to a pre-crash working state.'  
[M2 Presswire]

**rectification** /,rektɪfɪ'keɪʃ(ə)n/ *noun* a correction

**rectify** /'rektɪfaɪ/ *verb* to correct a mistake

**recto** /'rektəʊ/ *adjective* relating to the right-hand page of a book ■ *noun* the right-hand page of a book, usually given an odd number

**recycle** /rɪ:'saɪk(ə)/ *verb* to take waste material and process it so that it can be used again

**recycled paper** /rɪ:'saɪk(ə)ld 'peɪpə/ *noun* paper made from waste paper. Compare **virgin paper**

**redraft** /rɪ:'draʊft/ *verb* to draft something again ○ *The whole contract had to be redrafted to take in the chairman's amendments.*

**redraw** /rɪ:'drɔː/ *verb* to draw something again ○ *Can the computer redraw the graphics showing the product from the top view?* ○ *The artwork will have to be redrawn.*

**red-top** /'red tɒp/ *noun* same as **tabloid**

**reduce** /rɪ'djuːs/ *verb* to make something smaller in amount

**reducer** /rɪ'djuːsə/ *noun* an additive which reduces the tacking of ink or varnish

**reduction** /rɪ'dʌkʃən/ *noun* the act of reducing something such as size or cost ○ *They were able to make a 75% reduction of the document on the photocopier so fewer copies were needed and the cost was less.*

**reduction print** /rɪ'dʌkʃən prɪnt/ *noun* a print of a photograph which is smaller than the original

**redundant** /rɪ'dʌndənt/ *adjective* **1.** no longer needed because it has been replaced by a more up-to-date version □ **to make someone redundant** to dismiss an employee who is not needed any more **2.** able to be removed from data without losing any information

**redundant matter** /rɪ,dʌndənt 'mætə/ *noun* text which is not needed or which is too long

**reel** /riː/ *noun* a circular holder around which tape can be wound

**reel bogie** /'riːl ,bəʊɡiː/, **reel truck** *noun* a truck which moves reels of paper from the paper store to the printing press

**reel-fed press** /,riːl fed 'pres/ *noun* a printing press which takes paper from reels

**reel-stand** /'riːl stænd/ *noun* a stand for holding a reel of paper at the feed end of a web press

**reel-up** /'riːl ʌp/ *noun* a spool which reels paper in a papermaking machine

**reel width** /'riːl wɪðθ/ *noun* the width of the paper on a reel

**referee** /,refə'riː/ *noun* a person who provides information about whether somebody known to them is suitable for a particular job

**reference** /'ref(ə)rəns/ *noun* **1.** a letter written by a person to support somebody's application for a job **2.** coded information which tells you where to find a document or stored item ○ *our reference: PC/MS 1234* ○ *Please quote this reference in all correspondence.* □ **the reference section of a bookshop, library** part of a bookshop or library where reference books are kept (the books in the reference section of a public library cannot be borrowed) **3.** an acknowledgement of somebody else's work quoted in a written document **4.** a source of information, e.g. a dictionary or an encyclopedia ○ *a reference book* **5.** a note directing a reader's attention to another source of information

**reference book** /'ref(ə)rəns bʊk/ *noun* an information book such as a dictionary, encyclopedia or directory in which you can look things up

**reference library** /'ref(ə)rəns ,laɪbrəri/ *noun* a library where the books and documents can only be used within the building and cannot be borrowed

**reference mark** /'ref(ə)rəns mɑːk/ *noun* a typographical symbol used to draw the attention of a reader to a note or bibliographical entry, e.g. an asterisk or number

**reference number** /'ref(ə)rəns ,nʌmbə/ *noun* a number or letter that identifies a document and makes it easier to find when it has been filed



**reference publisher** /'ref(ə)rəns ,pʌblɪʃə/ *noun* a company that publishes reference books

**reference publishing** /'ref(ə)rəns ,pʌblɪʃɪŋ/ *noun* the publishing of reference books

**refer** to /rɪ'fɜː tuː/ *verb* **1.** to mention, deal with or write about something ○ *She referred to an article which she had seen in the Times.* **2.** to pass a question on to somebody else to decide

**refiner** /rɪ'faɪnə/ *noun* a machine which takes woodpulp and passes it through rapidly turning rollers to give it particular texture

**reflection copy** /rɪ'flekʃən ,kɒpi/ *noun* a photograph or piece of artwork which is photographed using reflected light

**reformat** /rɪ:'fɔːmət/ *verb* to format a computer floppy disk and so erase any data on it

**refresh** /rɪ'freʃ/ *verb* to update an electronic device, especially a visual display unit or active memory chip, with data

**refresh rate** /rɪ'freʃ reɪt/ *noun* the number of times every second that the image on a CRT screen is redrawn

**refusal** /rɪ'fjuːz(ə)l/ *noun* a deliberate statement that you will not do, say or allow something ○ **right of first refusal on a text** the right of a publisher to see and offer to publish the next text by an author

**refuse** /rɪ'fjuːz/ *verb* to say that you will not do something or will not accept something ○ *The publisher refused to pay until the printer had replaced the defective copies.*

**region fill** /'ri:dʒ(ə)n fɪl/ *noun* the process of filling an area of the screen or a graphics shape with a particular colour

**register** /'redʒɪstə/ *noun* **1.** an official list of things such as names or events **2.** a ribbon attached to the binding of a book to act as a bookmark ■ *verb* to make a record of something on an official list

**registered letter** /,redʒɪstəd 'letə/ *noun* a letter which is noted by the post office before it is sent, so that compensation can be claimed if it is lost

**register marks** /'redʒɪstə mɑːks/ *plural noun* marks, usually crossed lines at the corners of a film or overlay or artwork, used to help in lining up the images

**register of companies** /,redʒɪstə əv 'kʌmp(ə)nɪz/ *noun* same as **companies' register**

**register pins** /'redʒɪstə pɪnz/ *plural noun* pins which go through holes made by a register punch in artwork to help line up the images correctly

**register punch** /'redʒɪstə pʌntʃ/ *noun* a punch which makes holes for register pins

**register sheet** /'redʒɪstə ʃiːt/ *noun* a proof which is pulled to see if the register is correct

**reglet** /'reglət/ *noun* a thin piece of wood used to make spaces between lines of type

**regular edition** /'regjʊlə ɪ,dɪf(ə)n/ *noun* an ordinary edition, as opposed to a particular type such as a de luxe or book club edition

**regular size** /'regjʊlə saɪz/ *adjective* ordinary size, smaller than economy size or family size

**rehyphenation** /rɪːhaɪfə'neɪf(ə)n/ *noun* the act of changing the hyphenation of words in a text after it has been put into a new page format or line width

**reimpose** /,rɪːɪm'pəʊz/ *verb* to impose pages again

COMMENT: A cased book may need to be reimposed when being made into a perfect bound paperback, since the paperback needs wider gutters to allow for trim.

**reimposition** /,rɪːɪmpə'zɪf(ə)n/ *noun* the act of changing the imposition of pages, because of different paper size, a different folding machine or the addition of extra pages

**reimpression** /,rɪːɪm'pres(ə)n/ *abbreviation* reprint

**reinforced binding** /,rɪːɪnfɔːst 'baɪndɪŋ/ *noun* a binding which is strengthened at the joints for heavy wear as in a library, or for a particularly heavy book

**reinstate** /,rɪːɪn'steɪt/ *verb* to give somebody back a job that has previously been taken away

**reissue** /rɪːɪʃuː/ *noun* a book or document that is made available again after a period of time. Abbr **RI** ■ *verb* to produce or publish again something that has not been available for a long time

**reject** *noun* /'rɪːdʒekt/ a product that is not up to standard, so is sold cheaply or not at all ■ *verb* /rɪ'dʒekt/ to refuse to accept something

**rejection** /rɪ'dʒekʃən/ *noun* **1.** refusal to accept something **2.** a book that is rejected because of an imperfection or defect

**rejection error** /rɪ'dʒɛkʃən ˌerə/ *noun* an error by a scanner which is unable to read a character and leaves a blank

**rejection slip** /rɪ'dʒɛkʃən slɪp/ *noun* a note from a publisher to an author telling them that their manuscript has not been accepted for publication

**rekey** /ri:'ki:/ *verb* to re-enter lost text or data into a computer, or input text or data in a different form, using a keyboard

**relational** /rɪ'leɪʃ(ə)nəl/ *adjective* relating to a way of organising and presenting information in a database so that the user perceives it as a set of tables

**relative clause** /'relətɪv klɔ:z/ *noun* a clause that refers to and provides additional information about a preceding noun or pronoun, often beginning with a relative pronoun such as 'who', 'which' or 'that'

**relative humidity** /,relətɪv hju:'mɪdɪtɪ/ *noun* the mass of moisture in a given volume of air expressed as a percentage of the moisture required to saturate the same volume of air at a particular temperature

**release** /rɪ'li:z/ *verb* to make something available □ **to release dues** to send off orders which had been piling up while a product was out of stock ■ *noun* the act of setting something free or making something available

**release paper** /rɪ'li:z ˌpeɪpə/ *noun* special paper used as backing for sticky labels, which can be easily peeled off when the label is to be used

**relief block** /rɪ'li:f blɒk/ *noun* a printing block where the characters or image are higher than the surface, and carry the ink

**relief map** /rɪ'li:f mæp/ *noun* a map which shows how high or low land is by using different colours to indicate height

**relief printing** /rɪ'li:f 'prɪntɪŋ/ *noun* a printing process in which the ink is held on a raised image such as the metal character in letterpress printing or on a woodcut block

**religious press** /rə'lɪdʒəs pres/ *noun* a publishing company which specialises in religious books

**religious publishing** /rə'lɪdʒəs ˌpʌblɪʃɪŋ/ *noun* the publishing of books about a particular religion, or books that are used in religious services

**remainder** /rɪ'meɪndə/ *noun* 1. something left when demand has fallen 2. a book sold cheaply to clear stock ■ *verb* to

deal with a book as a remainder □ **remaindered publication** book that will not be reprinted because demand has almost ceased and so the stock is sold cheaply □ **to remainder books** to sell new books off cheaply ○ *The shop was full of piles of remaindered books.*

**remainder binding** /rɪ'meɪndə ˌbaɪndɪŋ/ *noun* a cheap binding for surplus folded sheets which are sold off through the remainder trade

**remainder house** /rɪ'meɪndə haʊs/

**remainder merchant** /rɪ'meɪndə ˌmɜ:ɪʃənt/ *noun* a book dealer who buys unsold new books from publishers at a very low price for resale

**remainders** /rɪ'meɪndəz/ *plural noun* quite new books which are sold off cheaply because they have not been successful

**remake** /ri:'meɪk/ *verb* to change the layout of a page or pages

**remote access** /rɪ,məʊt ˈækses/ *noun* a link that allows a user to access a computer from a distance, normally using a modem or broadband

**remote service** /rɪ,məʊt ˈsɜ:vɪs/ *noun* a service such as technical support provided from another location via the Internet or phone

**remove** /rɪ'mu:v/ *verb* to take something away ○ *We can remove his name from the mailing list.* ○ *The author has removed the name of his secretary from the acknowledgements.* ■ *noun* a quotation which is printed in smaller type than the rest of the text

**renew** /rɪ'nju:/ *verb* to extend the period of time for which a contract or a loan is valid ○ *They were told that they could not renew their books because they had been reserved by another reader.*

**renewal** /rɪ'nju:əl/ *noun* payment to continue a subscription

**renumber** /ri:'nʌmbə/ *verb* to change the numbers on items or within a system

**reorder** /ri:'ɔ:də/ *noun* a later order for something which has been ordered before ○ *The book has only been published ten days and we are already getting reorders.*

■ *verb* to place a new order for something ○ *We must reorder these paperbacks because the stock level is getting low.*

**reorder level** /ri:'ɔ:də ˌlev(ə)/ *noun* the minimum amount of stock of an item which, when reached, indicates that it should be reordered

**repack** /ri:'pæk/ *verb* to pack something again ○ *The books with the wrong covers had to be repacked and sent back to the binder.*

**repaginate** /ri:'pædʒɪneɪt/ *verb* to change the numbers on the pages in a document

**repeat** /ri:'pi:t/ *noun* a second or later printing of an advertisement, or a second or later broadcasting of a radio or TV programme

**repeat order** /ri,'pi:t 'ɔ:də/ *noun* a new order for something which has been ordered before ○ *The book has been published only ten days and we are already flooded with repeat orders.*

**repetitive letter** /ri,'petɪtɪv 'letə/ *noun* a standard letter which is reprinted with a different name and address each time

**rep finished paper** /'rep ,fɪnɪʃt ,peɪpə/ *noun* US paper with a ribbed finish. Also called **repped paper**

**replace** /ri:'pleɪs/ *verb* **1.** to put something back where it was before **2.** to put a new item in the place of one that is broken, worn out or unsuitable ○ *The third paragraph should be deleted and replaced by the new text as shown.*

**replace mode** /ri:'pleɪs məʊd/ *noun* an interactive computer mode in which new text entered replaces any previous text

**reply coupon** /ri:'plai ,ku:pən/ *noun* a form attached to a coupon ad, which must be filled in and returned to the advertiser

**report** /ri:'pɔ:t/ *noun* a formal document that discusses a particular subject or states exactly what happened ■ *verb* **1.** to make a statement describing something ○ *The salesmen reported an increased demand for the gardening titles.* **2.** to produce a computer printout showing a state of affairs ○ *The book has been reported out of print.* ○ *The publisher reports the book as reprinting no date.* **3.** to go to a place or to attend something ○ *to report for an interview* ○ *Please report to our London office for training.*

**reposition** /,ri:'pə'zɪʃ(ə)n/ *verb* to put something back in a new position ○ *Using spray adhesive allows a designer to reposition artwork.*

**repped paper** /'rept ,peɪpə/ *noun* same as **rep finished paper**

**represent** /,reprɪ'zent/ *verb* **1.** to work for a company, showing goods or services to possible buyers ○ *He represents a chil-*

*dren's publisher in Scotland.* ○ *Our French distributor represents several other competing firms.* **2.** to act as a symbol for something ○ *The hash sign is used to represent a number in a series.*

**representation** /,reprɪ'zent(ə)n/ *noun* the act of selling goods for a company ○ *We offered them exclusive representation in Europe.* ○ *They have no representation in the USA.*

**representative** /,reprɪ'zentətɪv/ *noun* a person who acts on behalf of another or of a group ■ *adjective* acting as an example of what all others are like ○ *We displayed a representative selection of our product range.* ○ *The sample chosen was not representative of the print run as a whole.*

**reprint** *noun* /'ri:prɪnt/ copies of a book made from the original, but with a note in the publication details of the date of reprinting and possibly a new title page and cover design. Also called **reimpression** ■ *verb* /'ri:'prɪnt/ to print more copies of a book after all the others have been sold

**reprint house** /'ri:prɪnt haʊs/ *noun* a publishing company which specialises in reprinting out-of-print titles

**reprinting** /ri:'prɪntɪŋ/ *adjective* relating to a note indicating that a book cannot be supplied because it is being reprinted

**reprint rights** /ri:'prɪnt raɪts/ *plural noun* the right of another publisher to reprint a book published and possibly still in print

**repro** /'ri:prəʊ/ *noun* **1.** finished artwork or camera-ready copy, ready for filming and printing **2.** the process of achieving this by camerawork or scanning

**reproduce** /,ri:prə'dju:s/ *verb* to produce copies of an item

**reproduction** /,ri:prə'dʌkʃ(ə)n/ *noun* the act of making a copy of something

**reproduction fee** /,ri:prə'dʌkʃ(ə)n ,fi:/ *noun* a fee paid to the copyright owner for permission to reproduce a copyright text or picture

**reproduction rights** /,ri:prə'dʌkʃ(ə)n raɪts/ *plural noun* the right to allow a picture or text to be reproduced in a printed work

**reprography** /ri:'prɒgrəfi/ *noun* the technique of producing copies

**repro house** /'ri:prəʊ haʊs/ *noun* a company that specialises in producing high-quality proofs

**repro paper** /'ri:prəʊ ,peɪpəl/ *noun* coated paper used to produce final high-quality proofs for photographic reproduction

**repro proof** /'ri:prəʊ pru:f/ *noun* a proof taken on high-quality paper which can be photographed and used for reproduction

**repro pull** /'ri:prəʊ pul/ *noun* a perfect proof ready to be reproduced

**republishment** /ri:,pʌblɪ'keɪʃ(ə)n/ *noun* the act of publishing something again ○ *We are looking at our out-of-print backlist to see if any of the titles are suitable for republishment.*

**republish** /ri:'pʌblɪʃ/ *verb* to publish something again ○ *The book has been out of print for some years, but has now been republished in an edition of modern classics.*

**reputable** /'repjʊtəb(ə)l/ *adjective* with a good reputation ○ *We only use reputable carriers.* ○ *His father founded a very reputable firm of law publishers.*

**reputation** /,repjʊ'teɪʃ(ə)n/ *noun* an opinion of somebody or something held by other people ○ *a printing company with a reputation for quality* ○ *He has a reputation for being difficult to negotiate with.*

**request** /rɪ'kwest/ *verb* to ask formally for something ■ *noun* an act of asking for something

**request for proposal** /rɪ,kwest fə prə 'pɒʊz(ə)l/ *noun* full form of **RFP**

**require** /rɪ'kwaɪə/ *verb* **1.** to need something **2.** to demand something from somebody

**required hyphen** /rɪ,kwaɪəd 'haɪf(ə)n/ *noun* same as **hard hyphen**

**requisition** /,rekwi'zɪʃ(ə)n/ *noun* an order placed by an institution, e.g. by a college to the college bookshop asking for books to be ordered for students taking a particular course

**resale** /'ri:seɪl/ *noun* the act of selling goods which have been bought ○ *The contract forbids resale of the book in the USA.*

**resale price maintenance** /ri:,seɪl 'praɪs ,meɪntənəns/ *noun* a system where the price for an item is fixed by the manufacturer and the retailer is not allowed to sell it for a lower price. Abbr **RPM**. Also called **retail price maintenance**

**rescreen** /ri:'skri:n/ *verb* to reproduce a screened photograph again, using a new

screen angle which does not conflict with the original screen

**research** /rɪ'sɜ:tʃ/ *noun* work that is done to investigate something ■ *verb* to investigate a field of study and discover new facts about it

**research assistant** /rɪ'sɜ:tʃ ə ,sɪstənt/ *noun* a person who helps a writer by doing research for him or her

**researcher** /rɪ'sɜ:tʃə/ *noun* a person who carries out research

**reserve** /rɪ'zɜ:v/ *verb* to keep something for a time until needed ○ *The library will reserve a book for a borrower for ten days.*

**reset** /rɪ'set/ *verb* **1.** to return a system to its original state so that it can start again **2.** to typeset something again

**resident font** /,rezɪd(ə)nt 'fɒnt/ *noun* font data which is always present in a printer or device and which does not have to be downloaded

**residual rights** /rɪ'zɪdjuəl raɪts/, **residuals** *plural noun* **1.** rights which are held by an author and have not been sold to a publisher **2.** rights held in recorded material by the actors or musicians who performed it, giving payments when the material is reused, as in the case of a repeat of a TV programme

**resin** /'rezɪn/ *noun* a sticky oil which comes from some types of conifer, used both in papermaking and in ink production

**resin-coated paper** /'rezɪn ,kəʊtɪd ,peɪpəl/ *noun* paper coated with resin, used in photography and reproduction. Abbr **RC paper**

**resist** /rɪ'zɪst/ *noun* a coating on a printing plate which protects part of the plate from acid

**resolution** /,rezə'lju:ʃ(ə)n/ *noun* **1.** a formal decision taken at a meeting by means of a vote **2.** the solving of a problem ○ *The resolution of her difficulties with the immigration authorities took a long time.*

**resticker** /rɪ:'stɪkə/ *verb* to print new stickers and attach them to stock, usually to change the price

**rest in proportion** /,rest ɪn prə 'pɔ:ʃ(ə)n/ *noun* full form of **RIP 1**

**restock** /ri:'stɒk/ *verb* to order more stock ○ *to restock after the Christmas selling period*

**restocking** /ri:'stɒkɪŋ/ *noun* the ordering of more stock

**restrict** /rɪ'strɪkt/ *verb* to limit something so that only a specific person or group can have access to it

**restrictive trade practices** /rɪ'strɪktɪv 'treɪd ,præktɪsɪz/ *plural noun* an arrangement between companies, e.g. to fix prices or to share the market

**resume** /rɪ'zju:m/ *verb* to start something again ○ *The magazine has resumed publication.*

**résumé** /'rezju:meɪ/ *noun* **1.** a summary of a text ○ *A résumé of the planned biography is attached to this proposal.* **2. US** a summary of a person's educational and work experience, for the information of possible future employers (NOTE: The UK term is **curriculum vitae**.)

**resumption** /rɪ'zʌmpʃən/ *noun* the act of starting something again

**retail** /'ri:teɪl/ *noun* the sale of small quantities of goods to ordinary customers □ **the retail trade** all people or businesses selling goods retail ■ *verb* to sell for a price ○ *These books retail at £9.99.* ■ *adverb* □ **he buys wholesale and sells retail** he buys goods in bulk at a wholesale discount and sells in small quantities to the public

**retail bookseller** /'ri:teɪl ,bʊksələ/ *noun* a bookseller who buys books at a discount from publishers and sells them at the full price to the public

**retail bookshop** /'ri:teɪl ,bʊkʃɒp/ *noun* a bookshop which sells to the general public

**retail dealer** /'ri:teɪl ,di:lə/ *noun* a person who sells to the general public

**retailer** /'ri:teɪlə/ *noun* a person who sells goods to the public

**retailing** /'ri:teɪlɪŋ/ *noun* the selling of full-price goods to the public

**retail outlet** /'ri:teɪl ,aʊtlet/ *noun* a shop which sells to the general public

**retail price** /'ri:teɪl ,praɪs/ *noun* the price at which the retailer sells to the final customer

**retail price index** /,ri:teɪl 'praɪs ,ɪndeks/ *noun* an index which shows how prices of consumer goods have increased or decreased over a period of time

**retail price maintenance** /,ri:teɪl 'praɪs ,meɪntənəns/ *noun* same as **resale price maintenance**

**retail shop** /'ri:teɪl ʃɒp/ *noun* a shop where goods are sold only to the public

**retain** /rɪ'teɪn/ *verb* to keep possession of something ○ *The author has retained film rights in the book.*

**retainer** /rɪ'teɪnə/ *noun* a fee paid to somebody so that they will be available to work for you when required

**reticulation** /rɪ,tɪkju'leɪʃ(ə)n/ *noun* the effect caused by wet ink drying on a previously inked surface, where the second inking does not dry properly but gives a spotted result

**retouch** /rɪ'tʌtʃ/ *verb* to change an illustration or film by hand to make it clearer or to change the detail in some way

**retoucher** /rɪ:'tʌtʃə/ *noun* a person who retouches things

**retouching** /rɪ:'tʌtʃɪŋ/ *noun* the act of changing an illustration or film by hand to make it clearer or to change the detail in some way

**retansfer** /rɪ:'trænsfɜ:/ *noun* an image taken from a lithographic plate to make a duplicate plate

**retree** /'ri:tri:/ *noun* damaged sheets of paper sold off cheaply

**retrieval** /rɪ'tri:v(ə)l/ *noun* the process of finding items that have been stored

**retrieval system** /rɪ'tri:v(ə)l ,sɪstəm/ *noun* a system of organising items so that information can be found quickly and easily

'Uttlesford District Council required a back-up and retrieval system to meet legislative demands regarding information management and to more cost-effectively and efficiently manage data. Data growth was outstripping capacity and the council needed to comply with government guidelines to make information available online.' [Computer Weekly]

**retrieve** /rɪ'tri:v/ *verb* to get something back from where it has been stored

**return** /rɪ'tɜ:n/ *noun* the act of giving something back ○ *The date for the return of all the library books is next week.* ■ *verb* to give something back or to change it so that it is in its earlier state again ○ *to return the company to its former position by investing a large amount of capital*

**return on investment** /rɪ,tɜ:n ɒn ɪn'vestmənt/ *noun* a profit made by investing money in something which is financially successful. Abbr **ROI**

**returns** /rɪ'tɜ:nz/ *plural noun* books, magazines or newspapers which have not

been sold and which are sent back to the supplier ○ *Paperback returns are running at over 20% in the first part of the year, as booksellers are destocking.*

COMMENT: Publishers would like to discourage returns, but in most cases, they have to accept that a certain proportion of books will not sell, and therefore will be returned by the booksellers. The main concern of the publisher is to limit the returns to a manageable proportion of the original printing. A publisher knows that if he refuses to accept returns, the bookseller may refuse to subscribe copies of further new books published by him. In contracts, returns may be provided for in two ways: in a publishing agreement, the publisher may hold back royalties due to cover the possibility of books being returned unsold by the bookseller, after having been sold to the bookseller by the publisher (this is called the 'returns provision'); in an agency agreement, there is normally a clause dealing with what happens to the stock held by the agent at the end of the agreement (usually, the agent will have to pay for the carriage back to the publisher if the agent terminates the agreement, but the publisher will pay if he terminates the agreement).

**returns level** /rɪ'tɜːnz ˌlev(ə)l/ *noun* the number of books returned to the publisher by booksellers, shown as a percentage of the quantity originally sold. Also called **level of returns**

**returns policy** /rɪ'tɜːnz ˌpɒləsi/ *noun* a policy adopted by a publisher on allowing booksellers to send back unsold stock for credit

**returns provision** /rɪ'tɜːnz prə ˌvɪʒ(ə)n/ *noun* a provision in a publishing agreement showing how returns are to be treated when calculating an author's royalties

**retype** /ri:'taɪp/ *verb* to type a word, phrase or document again, usually in order to make changes or to correct errors

**reversal** /rɪ'vɜːs(ə)l/ *noun* **1.** the act of turning in the opposite direction **2.** a reproduction, changing right to left, positive to negative or black to white **3.** a change from being profitable to unprofitable ○ *The company suffered a reversal in the Far East.*

**reversal film** /rɪ'vɜːs(ə)l fɪlm/ *noun* photographic film with a positive image. Also called **slide film**

**reverse** /rɪ'vɜːs/ *adjective* opposite or in the opposite direction □ **listed in reverse order** listed in order starting at the last or smallest ■ **noun** the opposite side of a piece of paper, also called the verso ○ *Biblio-*

*graphic details are usually printed on the reverse of the title page.* ■ **verb** to change something so that it is the other way round

**reverse characters** /rɪ,vɜːs 'kærɪktəz/ *plural noun* characters which are displayed in the opposite way to other characters for emphasis

**reverse indent** /rɪ'vɜːs ˌɪndent/ *noun* same as **hanging indent**

**reverse out** /rɪ,vɜːs 'aʊt/ *verb* to make a black image appear as white out of black or out of a colour ○ *The title is reversed out of the photograph of the house.*

**reverse-reading** /rɪ,vɜːs 'riːdɪŋ/ *adjective* same as **wrong-reading**

**reversible printing unit** /rɪ,vɜːsɪb(ə)l 'prɪntɪŋ ˌjuːnɪt/ *noun* a printing unit which can print with the web running in either direction

**reversion** /rɪ'vɜːʃ(ə)n/ *noun* the return of property to an original owner

**reversionary** /rɪ'vɜːʃ(ə)n(ə)rɪ/ *adjective* relating to property such as a copyright which passes to another owner on the death of the present one

**reversion clause** /rɪ'vɜːʃ(ə)n klɔːz/ *noun* a clause in a publishing agreement which allows for the reversion of copyright after a period of time, or if the publisher allows the book to go out of print

**reversion of copyright** /rɪ,vɜːʃ(ə)n əv 'kɒpraɪt/ *noun* the return of rights to the author if the publisher fails to keep the book in print

**revert** /rɪ'vɜːt/ *verb* to return to an earlier state or system

**review** /rɪ'vjuː/ *noun* an evaluation of a book or other publication or a performance ■ **verb** **1.** to look again at a situation to assess what can be done **2.** to write an evaluation of a book or other publication or performance

**review article** /rɪ'vjuː 'ɑːtɪk(ə)l/ *noun* a long review of a book, in which the reviewer discusses the subject of the book rather than the book itself

**review copy** /rɪ'vjuː ˌkɒpi/ *noun* a copy of a book given to a reviewer

**reviewer** /rɪ'vjuːə/ *noun* a person who reviews books

**review list** /rɪ'vjuː lɪst/ *noun* a list of people or newspapers to whom copies of books are sent for review

**review slip** /rɪ'vjuː slɪp/ *noun* a note sent with a review copy, giving information about the book such as author, price and

publisher, and a mention of the publication date

**revise** /rɪ'vaɪz/ *verb* **1.** to change something so that it is more accurate **2.** to go over work done earlier in order to learn it more thoroughly ■ *noun* a proof after corrections have been made ○ *The publisher sent back the revises with yet another mass of author's corrections.*

**revised proof** /rɪ,vəɪsd 'pru:f/ *noun* a proof of text with the corrections made to it

**reviser** /rɪ'vaɪzə/ *noun* a person who revises a text

**revision** /rɪ'vɪʒ(ə)n/ *noun* **1.** the improvement and correction of a text **2.** the activity of relearning work in order to do an examination

**rewrite** *verb* /rɪ'raɪt/ to write something again with improvements ■ *noun* /'rɪ:raɪt/ the act of writing something again ○ *The chapter is in its second rewrite.*

**RFP** *abbreviation* a declaration by a company that they would like their printed matter to be redesigned or reprinted, and would like design or printing companies to put forward proposals for the job. Full form **request for proposal**

**RGB** /,ɑ: dʒi: 'bi:/ *noun* **1.** colour separation using the primary colours **2.** the three colour picture beams used in a colour CRT. Compare **CMYK**

**RGB display** /,ɑ: dʒi: ,bi: drɪ'spleɪ/, **RGB monitor** *noun* a high-definition monitor system that uses three separate input signals controlling red, green and blue colour picture beams

**RI** *abbreviation* reissue

**rider** /'raɪdə/ *noun* an additional clause in a contract ○ *to add a rider to a contract*

**rider rollers** /'raɪdə ,rəʊləz/ *plural noun* additional rollers used to maintain pressure on the paper as it is being wound onto a reel

**right** /raɪt/ *noun* a legal entitlement to something ○ *Right of renewal of a contract.* ○ *She has a right to the property.* ○ *He has no right to the patent.* ○ *The staff have a right to know how the company is doing.*

**right-angled fold** /,raɪt ,æŋɡ(ə)ld /'fəʊld/, **right-angle fold** *noun* a fold of paper which is at right angles to the one before

**rightful owner** /,raɪtf(ə)l 'əʊnə/ *noun* the legal owner

**right-hand** /,raɪt 'hænd/ *adjective* belonging to the right side ○ *The credit side*

*is the right-hand column in the accounts.* ○ *He keeps the address list in the right-hand drawer of his desk.*

**right-hand page** /,raɪt hænd 'peɪdʒ/ *noun* the page on the right of a double page spread, always with an odd folio ○ *Begin each chapter on a right-hand page.* ○ *Right-hand pages should have odd folio numbers.*

**right justification** /,raɪt ,dʒʌstɪfɪ 'keɪʃ(ə)n/ *noun* the process of aligning the right-hand margin on a piece of text so that the edge is straight

**right justify** /,raɪt 'dʒʌstɪfaɪ/ *verb* to use computer commands to ensure that the right-hand margins of text are straight

**right-reading** /'raɪt ,rɪ:ɪŋ/ *adjective* relating to film or text which reads from left to right, when viewed from the emulsion side. Also called **positive-reading**

**right-reading film** /'raɪt ,rɪ:ɪŋ ,fɪlm/ *noun* film which reads in the normal way, from left to right, when viewed from the emulsion side

**rights** /raɪts/ *plural noun* the legal right to publish something such as a book, picture or extract from a text

**rights and permissions department** /,raɪts ən pə'mɪʃ(ə)nz dɪ ,pɑ:tmənt/ *noun* a department in a publishing company which deals with requests to reproduce material which is in the company's copyright or the copyright of its authors, where the authors have licensed the company to act on their behalf

**rights fair** /'raɪts feə/ *noun* a book fair where publishers sell rights in books to publishers from other countries, and also meet agents and representatives

**rights manager** /'raɪts ,mænɪdʒə/ *noun* a person in charge of a rights department

**Rinco process** /'rɪŋkəʊ ,prəʊses/ *noun* the process of making grave positives by photographing a proof of white letters on a black background

**RIP** *noun* **1.** a printing instruction to indicate that all the material is to be reduced or enlarged in the same proportion. Full form **rest in proportion** **2.** a device that translates software instructions into an image or complete page which is then printed by a printer or typesetter. Full form **raster image processor**

**rise** /raɪz/ *noun* an increase or upward movement ○ *The rise in the price of paper*

has increased manufacturing costs by 10%. ■ **verb** to move upwards or to become higher ○ *Prices are rising faster than inflation.* ○ *Interest rates have risen to 15%.*

**rising space** /,raɪzɪŋ 'speɪs/, **rising type** *noun* a defect in locking the forme, which makes the type or spaces rise above the normal height

**risk capital** /'rɪsk ,kæpɪt(ə)l/ *noun* same as **venture capital**

**river** /'rɪvəl/ *noun* a long white space running down a printed page, caused when wide spacing occurs between words on every line. Also called **street**

**road atlas** /'rəʊd ,ætɫəs/ *noun* a book showing clearly the roads in a country, so that drivers can find their way

**ROB** *abbreviation* run of book

**roe chlorination number** /,rəʊ ,klɔːrɪ 'neɪf(ə)n ,nʌmbə/ *noun* a measurement of how much chlorine a sample of paper pulp will absorb, thus showing how easily it can be bleached

**ROI** *abbreviation* return on investment

**roller** /'rəʊlə/ *noun* a round metal bar, used in a printing press to guide the paper through the machine

**rolling headers** /,rəʊlɪŋ 'hedəz/ *plural noun* the titles or headers of teletext pages, displayed as they are received

**rolling plan** /,rəʊlɪŋ 'plæn/ *noun* a plan which runs for a period of time and is updated regularly for the same period

**roll-wrapped** /'rəʊl ræpt/ *adjective* relating to a magazine which is rolled up before being wrapped for mailing

**ROM** /rɒm/ *noun* a computer system which allows data to be read but not edited. Full form **read only memory** (NOTE: There is no plural for ROM, and it is often used without the article: *The file is stored in ROM.*)

**roman**<sup>1</sup> /'rɒmən/ *noun* an ordinary upright typeface, neither italic nor bold ○ *The text is set in Times Roman.*

COMMENT: Roman characters were developed in Italy in the late 15th century, and have become the most widely used of the type styles. It is generally believed that roman characters are easier to read than either italic or bold, possibly because people are more accustomed to roman than to other faces. In the 16th century, italic was just as common as roman for continuous text, and for several centuries black letter type was widely used for all printing, especially in Germany.

**roman**<sup>2</sup> /rəʊ'mɒn/ *noun* French word meaning a novel

**Roman** /'rɒməʊn/ *adjective* relating to ancient Italy, and especially to the Latin script

**roman à clef** /rəʊ,mɒn æ 'kleɪ/ *noun* a novel with characters drawn from real life, where the reader and critics usually try to find out who the characters are based on

**romanisation** /,rɒmənaɪ'zeɪf(ə)n/, **romanization** *noun* transliteration of a non-Western script into roman characters

**romanise** /'rɒmənaɪz/, **romanize** *verb* to transliterate a non-Western script into roman characters ○ *a romanised version of Chinese*

**Roman numerals** /,rɒməʊn 'nju:mərəlz/, **Roman figures** *noun* figures written I, II, III, IV, or i, ii, iii, iv, etc. (as opposed to Arabic numerals such as 1, 2, 3, 4)

**romantic fiction** /rəʊ'mæntɪk ,fɪkʃən/ *noun* stories about love affairs

**romantic novel** /rəʊ,mæntɪk 'nɒv(ə)l/ *noun* a novel, usually aimed at women readers, concerned with a love affair (NOTE: As a group, novels are called **fiction**; **romantic fiction** is all romantic novels taken as a group.)

**ROP** *abbreviation* run of paper

**rotary machine** /'rəʊtəri mə,'ʃiːn/, **rotary press** /'rəʊtəri pres/ *noun* a printing press whose printing plate is curved and attached to a cylinder

**rotary printing** /'rəʊtəri ,prɪntɪŋ/ *noun* a printing process using a curved plate attached to a cylinder, which prints onto the paper as it lies flat

**rotary strainer** /'rəʊtəri ,streɪnə/ *noun* a large round cylinder with holes in it, which turns round in the vat of stock, removing large particles from it

**rotary suction box** /,rəʊtəri 'sʌkʃən ,bɒks/ *noun* same as **suction roll**

**rotogravure** /,rəʊtəʊgrə'vjuː/ *noun* a web-fed gravure printing on a rotary press, used particularly for colour printing of long runs

**rough** /rʌf/ *adjective* 1. approximate or not very accurate ○ *a rough calculation* ○ *a rough estimate* 2. not finished ■ *noun* a rough sketch of artwork ○ *The designer showed some roughs for the main double page spread.*



**rough copy** /ˌrʌf 'kɒpi/ *noun* a draft of a document which, it is expected, will have changes made to it

**rough draft** /ˌrʌf 'draʊt/ *noun* a plan of a document which may have changes made to it before it is complete

**rough out** /ˌrʌf 'aʊt/ *verb* to make a draft or a general design ○ *He roughed out some sketches for the covers.*

**rough proof** /ˌrʌf 'pru:f/ *noun* a proof which shows in general how the layout looks, used to indicate changes to the layout

**rough trimmed** /ˌrʌf 'trɪmd/ *adjective* relating to an art book whose pages are not all trimmed to the same measure, e.g. where only the excessively long or wide pages are trimmed

**round** /raʊnd/ *adjective* circular ■ *verb* to make the spine of a book round □ **book with a rounded back** a book with a convex spine

**round and back** /ˌraʊnd ən 'bæk/, **rounding and backing** *noun* a process in binding where the book is given a rounded spine and a concave foredge, also giving the book a hinge

**round brackets** /raʊnd 'brækɪts/ *plural noun* printing symbols ( ), which enclose words or characters and separate them from the rest of the text

**rounded back** /ˌraʊndɪd 'bæk/ *adjective* relating to a style of binding where the spine is made slightly round

**rounded corners** /ˌraʊndɪd ˌkɔːnəz/ *plural noun* corners of pages which are not cut square, but are made round

**rout** /raʊt/ *verb* to cut away the blank parts of a plate so that there is no chance of their printing by accident

**routing** /ˌraʊtɪŋ/ *noun* the cutting away of redundant blank parts from a plate

**row** /rəʊ/ *noun* a horizontal line in a table, as opposed to columns which are vertical □

**row of dots** a series of dots printed one after the other, used to indicate that something is missing or to lead the eye across the page

**royal** /ˈrɔɪəl/ *adjective* a traditional size of book and paper (25 x 20 inches)

COMMENT: The metric royal paper sizes are: royal octavo (234 x 156mm), royal quarto (312 x 237mm); the quad royal sheet is (1272 x 960mm).

**royalty** /ˈrɔɪəlti/ *noun* money paid to a writer for the right to use his or her prop-

erty, usually a percentage of sales or an agreed amount per sale

COMMENT: Royalties can vary considerably. An established author may receive 10% of the list price on hardback sales and 15% for paperback sales. Royalties can be based on the list price (i.e., the price of the book before it is discounted to the bookshop), or on the receipts, which are the money received by the publisher from the bookshop. It is common to pay a royalty on receipts in the case of sales overseas, since they are usually at very high discounts. Royalty statements will normally show the numbers of copies sold in various markets, together with the list price and the discounted receipts. In Scandinavia (but not in the UK) it is normal for the author to insist on being told the quantity of copies printed, as this will indicate the numbers given away for review or as specimen copies. In Russia, royalties are not based on sales, but on the size of the book: a royalty would be X roubles per 1000 characters or per 10 pages 'signature'. In the UK, sliding royalties are common on paperbacks, where the author gets an increased royalty as the quantity sold increases. In Russia, the opposite is the case, where the author gets a smaller percentage royalty from reprints.

**royalty cheque** /ˈrɔɪəlti tʃek/ *noun* a cheque covering royalties for a particular period

**royalty split** /ˈrɔɪəlti splɪt/ *noun* the way in which a royalty is divided between several authors or between author and illustrator

**royalty statement** /ˈrɔɪəlti ˌsteɪtmənt/ *noun* a printed statement from a publisher showing how much royalty is due to an author

**RP** *abbreviation* reprinting

**RPM** *abbreviation* resale price maintenance

**RP/ND** /r,ɑː piː en 'diː/ *noun* a report from a publisher showing that a book will be reprinted, but no date can be given for copies being available

**RPUC** *noun* a report used by publishers to encourage bookshops to order out-of-print titles, and so record dues

**RSS** *noun* a format which allows pieces of microcontent to be sent as an automatic feed from their source to another website or a handset device. Full form **Really Simple Syndication**

**RTF** *noun* a text file format which includes text commands that describe the page, type, font and formatting ○ *The RTF format allows formatted pages to be exchanged between different word-*

*processing software.* Full form **rich text format**

**.rtf** suffix a file extension for an RTF file

**rub** /rʌb/ *verb* to damage something by repeated movement of one surface on another □ **to rub out** to remove pencil notes with a rubber

**rubber** /ˈrʌbə/ *noun* 1. an elastic material made from the sap of a tree 2. a piece of soft material used to remove pencil marks

**rubber blanket** /ˈrʌbə ˌblæŋkɪt/ *noun* a rubber sheet which goes round the cylinder in an offset press and takes the image from the cylinder to be printed on the paper

**rubber stamp** /ˈrʌbə ˈstæmp/ *noun* a small block of rubber, metal or wood which is used in combination with ink to make a mark on something to show that it is official or to show ownership

**rubilith** /ˈruːbɪlɪθ/ *noun* a red masking film used for photographic masking

**rub resistance** /ˈrʌb rɪˌzɪstəns/ *noun* the ability of a printed surface not to be damaged by rubbing, an important factor in printing packaging material

**rubric** /ˈruːbrɪk/ *noun* a set of rules or instructions like those at the beginning of an examination paper

**ruby** /ˈruːbi/ *noun* an old printing size, similar to five point (NOTE: The US term is **agate**.)

**rule** /ruːl/ *noun* 1. a regulation telling what is and is not allowed 2. a thin strip or design used for borders or for separating columns of type ■ *verb* to make a straight line or mark something with straight lines

**ruled border** /ˌruːld ˈbɔːdə/ *noun* a frame to a page made up of a straight line round the edge

**ruled paper** /ˈruːld ˌpeɪpə/ *noun* paper that has lines printed on it for writing on

**ruler** /ˈruːlə/ *noun* a long, flat object calibrated in inches or centimetres which is used for measuring or drawing straight lines

**ruler guide** /ˈruːlə gaɪd/ *noun* a non-printing dotted line that is used in page layout software to help align objects properly on the page

**ruler line** /ˈruːlə laɪn/ *noun* same as **tab rack**

**ruling** /ˈruːlɪŋ/ *noun* an official decision which must be obeyed

**run** /rʌn/ *verb* 1. to take charge of and be responsible for an organisation or activity ○ *The head librarian will be running the*

*next course.* 2. to make a machine work ○ *They run the computer every day.*

**run around** /rʌn əˈraʊnd/, **run round** *noun* type which is not set to the full width but goes round an illustration ■ *verb* to change the layout of text so that it goes round an illustration ○ *Run the blurb text round the photograph of the author.*

**run back** /ˌrʌn ˈbæk/ *verb* US to move text from the beginning of one line back to the end of the previous line or from the top of one page back to the bottom of the previous page (NOTE: The UK term is **take back**.)

**run down** /ˌrʌn ˈdaʊn/ *verb* 1. to move text from the end of one line to the beginning of the next line or from the bottom of one page to the top of the next page (NOTE: The UK term is **take over**.) 2. to reduce the amount of work done by a department or organisation 3. to criticise somebody aggressively

**runnability** /ˌrʌnəˈbɪlɪti/ *noun* the ability of paper to run easily through a printing press

**runner** /ˈrʌnə/ *noun* a small line number printed in the margin of a text

**running costs** /ˈrʌnɪŋ kɒsts/, **running expenses** *plural noun* money spent on the day-to-day cost of keeping a business going. Also called **operating costs**

COMMENT: In book production, running or variable costs are all the costs which vary with the print run (paper, printing and binding costs); fixed or plant costs include typesetting, reproduction, editorial costs.

**running foot** /ˈrʌnɪŋ fʊt/ *noun* a line of print which appears at the foot of each page

**running head** /ˈrʌnɪŋ hed/, **running headline** *noun* a headline which runs from page to page throughout a book, usually the title or a chapter title, but in dictionaries, directories and encyclopedias it is usually the first and last headwords on each page

**running on** /ˌrʌnɪŋ ˈɒn/ *noun* the printing of sheets after the machine has been made ready

**running sheet** /ˈrʌnɪŋ ʃiːt/ *noun* a printed sheet taken from the machine at the beginning of a print run to check if it is printing correctly

**running text** /ˌrʌnɪŋ ˈtekst/ *noun* the main text of a book which continues over the pages, in which notes and illustrations have only a set limited position

**running total** /ˌrʌnɪŋ ˈtəʊt(ə)/ *noun* a total carried from one column of figures to the next

**run of book** /rʌn əv bʊk/, **run of paper**, **run of week** /rʌn əv ˈwi:k/ *noun* an advertiser's order to the advertising department of a publication, in which space is bought at the basic rate without specifying the advertisement's position. Abbr **ROB**, **ROP**, **ROW**

**run off** /rʌn ˈɒf/ *verb* to print something rapidly ○ *They ran off six hundred leaflets before lunch.*

**run on** /rʌn ˈɒn/ *verb* **1.** to print more sheets after the first number have been printed ○ *Can you quote for 5,000 print run and 1,000 run on?* ○ *We decided to run on 3,000 copies to the first printing.* **2.** to make the text continue without a break, or without a line break ○ *The quotation should run on from the line above.*

**run-on chapter** /ˈrʌn ɒn ˌtʃæptə/ *noun* a chapter that does not start a new page (NOTE: The US term is **run-in chapter**.)

**run-on price** /ˈrʌn ɒn praɪs/ *noun* a price for the extra sheets run on after the main quantity has been printed

**run-out** /ˈrʌn aʊt/ *noun* a bromide produced by a phototypesetter

**run over** /rʌn ˈəʊvə/ *verb* to allow text to go onto the next line or page ○ *The last two lines of the quotation can run over onto the following page.*

**runover** /ˈrʌnəʊvə/ *noun* US a block of text which has been reset

**run through** /ˈrʌn θru:/ *adjective* going right across the sheet of paper

**rush** /rʌʃ/ *noun* an act of doing something fast ■ *verb* to make something go fast ○ *to rush an order through the factory* ○ *to rush a shipment to Africa*

**rushes** /ˈrʌʃɪz/ *plural noun* positive cinema or video film which is printed from the negatives, and which has not been edited

**rush job** /ˈrʌʃ dʒɒb/ *noun* a job that has to be done fast

**rush order** /ˈrʌʃ ˈɔ:də/ *noun* an order that has to be supplied fast

# S

**saddle** /'sæd(ə)l/ *noun* a device on which an unbound booklet is placed to be stitched

**saddle stitch** /'sæd(ə)l stɪtʃ/ *noun* in bookbinding, a method of binding the pages of a small book or magazine together by folding it in half and stitching along the line of the fold

**saddle-stitched** /'sæd(ə)l ,stɪtʃt/ *adjective* bound with saddle-stitching

**saddle-stitcher** /'sæd(ə)l ,stɪtʃə/ *noun* a machine for saddle-stitching

**saddle-stitching** /'sæd(ə)l ,stɪtʃɪŋ/ *noun* binding where the signature is stitched through the middle of the fold, usually with wire, usually for small books up to 96 pages maximum

**saddle-wire stitching** /'sæd(ə)l ,waɪə ,stɪtʃɪŋ/ *noun* saddle-stitching using metal wire, like staples

**safety margin** /'seɪftɪ ,mɑ:dʒɪn/ *noun* the time or space allowed for something to be safe

**sale** /seɪl/ *noun* the act of selling or of giving an item in exchange for money

**saleability** /,seɪlə'bɪlətɪ/ *noun* a quality in an item which makes it easy to sell

**sale on commission** /,seɪl ɒn kə 'mɪʃ(ə)n/ *noun* same as **commission sale**

**sale or return** /,seɪl ɔ: rɪ'tɜ:n/ *noun* a system where the retailer sends stock back if it is not sold, and receives credit from the supplier for unsold items ○ *We have taken 400 copies on sale or return.*

**sales appeal** /'seɪlz ə'pi:l/ *noun* the qualities of a product which make customers want to buy it

**sales budget** /'seɪlz ,bʌdʒɪt/ *noun* a plan of probable sales

**sales campaign** /'seɪlz kæm'peɪn/ *noun* planned work to achieve higher sales

**sales chart** /'seɪlz tʃɑ:t/ *noun* a diagram showing how sales vary from month to month

**sales conference** /'seɪlz ,kɒnf(ə)rəns/ *noun* a meeting of sales managers, representatives, publicity staff, etc., to discuss results and future sales plans. Also called **sales meeting**

**sales curve** /'seɪlz kɜ:v/ *noun* a graph showing how sales increase or decrease

**sales department** /'seɪlz dɪ ,pɑ:tmənt/ *noun* a department in a company which organises the sales of its products

**sales drive** /'seɪlz draɪv/ *noun* a vigorous effort to increase sales

**sales executive** /'seɪlz ɪg,zekjʊtɪv/ *noun* a person in a company in charge of sales to particular clients

**sales figures** /'seɪlz ,fɪgəz/ *plural noun* the total sales, or sales broken down by category

**sales force** /'seɪlz fɔ:s/ *noun* a group of salespeople working for one company

**sales forecast** /'seɪlz ,fɔ:kɑ:st/ *noun* a calculation of future sales

**sales ledger** /'seɪlz ,ledʒə/ *noun* a book in which sales are noted

**sales literature** /'seɪlz ,lɪt(ə)rətʃə/ *noun* printed information such as leaflets or prospectuses which helps sales

**sales manager** /'seɪlz ,mænɪdʒə/ *noun* a person in charge of a sales department

**sales meeting** /'seɪlz ,mɪ:tɪŋ/ *noun* same as **sales conference**

**salesperson** /'seɪlz ,pɜ:s(ə)n/ *noun* a person who represents a company, selling its products or services to retail shops ○ *We have six salespeople calling on accounts in central London.*

**sales plan** /'seɪlz plæn/ *noun* a plan for marketing a book

**sales promotion** /'seɪlz prəˌmɔʊʃ(ə)n/ *noun* sales techniques aimed at increasing sales, e.g. offering free gifts, running competitions

**sales report** /'seɪlz rɪˌpɔ:t/ *noun* a computer printout showing the sales over a particular period

**sales representative** /'seɪlz reprɪˌzɛntətɪv/, **sales rep** /'seɪlz rep/ *noun* a person who works for a company, showing goods or services for sale ○ *We have six sales representatives in Europe.* ○ *They have vacancies for sales reps to call on accounts in the north of the country.*

**sales sheet** /'seɪlz ʃi:t/ *noun* a piece of paper which gives details of a product and explains why it is good

**sales targets** /'seɪlz ˌtɑ:ɡɪts/ *plural noun* the amount of sales a representative is expected to achieve

**sales volume** /'seɪlz ˌvɒljʊ:m/ *noun* same as **volume of sales**

**Salon du Livre** /ˌsælɒn du ˈli:vvrə/ *noun* a book fair in a French-speaking country, e.g. the Paris Salon du Livre

**same size** /ˌseɪm ˈsaɪz/ *noun* an instruction on artwork, showing that it has to be kept the same size and not reduced or enlarged. Abbr **s/s**

**samizdat** /'sæmɪzɔ:t/ *noun* publishing carried on by private individuals or groups in a country where the state has a monopoly of publishing and where publishing is strictly censored. ◊ **underground literature**

COMMENT: Originally applied to Russia ('samizdat' is an abbreviated form of the Russian for 'do-it-yourself-publishing'); the term is now used for any country.

**sample** /'sɑ:mpəl/ *noun* a small quantity of a product used to show what it is like

**sample book** /'sɑ:mpəl bʊk/ *noun* a book showing samples of different types of cloth or paper, etc.

**sample cover** /'sɑ:mpəl ˌkʌvə/ *noun* a proof of a cover of a book, used as sales material

**sample pages** /'sɑ:mpəl ˌpeɪdɪz/ *plural noun* a proof of pages of a book, showing the layout and part of the text, used as sales material

**sand trap** /'sænd træp/ *noun* a set of bars in a trough which trap heavy particles of grit that may have got into the pulp before it goes into the papermaking process

**sans serif** /ˌsænz ˈserɪf/ *noun* a style of printing letters with all lines of equal thickness and no serifs. ◊ **serif** (NOTE: Often simply called **sans**: *The headwords are set in a 9 point sans face.*)

COMMENT: Sans faces are less easy to read than serifed faces and they are rarely used for continuous text, although some magazines use them for text matter. Nevertheless, legibility is not always what the typographer is aiming for; immediate recognisability of a word is possibly easier with sans faces, and this is why they are commonly used for road signs and other public notices. Sans faces are not as common in the USA as in Europe.

**saveall** /'seɪvɔ:l/ *noun* a device in a paper mill to save useful fibres from the white water drained out of pulp

**sawing** /'sɔ:ɪŋ/ *noun* the process of cutting notches in the sewn signatures for cords to lie in when hand binding

**SBN** *abbreviation* Standard Book Number

**sc** *abbreviation* **1.** an instruction to the compositor to set text in small capitals, indicated by the copy editor on the manuscript with two lines under the text. Full form **small caps** **2.** single column

**scalable** /'skeɪləb(ə)l/ *adjective* referring to fonts used for computer graphics that can be made to appear in a wide range of sizes

**scale** /skeɪl/ *noun* **1.** a set of marks or standards for measuring things **2.** the size or level of something in relation to what is usual ○ *Scale of development was very difficult to estimate.* ■ *verb* **1.** to indicate on artwork how it should be reduced or enlarged □ **to scale down, to scale up** to make something smaller or bigger in proportion **2.** to calculate how much an illustration should be enlarged or reduced to fit

**scale drawing** /ˌskeɪl ˈdrɔ:ɪŋ/ *noun* a drawing which is done to scale

**scale of charges** /ˌskeɪl əv ˈtʃɑ:dʒɪz/, **scale of prices** /ˌskeɪl əv/ *noun* a list showing various prices

**scale out** /ˌskeɪl ˈaʊt/ *verb* to show how many copies each store in a chain will take, according to a system based on the size of the shop

**scale-out** /ˌskeɪl aʊt/ *noun* a system of ordering different numbers of copies for different stores in a chain

**scalpel** /ˈskælpəl/ *noun* a very sharp knife, used by designers when cutting artwork or film

**scamp** /skæmp/ *noun* a very rough layout of text and illustrations

**scan** /skæn/ *verb* **1.** to look at something very quickly in order to see what it is about **2.** to examine periodicals routinely in order to keep users informed of new material **3.** to use a machine to read coded data ■ *noun* an examination of an image or object to obtain data

**scan area** /'skæn ,eəriə/ *noun* the section of an image read by a scanner

**scanner** /'skæənə/ *noun* a machine that converts documents, drawings or photographs into machine-readable form

COMMENT: A scanner can be a device using photoelectric cells as in an image digitiser, or a device that samples data from a process. One type of scanner reads the barcode on the product label using a laser beam and photodiode; another can read text and by recognising characters, stores them as data on a computer; yet another type will scan colour originals and carry out colour separations.

**scanning** /'skæniŋ/ *noun* **1.** the action of examining and producing data from the shape of an object or drawing **2.** the process of carrying out colour separations electronically

**scanning device** /'skæniŋ diˌvaɪs/ *noun* a device that allows micrographic images to be selected rapidly from a reel of film

**scanning error** /'skæniŋ ,erə/ *noun* an error introduced while scanning an image  
○ *A wrinkled or torn page may be the cause of scanning errors.*

**scanning rate** /'skæniŋ reɪt/ *noun* the time taken to scan one line or image

**scanning resolution** /'skæniŋ rezə ,lu:f(ə)n/ *noun* the ability of a scanner to register small pixels

**scanning speed** /'skæniŋ spi:d/ *noun* the speed with which a line or image is scanned  
○ *Its scanning speed is 9.9 seconds for an 8.5 x 11 inch document.*

**scan plate** /'skæn pleɪt/ *noun* an engraved printing plate made by electronic photoengraving

**scatter proof** /'skætə pru:f/ *noun* a proof showing several illustrations printed together on the same sheet, and not as they will appear in the final page layout

**scenario** /sɪ'nɑ:riəʊ/ *noun* the way in which a situation is likely to develop  
○ *The planners took account of the worst possible scenario.*

**schedule** /'fedju:l/ *noun* **1.** a written list of information, e.g. prices, conditions, dates and times **2.** a detailed written programme of events and times

**scheduling** /'fedju:lɪŋ/ *noun* the act of drawing up a plan or timetable

**scholarly books** /'skɒləli bʊks/ *plural noun* books published on university and academic subjects

**scholarly press** /'skɒləli pres/ *noun* a publishing company that publishes scholarly books

**scholastic** /skə'læstɪk/ *adjective* related to university and academic subjects

**school** /sku:l/ *noun* **1.** a faculty, department or institution that offers specialised instruction in an academic subject **2.** all the staff and students of an educational institution **3.** a place or period of activity regarded as providing knowledge or experience

**school book** /'sku:l bʊk/ *noun* an educational book published for use in schools

**school book supply** /'sku:l bʊk sə ,plai/ *noun* a method of supplying books to schools

**school edition** /'sku:l ɪ,dɪʃ(ə)n/ *noun* an edition of a book specially made for sale to schools

**school representative** /'sku:l rep/, **school rep, schools rep** *noun* a representative who calls on schools to show books to teachers who may then order them for the students

**schools broadcast** /'sku:lz ,brɔ:dkɑ:st/ *noun* a television or radio programme for schools

**science** /'saɪəns/ *noun* knowledge which can be tested and proved usually according to natural laws

**science editor** /'saɪəns ,edɪtə/ *noun* an editor at a publishing house responsible for a science list

**science fiction** /,saɪəns 'fɪkʃən/ *noun* fiction books based on imaginative ideas about the future on this and other planets. Abbr **sci-fi**

**scientific technical and medical publishing** /,saɪəntɪfɪk ,teknɪk(ə)l ən 'medɪk(ə)l ,pʌblɪʃɪŋ/ *noun* publishing of specialised books in science, technology and medicine. Abbr **STM**

**sci-fi** /'saɪ faɪ/ *abbreviation* science fiction

**scissors and paste job** /,sɪzəz ən 'peɪst dʒɒb/ *noun* **1.** the preparation of a design paste-up or camera-ready copy for reproduction, by taking various pieces of artwork or film and pasting them in position **2.** a book or article made almost entirely of passages from other works

**sci-tech** /'saɪ tek/ *noun* US scientific and technical publishing

**scoop** /sku:p/ *noun* **1.** an exciting news story which a reporter is the first to find, or which no other newspaper has reported **2.** the signing of a sought-after person to write for one's newspaper or publishing company

**score** /skɔ:/ *verb* to draw lines with a sharp edge or rule across paper or card, so that it can fold more easily

**scoring** /'skɔ:rɪŋ/ *noun* the process of making lines on paper or board so that it will fold more easily, used on the covers of paper-bound books so that the covers bend easily

**Scotchprint** /'skɒtʃprɪnt/ a trade name for a coated repro film, used for making litho originals from letterpress blocks

**scout** /skaʊt/ *noun* a person who looks out for something

**scrap** /skræp/ *noun* waste material or pieces of paper ■ *verb* to throw something away as useless ○ *They had to scrap 10,000 covers and reprint them with the correct title.*

**scraperboard** /'skreɪpəbɔ:d/ *noun* a board used by artists, either a white board with a black coating, or a black board with a white coating

**scratch** /skrætʃ/ *verb* to draw a little line through a character to show that it is wrong

**screeamer** /'skri:mə/ *noun* (*informal*) **1.** an exclamation mark **2.** US a very large headline in a newspaper

**screen** /skri:n/ *noun* a flat surface capable of displaying pictures and words ■ *verb* to investigate or check people or things for a specific fault or danger ○ *The information was screened to check that it was completely accurate.*

COMMENT: Photographic screens have varied degrees of fineness, according to the subject matter and type of paper used. The dots vary between 40 and 200 lines per inch. Typical screens are 50 to 60 for newsprint, 80 to 100 for MF and SC papers, 120 to 133 for imitation art papers and 150 or more for high-grade art papers.

**screen angle** /'skri:n ʌŋg(ə)/ *noun* the angle at which a screen is set before the photograph is taken

**screen attributes** /skri:n ə'trɪbjʊ:ts/ *plural noun* variables defining the shape, size and colour of text or graphics displayed

**screen editor** /'skri:n ɛdɪtə/ *noun* software that allows the user to edit text on screen, with one complete page of information being displayed at a time

**screened print** /'skri:nd prɪnt/ *noun* a print made using a screen

**screen format** /'skri:n ˌfɔ:mæt/ *noun* the way in which a screen is laid out

**screenful** /'skri:nfʊl/ *noun* one complete frame of information displayed on a computer monitor

**screenplay** /'skri:npleɪ/ *noun* the text of the dialogue of a film

**screen print** /'skri:n prɪnt/ *noun* a print taken from a film which has been screened

**screen printing** /'skri:n ˌprɪntɪŋ/, **screen process printing** *noun* a printing process where a design is inked through a fine screen, parts of which are covered by a stencil to prevent the ink passing through

**screen refresh** /,skri:n rɪ'freʃ/ *verb* to update regularly the images on a CRT screen by scanning each pixel with a picture beam to make sure the image is still visible

**screen ruling** /'skri:n ˌru:lɪŋ/ *noun* the number of lines per inch on a screen or the number of dots per inch on a halftone

**screen tint** /'skri:n tɪnt/ *noun* a mechanical screen, shading in dots or lines, which is preprinted and can be cut up and stuck down to give shading in artwork

**screenwriter** /'skri:nraɪtə/ *noun* a person who writes scenarios for films

**script** /skrɪpt/ *noun* **1.** the written text of a play or film **2.** handwriting which is made to look like printing ■ *verb* to write the script for a play, film or TV documentary ○ *The show was scripted by Joe Smith.*

**scriptwriter** /'skrɪpraɪtə/ *noun* a person who writes a film or TV or radio script

**scroll** /skrɔ:ʊl/ *verb* to move text up or down a computer screen one line at a time

**scrub** /skrʌb/ *verb* to wipe information off a disk, or remove data from a store ○ *Scrub all files referring to 1994 taxes.*

**scuffing** /'skʌfɪŋ/ *noun* the roughening of a paper surface due to rubbing

**scumming** /'skʌmɪŋ/ *noun* a situation where the non-image areas of a lithographic print take in ink, giving black marks in the white areas. Also called **catch up**

**search** /sɜ:tʃ/ *verb* to look through a document in order to find a specific item or word ■ *noun* the process of identifying a character, word or section of data in a document or file

**search and replace** /,sɜ:tʃ ən rɪ 'pleɪs/ *noun* a facility on a word processor which allows the user to find words or strings of characters and change them

**search directory** /'sɜ:tʃ daɪ'rekt(ə)rɪ/ *noun* a website in which links to information are organised into a categorical, alphabetical hierarchy to provide the broadest response to a query

**search engine** /'sɜ:tʃ ,endʒɪn/ *noun* software that carries out a search of a database when a user asks it to find information. On the Internet there are many search engines that list all the websites and allow a user to find a website by searching for particular information.

**search engine registration** /'sɜ:tʃ ,endʒɪn redʒɪ'streɪf(ə)n/ *noun* the process of registering a website with a search engine, so that the site can be selected when a user requests a search

**search routine** /'sɜ:tʃ ru:ti:n/ *noun* software which allows the user to search for an item in a database

**secondary colours** /'sekənd(ə)rɪ 'kʌləz/ *plural noun* colours formed by mixing primary colours

**secondary education** /,sekənd(ə)rɪ ,edʒu'keɪf(ə)n/ *noun* the period of schooling between primary school and further or higher education, usually from about 11 to 16 or 18 years of age

**secondary publishing** /,sekənd(ə)rɪ 'pʌblɪʃɪŋ/ *noun* publishing books for use in secondary schools

**second colour** /,sekənd 'kʌlə/ *noun* the colour which is printed second in two-colour work

**second cover** /,sekənd 'kʌvə/ *noun* the inside front cover of a magazine

**second half** /,sekənd 'hɑ:f/, **second half-year** /,sekənd 'hɑ:f ʤi:ə/ *noun* a period of six months from 1st July to end of December ○ *The figures for the second half are up on those for the first part of the year.*

**secondhand** /,sekənd'hænd/ *adjective* relating to something that has been previously owned by somebody else

**second quarter** /,sekənd 'kwɔ:tə/ *noun* a period of three months from April to the end of June

**second serial rights** /,sekənd 'sɪəriəl ,raɪts/ *plural noun* the right to publish sections of a book in a magazine or newspaper after the book has been published

**secret** /'si:kɹət/ *noun* a piece of information that is known only to a few people and is intentionally withheld from general knowledge

**section** /'sekʃən/ *noun* 1. part of a book which is made from one sheet of paper ○ *The book is printed in 32-page sections.* ◇

**signature** 2. a supplement to a newspaper or magazine ○ *The paper has a special travel section on Saturdays.* 3. a printed sign showing a paragraph division or that a footnote is being referred to 4. a department within a company ○ *the legal section*

**sector** /'sektə/ *noun* a division of a group or area which is also part of a larger one

**secure server** /sɪ,kjuə 'sɜ:və/ *noun* an Internet server that allows for the encryption of data and thus is suitable for use in e-commerce

**Secure Sockets Layer** /sɪ,kjuə 'sɒkɪts ,leɪə/ *noun* a secure format for sending documents which are encrypted and decrypted using two special keys. Abbr **SSL**

**secure system** /sɪ,kjuə 'sɪstəm/ *noun* a system that cannot be accessed without the permission of the owner

**secure website** /sɪ,kjuə 'websaɪt/ *noun* a website on the Internet that encrypts the messages between the visitor and the site to ensure that no hacker or eavesdropper can intercept the information

**security** /sɪ'kjʊəɪti/ *noun* measures taken to make a place or person safe from attack or danger

**security paper** /sɪ'kjʊəɪti ,peɪpə/ *noun* paper with a special watermark to prevent it being imitated

**security printer** /sɪ'kjʊəɪti ,prɪntə/ *noun* a printer who prints paper money, company reports, secret government documents, etc.

**see copy** /,si: 'kɒpi/ *verb* an instruction to the typesetter to look at the original manuscript to see how the text setting is instructed



**see-safe** /'si: seɪf/ *noun* an agreement where the publisher who has sold books to a bookseller will give credit for unsold books at the end of a period under particular conditions ○ *We bought the stock see-safe.*

**see-through** /'si: θru:/ *noun* a situation where text on the verso of a page can be seen through the paper

**seize** /si:z/ *verb* to take hold of something or to take possession of something ○ *The customs seized the shipment of books.* ○ *The court ordered the company's funds to be seized.*

**seizure** /'si:zə/ *noun* taking possession of something ○ *The court ordered the seizure of the books.*

**select** /sɪ'lekt/ *verb* to find and choose specific information or data

**selection** /sɪ'leljən/ *noun* a range of products and services available and chosen

**self-archiving** /,self 'ɑ:kɑ:ɪvɪŋ/ *noun* the act of archiving an electronic document by uploading a copy to a publicly-accessible website

**self-cover** /,self 'kʌvə/ *noun* a cover which is printed on the same paper as the text of the book, used for brochures and small books

**self-endpapers** /,self 'endpeɪpəz/, **self-ends** *plural noun* endpapers that are part of the printed book, and not added specially

**self-mailer** /self 'meɪlə/ *noun* a mailing piece which does not need an envelope

**self-publishing** /,self 'pʌblɪʃɪŋ/ *noun* a type of publishing in which the authors arrange for the books to be printed, marketed and sold, rather than using a traditional publishing company

**self-sealing** /,self 'si:lɪŋ/ *adjective* sticking itself without needing to be wetted

**self-wrapper** /,self 'ræpə/ *noun* same as **self-cover**

**seller** /'selə/ *noun* something that sells ○ *This book is a steady seller.*

**selling costs** /'selɪŋ kɒsts/ *plural noun* the amount of money to be paid for advertising, reps' commissions, etc., involved in selling something

**selling fair** /'selɪŋ ,feə/ *noun* a book fair such as the Geneva Book Fair or the Paris Salon du Livre, where books can be sold to the public

**semi-** /semi/ *prefix* combining with nouns and adjectives to form words which

describe something that is only in a part state

**semi-bold** /'semi bəʊld/ *noun* a typeface which is between light and bold

**semichemical pulp** /'semikemɪk(ə)l pʌlp/ *noun* pulp that is prepared partly by mechanical means and partly by chemical

**semicolon** /,semi'kəʊlɒn/ *noun* a punctuation sign (;) used to join rather than separate two parts of a sentence, as in 'The safe that had been broken into was on one side of the room; the other safe appeared to be intact.'

**semi-display advertisement** /,semi dɪ'spleɪ əd,vɜ:zɪtsmənt/ *noun* an advertisement inside a box in the classified advertisements section of a newspaper

**semiliterate** /,semi'lit(ə)rət/ *adjective* **1.** unable to read or write properly **2.** US having only limited understanding of a particular subject, especially a technical one

**sensitise** /'sensɪtaɪz/, **sensitize** *verb* to make something sensitive

**sensitised paper** /'sensɪtaɪzd ,peɪpə/ *noun* paper that has had chemicals added to it or has been coated with a substance, to make it sensitive to light

**sensitive** /'sensɪtɪv/ *adjective* strongly able to be aware of feelings

**sensitivity guide** /,sensɪ'tɪvɪti ,gaɪd/ *noun* a strip of film which can be used to show what exposure to use

**sentence** /'sentəns/ *noun* a group of words which is complete in itself, containing a subject and a verb

**separate** *verb* /'sepəreɪt/ to cause two things to be apart and unconnected ■ *adjective* /sep(ə)rət/ not together ■ *noun* /sep(ə)rət/ a single article from a journal which is reprinted separately

**separated graphics** /,sepəreɪtɪd 'græfɪks/ *plural noun* displayed characters that do not take up the whole of a character matrix, resulting in spaces between them

**separation filter** /,sepə'reɪf(ə)n ,fɪltə/ *noun* one of the three filters used to make colour separations

**separations** /,sepə'reɪf(ə)nz/ *noun* each of the separated printing colour components of a piece of artwork

**sepia** /'si:piə/ *noun* a brown ink, often used to give an old-fashioned look to photographs

**sepia photograph** /,si:piə  
'fəʊtəgrɑ:f/ *noun* a photograph using  
tones of sepia brown

**sequence** /'si:kwəns/ *noun* an arrange-  
ment which follows a consecutive order

**sequential access** /sɪ,kwɛnʃ(ə)l  
'æksɛs/ *noun* the state of information only  
being able to be accessed in a given order

'...no one is seriously expecting a tape  
replacement, in large part because tape  
volumes continue to vastly outstrip any  
competitive technologies. For all its  
sequential-access inconvenience and  
sheer old-fashioned aura, tape has  
remained the reliable performer at the  
end of the enterprise data chain.'  
[*Computing*]

**sequential access storage** /sɪ  
'kwɛnʃ(ə)l 'æksɛs ˌstɔ:riɪdʒ/ *noun* a  
storage medium whose data is accessed  
sequentially

**serial** /'sɪəriəl/ *noun* **1.** a journal or maga-  
zine that is published at regular intervals **2.**  
a story published in regular instalments

**serialisation** /,sɪəriəlɪ'zeɪʃ(ə)n/, **seri-**  
**alization** *noun* publication of a book in  
parts in a magazine or newspaper

**serialise** /'sɪəriəlɪz/, **serialize** *verb* to  
publish a book in parts in a magazine or  
newspaper

**serial number** /'sɪəriəl ˌnʌmbə/ *noun* a  
number given to an item which identifies it  
by its position in a sequence

**serial publication** /,sɪəriəl ˌpʌblɪ  
'keɪʃ(ə)n/ *noun* publication of a book in  
parts in several issues of a magazine or  
newspaper

**serial rights** /'sɪəriəl raɪts/ *plural noun*  
the right to reproduce a book chapter by  
chapter in a magazine or newspaper over a  
period of time

**series** /'sɪəri:z/ *noun* a group of related  
items ordered in a sequence, e.g. the  
volumes in a set of books ○ 'At *Lady*  
*Molly's* is the seventh title in the '*Dance*  
to the *Music of Time*' series.

**series title** /'sɪəri:z ˌtaɪt(ə)l/ *noun* the  
title given to a series of books, each one of  
which has its own separate title

**serif** /'serɪf/ *noun* **1.** a small decorative  
line added to letters in some fonts. ♦ **sans**  
**serif** **2.** a font that uses serifs, such as  
Times New Roman

COMMENT: Serifs can be straight, or  
sloping, or curved. They derive from Roman  
letters cut in stone. The purpose of adding  
serifs to letters is first to keep the letters

apart, while at the same time making it  
possible to link one letter to the next, and  
secondly to make the letters distinct, in  
particular the top parts which the reader  
recognises when reading. To test this,  
cover the bottom half of a line of serified  
face text and do the same for a line of sans  
face text: then compare the legibility of the  
top parts of the letters. In the USA, serified  
faces are preferred because some sans  
faces do not distinguish between the capital  
'l' and the lower case 'l', making it  
impossible to write the word 'Illinois', or  
particularly its abbreviation 'Ill'.

**serified** /'serɪft/ *adjective* with serifs ○  
*Times Roman* is a serified typeface. ○  
*Serified type* is more legible than sans serif.

**serigraphy** /se'ɪrɪgrəfi/ *noun* silk screen  
printing, where the ink is forced through a  
fine cloth onto the paper behind

**server** /'sɜ:və/ *noun* a computer with a  
large storage capacity which provides a  
function to a network of terminals

**service contract** /'sɜ:vɪs ˌkɒntrækt/  
*noun* a contract between a company and a  
director showing all the director's condi-  
tions of work

**service provider** /'sɜ:vɪs prəˌvaɪdə/  
*noun* a company that provides people and  
businesses with access to the Internet,  
usually charging a monthly fee

**set** /set/ *noun* a group of related items ■  
*adjective* **1.** fixed or unable to be changed  
**2.** relating to text that has been typeset ■  
*verb* to typeset or put a text into printed  
characters ○ *The manuscript has been*  
*marked up and sent to the typesetters for*  
*setting.* ○ *The page is set in 12 point Times*  
*Roman.* □ 'set flush' set with no indents □  
'set solid' set without any leading between  
the lines

**set format** /,set 'fɔ:mæt/ *noun* a format  
that is used for all titles in a series and  
cannot be changed

**set off** /,set 'ɒf/ *verb* to transfer ink from  
one sheet to another

**set-off** /'set ɒf/, **setting-off** *noun* a  
printing defect where a sheet is marked  
with wet ink from another newly printed  
sheet

**set size** /,set 'saɪz/ *noun* a measurement  
of horizontal dimensions in sets

**setting** /'setɪŋ/ *noun* **1.** the time and  
place where the action of a book or film  
happens **2.** the position of the controls on a  
machine ○ *There are two settings: fast and*  
*slow.*

**setting costs** /'setɪŋ kɒsts/ *plural noun*  
the cost of typesetting a text

**setting rule** /'setɪŋ ru:l/ *noun* the part of a composing stick that has measurements on it, so that the compositor can measure the width of the text

**setting stick** /'setɪŋ strɪk/ *noun* a narrow box in which the compositor places the pieces of type as he or she sets each line

**setting up costs** /,setɪŋ 'ʌp kɒsts/, **setup costs** /'setʌp kɒsts/ *plural noun* the costs of getting a machine or a factory ready to make a new product after finishing work on another one

**setting-up time** /,setɪŋ 'ʌp ,taɪm/, **setup time** /'setʌp taɪm/ *noun* the time taken to get a machine ready for printing

**set up** /,set 'ʌp/ *verb* to begin something  
 □ **to set up a machine** to get a machine ready for printing

**set width** /,set 'wɪðθ/ *noun* the width of the body of a printed character

**seven P's** /,sev(ə)n 'pi:z/ *plural noun* a simple way of summarising the essentials of the marketing mix, which are Product, Price, Promotion, Place, Packaging, Positioning and People

**sew** /səʊ/ *verb* to attach something using a needle and thread

**sewing** /'səʊɪŋ/ *noun* part of the binding process, when gathered pages are sewn together in signatures and then attached to form the book block

**sewing machine** /'səʊɪŋ məʃi:n/ *noun* a machine for sewing signatures

**sewing thread** /'səʊɪŋ θred/ *noun* thread used in a sewing machine

**sewn binding** /'səʊn ,baɪndɪŋ/ *noun* binding where the signatures are attached with thread

**sextodecimo** /,seksɪtəʊ'desɪmɔʊ/ *noun* a size of book page traditionally created by folding a single sheet of standard-sized printing paper four times, giving 16 leaves or 32 pages

**sexual discrimination** /,seksʃuəl dɪskrɪmɪ'neɪʃ(ə)n/, **sex discrimination** /,seks dɪskrɪmɪ'neɪʃ(ə)n/ *noun* treatment of male and female employees in different ways, usually to the disadvantage of the women

**SGML** /,es dʒi: em'el/ *noun* a hardware-independent standard which defines how documents should be marked up to indicate bolds, italics, margins and so on. Full form **standard generalised markup language**.

♢ **XML** (NOTE: Generally used to code data

for database entry or to mark up a book before it is typeset.)

**shade** /ʃeɪd/ *noun* a variation in the colour or black and white texture of printing produced by adding black ■ *verb* to colour in a section of a drawing by adding a darker colour or a textured pattern

**shaded area** /'ʃeɪdɪd ,eəriəl/ *noun* a darker part in an illustration

**shaded letters** /'ʃeɪdɪd ,letəz/ *plural noun* display letters which give a shadow effect

**shading** /'ʃeɪdɪŋ/ *noun* the act of showing darker sections of a line drawing by adding dark colour or by drawing criss-cross lines

**shadow** /'ʃædəʊ/ *noun* a dark part of a photograph or halftone

**shadow mark** /'ʃædəʊ mɑ:k/ *noun* a paper defect where marks left by the rollers can be seen

**shank** /ʃæŋk/ *noun* the main part of a piece of metal type

**share capital** /'ʃeə ,kæpɪt(ə)l/ *noun* the value of the assets of a company held as shares, less its debts

**shareware** /'ʃeəweə/ *noun* software that is available free to sample, but if kept the user is expected to pay a fee to the writer

**sharp** /ʃɑ:p/ *adjective* very clear ○ *The reproduction is not sharp enough – the edges are fuzzy.*

**sharpen** /'ʃɑ:pən/ *verb* to make something sharper

**sharpness** /'ʃɑ:pənəs/ *noun* clearness of a printed image ○ *The cover lacks sharpness.*

**shaving** /'ʃeɪvɪŋ/ *noun* the act of trimming pages so much that part of the text is cut off

**shavings** /'ʃeɪvɪŋz/ *plural noun* thin strips of paper cut off at the paper mill or during binding

**sheepskin** /'ʃi:pskɪn/ *noun* a white binding material made from the skin of sheep. Compare **parchment**

**sheet** /ʃi:t/ *noun* a large flat piece of material or paper

**sheet cutter** /'ʃi:t ,kʌtə/ *noun* a machine that cuts reeled paper into sheets

**sheeter** /'ʃi:tə/ *noun* a machine for cutting a web of paper into sheets

**sheet-fed press** /'ʃi:t fed ,pres/ *noun* a printing press which takes single sheets of paper, as opposed to a web press which takes reels of paper

**sheet feed** /'ʃi:t fi:d/ *noun* a device that feeds single sheets of paper into a printer one at a time

**sheet feed attachment** /,ʃi:t fi:d ə'tætʃmənt/ *noun* a device that can be attached to a printer to allow single sheets of paper to be fed in automatically

**sheet of paper** /,ʃi:t əv 'peɪpə/ *noun* a flat piece of paper, especially a large piece of paper for printing, which has not been folded

**sheet sizes** /'ʃi:t ,saɪzɪz/ *plural noun* the standard sizes of paper available in sheets

**sheet stock** /'ʃi:t stɒk/ *noun* a stock of printed sheets of a book, which are not yet bound

**sheet wander** /'ʃi:t ,wɒndə/ *noun* a defect caused when the web of paper moves from side to side while passing through the press

**sheetwise** /'ʃi:twaɪz/ *adverb* printed on one side of a sheet of paper at a time

**sheet work** /'ʃi:t wɜ:k/ *noun* printing on both sides of a sheet of paper to produce one copy

**shelfback** /'ʃelfbæk/ *noun* the spine of a book

**shelf filler** /'ʃelf ,fɪlə/ *noun* a person whose job it is to make sure that the shelves in a shop are kept full of items for sale

**shelf space** /'ʃelf speɪs/ *noun* the amount of space on shelves in a shop

**shelf talker** /'ʃelf ,tɔ:kə/ *noun* a card display which advertises a book, placed on a shelf next to the stock of the book itself

**shelf wobbler** /'ʃelf ,wɒblə/ *noun* a piece of marketing material which advertises a book, attached to a shelf next to the stock of the book itself. Also called **dangler**

**shelve** /ʃelv/ *verb* to postpone or cancel a plan ○ *When costs rose to £100,000 the company decided to shelve the project.* ○ *The publication of the new reference series has been shelved.*

**shelving** /'ʃelvɪŋ/ *noun* **1.** rows of shelves or space on shelves ○ *We installed new metal shelving in the paperback department.* **2.** the act of postponing or cancelling something ○ *The shelving of the project has resulted in six redundancies.*

**shift** /ʃɪft/ *noun* a period of time spent at work at any time during a 24-hour period ○ *He works the day shift or night shift.* ○ *We work an 8-hour shift.* ○ *The management is*

*introducing a shift system or shift working.* ■ *verb* to move or to sell something ○ *We shifted 20,000 items in one week.*

**shift key** /'ʃɪft ki:/ *noun* a key on a keyboard which raises a letter to a capital or combines with other command keys for word-processing and computing functions

**shift work** /'ʃɪft wɜ:k/ *noun* a system of work in a factory with shifts

**shilling stroke** /'ʃɪlɪŋ strəʊk/, **shilling mark** *noun* a solidus or oblique stroke

**shiner** /'ʃaɪnə/ *noun* a light spot in paper

**shining** /'ʃaɪnɪŋ/ *noun* the act of holding printed sheets up to the light to see that the printed areas on the two sides are in register

**ship** /ʃɪp/ *verb* to transport goods by sea

**shipment** /'ʃɪpmənt/ *noun* a quantity of goods, usually of the same kind, sent together to a destination by any form of transport, not just by sea ○ *The shipment of library equipment has just arrived at the airport.*

**shipper** /'ʃɪpə/ *noun* a person who sends goods or who organises the sending of goods for other customers

**shipping** /'ʃɪpɪŋ/ *noun* the sending of goods

**shipping agent** /'ʃɪpɪŋ ,eɪdʒənt/ *noun* a company that specialises in the sending of goods

**shipping clerk** /'ʃɪpɪŋ klɜ:k/ *noun* a clerk who deals with shipping documents

**shipping costs** /'ʃɪpɪŋ kɒsts/ *plural noun* the costs of sending goods

**shipping instructions** /'ʃɪpɪŋ ɪn ,ɪstrʌkʃənz/ *plural noun* details of how goods are to be shipped and delivered

**shipping note** /'ʃɪpɪŋ nəʊt/ *noun* a note that gives details of goods being shipped

**shive** /ʃaɪv/ *noun* a small piece of wood fibre still visible in the finished paper

**shoo flies** /'ʃu: flaɪz/ *plural noun* devices which move the leading edge of the printed sheet up so that it goes out of the press easily

**shoot** /ʃu:t/ *verb* to use a camera to take photographs or make a film

**shooting stick** /'ʃu:tɪŋ stɪk/ *noun* a short stick used to lock up or unlock forms

**shop** /ʃɒp/ *noun* **1.** a place where goods are stored and sold (NOTE: The usual US term is **store** so **bookstore**, **paperback store**, etc.) **2.** a place where goods are made

**shop front** /'ʃɒp frʌnt/ *noun* the part of a shop which faces the street, including the entrance and windows

**shoplifter** /'ʃɒplɪftə/ *noun* a person who steals goods from shops

**shoplifting** /'ʃɒplɪftɪŋ/ *noun* the act of stealing goods from shops

**shopping cart** /'ʃɒpɪŋ kɑ:t/ *noun* a software package that records the items that an online buyer selects for purchase together with associated data, e.g. the price of the item and the number of items required

**shop-soiled** /'ʃɒp sɔɪld/ *adjective* dirty because of having been on display in a shop

**shop window** /,ʃɒp 'wɪndəʊ/ *noun* a window in a shop where goods are displayed so that customers can see them, or a place where goods or services can be exhibited

**short** /ʃɔ:t/ *adjective* having only a few words or pages

**shortage** /'ʃɔ:tɪdʒ/ *noun* **1.** a lack of something ○ *a shortage of skilled staff* ○ *We employ part-timers to make up for staff shortages.* ○ *The import controls have resulted in the shortage of spare parts.* **2.** the number of copies of a book or magazine which have not been printed

**short and** /,ʃɔ:t 'ænd/ *noun* a printing sign (&) which means 'and'

**short column** /,ʃɔ:t 'kɒləm/ *noun* a column that has been printed with fewer lines than the other columns in the same book

**short credit** /,ʃɔ:t 'kredɪt/ *noun* terms allowing the customer only a short time to pay

**short descenders** /'ʃɔ:t dɪ'sendəz/ *plural noun* descenders in particular type-faces which are shorter than in other type-faces

**short discount** /,ʃɔ:t 'dɪskaʊnt/ *noun* a discount which is less than the normal trade discount, such as the discount on educational books

**shorten** /'ʃɔ:t(ə)n/ *verb* to reduce the length of something

**short grain** /'ʃɔ:t greɪn/ *noun* a sheet of paper where the grain runs across the sheet, parallel to the short side. Also called **grain short**

**short grain paper** /'ʃɔ:t greɪn ,peɪpə/ *noun* paper where the grain is parallel to the shorter side of the sheet

**shorthand** /'ʃɔ:tθænd/ *noun* a system of signs and symbols which enables spoken words to be written down very quickly

**short inks** /'ʃɔ:t ɪŋks/ *plural noun* inks which do not flow easily (NOTE: The opposite is **long inks**.)

**shortlist** /'ʃɔ:tɪst/ *noun* a small group chosen from a larger group, from which the final choice is made ○ *Five titles were on the shortlist for the Booker Prize.* ■ *verb* to choose a few names of people or titles of books from a longer list, as a first step towards deciding on a person for a job or the winner of a competition ○ *Shortlisted candidates will be asked for an interview.*

**short page** /'ʃɔ:t peɪdʒ/ *noun* a page which has been printed with fewer lines than the other pages, either as a mistake or to avoid a design problem

**short-range forecast** /,ʃɔ:t reɪndʒ 'fɔ:kɑ:st/ *noun* a forecast which covers a period of a few months

**short run** /'ʃɔ:t rʌn/ *noun* a print run of only a small number of copies

**shorts** /ʃɔ:ts/ *plural noun* books which have not been printed in sufficient quantity. Compare **overs**

**short story** /,ʃɔ:t 'stɔ:ri/ *noun* a piece of fiction between three and ten pages long

**short-term** /,ʃɔ:t 'tɜ:m/ *adjective* only relevant to the near future

**short ton** /,ʃɔ:t 'tʌn/ *noun* US a measure of weight equalling 907 kilos

**shot** /ʃɒt/ *noun* a photograph or still frame from a film

**shoulder** /'ʃəʊldə/ *noun* **1.** the edge of the spine of a book, which sticks out slightly **2.** a sloping surface between the bevel of the metal type and the edge of the stem

**shoulder heads** /'ʃəʊldə hedz/ *plural noun* heads printed in a line on their own

**shoulder notes** /'ʃəʊldə nəʊts/ *plural noun* notes printed in the margin at the level of the first line of type

**shout** /ʃaʊt/ *noun* a short slogan advertising a book, which is printed in large letters, in advertisements or on the book jacket

**showcard** /'ʃəʊkɑ:d/ *noun* a piece of cardboard with advertising text, put near an item for sale, sometimes on the counter

**showcase** /'ʃəʊkeɪs/ *noun* a cupboard with a glass front or top to display items

**showroom** /'ʃəʊru:m/ *noun* a room where goods are displayed for sale

**show side** /'ʃəʊ saɪd/ *noun* the side of the binding material which is visible

**show-through** /'ʃəʊ θru:/ *noun* **1.** a paper defect, where the paper is not opaque enough **2.** a defect in printing, where the printed text on the back of a page can be seen through the page from the other side ▶ compare **strike-through**

COMMENT: When the printing on one side of the paper can be seen from the other side, this is due either to show-through or to strike-through. Show-through is caused by inadequate opacity of the paper, while strike-through results from the vehicle (the liquid component) of an oil-based ink penetrating right through the sheet.

**shred** /ʃred/ *verb* to cut something into long thin strips

**shredder** /'ʃredə/ *noun* a machine that cuts paper into very small pieces, usually long thin strips, used to destroy confidential documents

**shrink** /ʃrɪŋk/ *verb* to get smaller or make something smaller ◦ *The educational market has shrunk by 20%.* ◦ *The drawing was shrunk to fit the space.* ◦ *The company is having difficulty selling into a shrinking market.*

**shrinkage** /'ʃrɪŋkɪdʒ/ *noun* **1.** the amount by which something gets smaller ◦ *to allow for shrinkage* **2.** losses of stock through theft, especially by members of the staff of a shop (*informal*)

**shrink-packaging** /'ʃrɪŋk ,pækɪdʒɪŋ/, **shrink-wrapping** /'ʃrɪŋk ,ræpɪŋ/ *noun* the act of covering something such as a book, cassette or record in a tight plastic cover which is heated to seal it (NOTE: Another US term is **pre-shrunk packaging**.)

**shrink-packed** /'ʃrɪŋk pækt/, **shrink-wrapped** /'ʃrɪŋk ræpt/ *adjective* covered in a tight plastic protective cover

**shrink-wrap** /'ʃrɪŋk ræp/ *noun* the plastic film used in shrink-packaging

**side** /saɪd/ *noun* one surface of something flat such as a tape or piece of paper ◦ *It is possible to record on both sides of this tape.*

**sidebar** /'saɪdbaɪ/ *noun* **1.** a short news story containing additional relevant information that is printed beside a featured story **2.** a block of text set beside the main text in a web document

**side heading** /'saɪd ,hedɪŋ/, **side head** *noun* a heading which is ranged to the left with text run on

**side lay** /'saɪd leɪ/ *noun* the edge of a sheet of paper, which is aligned by the side lay gauge

**side notes** /'saɪd nəʊts/ *plural noun* notes printed in the margin

**side-sewing** /'saɪd ,səʊɪŋ/, **side-stitching** *noun* a method of sewing a book through the sides of the folded sheets, and not at the fold. Also called **McCain sewing**

**side sorts** /'saɪd sɔ:ts/ *plural noun* pi characters or special sorts

**side stick** /'saɪd stɪk/ *noun* a piece of wood placed along the side of the page inside a forme

**side wire binding** /'saɪd ,waɪə ,baɪndɪŋ/, **side wire stitching** *noun* binding by stapling through the sides of the folded sheets

**siding** /'saɪdɪŋ/ *noun* finishing a quarter or half binding by glueing paper or cloth over the boards, covering the edges of the leather

**sig** *abbreviation* signature (*informal*) ◦ *There are plates wrapped round sigs 2 and 5.*

**sign** /saɪn/ *noun* a piece of wood, plastic or metal with words or pictures on it giving information ■ *verb* to write one's signature on a document ◦ **to sign for** to put your signature on an official document to say that you have received something ◦ **to sign in** to write your name on a list to say that you have arrived ◦ **to sign on** to agree to a contract ◦ **copies signed by the author, signed by the illustrator** copies of a book with the signature of the author or illustrator in them

**signatory** /'sɪgnət(ə)rɪ/ *noun* a person who has the legal right to sign an official document

**signature** /'sɪgnɪtʃə/ *noun* **1.** a way of writing your name which is special to you and can be recognised as yours by other people **2.** a special authentication code such as a password which a user gives to prove his or her identity before accessing a system or before the execution of a task **3.** a sentence or paragraph used to end e-mail messages and comments posted on the Internet. Normally a signature should be short – no more than four lines – and might include a short advertisement for your services and your e-mail address. **4.** a printed sheet, folded into 16, 32 or 64 pages. Abbr **sig** (NOTE: The folded set of printed pages is technically speaking a 'section', while the 'signature' is the identi-

fying number or letter on it. However, 'signature' is commonly used to mean the set of pages themselves.)

**signed limited edition** /,saɪnd ,lɪmɪtɪd rɪ'dɪʃ(ə)n/ *noun* a small number of copies of a book, specially bound and numbered, with the author's or illustrator's signature in them

**signing session** /'saɪnɪŋ ,seɪʃ(ə)n/ *noun* same as **book signing**

**sign language** /'saɪn ,læŋɡwɪdʒ/ *noun* communication, or a system of communication, by gestures as opposed to written or spoken language, especially the highly developed system of hand signs used by or to people who are hearing-impaired

**silhouette** /,sɪlu'et/ *noun* an illustration where the foreground is solid colour and the background is white

**silk-screen printing** /'sɪlk skri:n ,prɪntɪŋ/ *noun* a printing process where a design is inked through a fine material such as silk or nylon, parts of which are covered by a stencil to prevent the ink passing through

**Silurian** /sai'lʊəriən/ *noun* a type of paper where coloured fibre is added to the stock, giving a spotted appearance

**simili leather** /'sɪmɪli ,leðə/ *noun* material which looks like leather

**Simple Mail Transfer Protocol** /,sɪmp(ə)l 'meɪl ,trænsfɜː ,prəʊtəkɒl/ *noun* a standard protocol which allows electronic mail messages to be transferred from one system to another, normally used as the method of transferring mail from one Internet server to another or to send mail from a computer to a server. Abbr **SMTP**

**simultaneous editions** /,sɪm(ə)lteɪniəs rɪ'dɪʃ(ə)nz/ *plural noun* two or more different versions of a book published at the same time, e.g. in different languages

**simultaneously** /,sɪm(ə)l'teɪniəsli/ *adverb* happening at the same time ○ *The book was published simultaneously in England and Australia.*

**singer sewing** /'sɪŋə ,səʊɪŋ/ *noun* a thread sewing through the spine of an insetted book

**single column** /,sɪŋɡ(ə)l 'kɒləm/ *adjective* printed in one column

**single-copy order** /,sɪŋɡ(ə)l 'kɒpi ,ɔːdə/ *noun* an order for one copy of a book, which may be uneconomical for a

large warehouse and may have a surcharge applied by the supplier

**single inverted commas** /,sɪŋɡ(ə)l ɪn,vɜːtɪd 'kɒməz/ *plural noun* same as **single quotation marks**

**single leaf** /,sɪŋɡ(ə)l 'liːf/ *noun* a cancel page consisting of one sheet of paper

**single line display** /,sɪŋɡ(ə)l laɪn dɪs 'pleɪ/ *noun* a small screen which displays a single line of characters at a time

**single line spacing** /,sɪŋɡ(ə)l 'laɪn ,speɪsɪŋ/ *noun* leaving no white lines between lines of text

**single quotation marks** /,sɪŋɡ(ə)l kwəʊ'teɪʃ(ə)n ,mɑːks/, **single quotes** /'sɪŋɡ(ə)l kwəʊtɪz/ *plural noun* printed signs (' '), used to show that a piece of text has been quoted

**single revolution printing** /,sɪŋɡ(ə)l ,revəluːʃ(ə)n 'prɪntɪŋ/ *noun* a letterpress process where the cylinder rotates and prints one impression with every turn

**single sheet feed** /,sɪŋɡ(ə)l ʃiːt 'fiːd/ *noun* a device attached to a printer to allow single sheets of paper to be used instead of continuous stationery

**sink** /sɪŋk/ *noun* a hollow in the surface of a printing plate

**sinkage** /'sɪŋkɪdʒ/ *noun* the amount of drop in a chapter heading or other heading

**sisal** /'saɪs(ə)l/ *noun* plant fibre, used to make rope and also kraft paper

**sit-down protest** /'sɪt daʊn ,prəʊtɛst/ *noun* protest action by members of staff who occupy their place of work and refuse to leave

**site licence** /'saɪt ,laɪs(ə)ns/ *noun* an official permit to an institution and its staff to use particular software

**sixteenmo** /'sɪkstɪːnməʊ/ *noun* **1.** a size of page where the sheet of paper is folded four times to give 32 pages **2.** a book that is printed in 32-page sections **3.** an American book size about 6 or 7 inches high ▶ abbr **16mo**

**16mo** *abbreviation* sixteenmo

**64mo** *abbreviation* sixty-fourmo

**sixty-fourmo** /,sɪksti 'fɔːməʊ/ *noun* **1.** a size of book page traditionally created by folding a single sheet of standard-sized printing paper six times, giving 64 leaves or 128 pages **2.** a book that is printed in 128-page sections **3.** an American book size about 3 inches high ▶ abbr **64mo**

**size** /saɪz/ *noun* **1.** the physical dimensions of something, which tell how big or

small it is, usually indicated by its height and width **2.** a mixture of gelatine, alum and formaldehyde used to coat paper surfaces ■ *verb* to calculate the size of something

COMMENT: Size is a mixture of resin and aluminium sulphate, added to paper pulp to make the paper stiff and less absorbent. Surface sizing is now standard practice on most paper and board. It increases surface strength, water resistance, stability of the dimensions of the paper, and gives a smooth surface for printing.

**sized paper** /'saɪzd ,peɪpəl/ *noun* paper with size added

**sizing** /'saɪzɪŋ/ *noun* **1.** the act of reducing or enlarging a picture to fit ○ *Photographs can be edited by cropping, sizing, etc.* **2.** the process of coating paper with size **3.** the material used for coating paper

**sketch** /sketʃ/ *noun* a rough drawing to show how a finished illustration or design should look ○ *The designer brought in some sketches for the new logo.* ■ *verb* **1.** to make a rough drawing to show how something should look when finished ○ *The design director had to choose between several sketches which the designers had submitted.* **2.** to write a rough description of something ○ *The author sketched out the plan of a series of cookery books.*

**sketch map** /'sketʃ məp/ *noun* a rough map, not necessarily drawn exactly to scale

**skid** /skɪd/ *noun* US a flat wooden base on which goods can be stacked for easy handling by a fork-lift truck (NOTE: The UK term is **pallet**.)

**skip** /skɪp/ *verb* **1.** to miss something out **2.** to decide deliberately not to do something or go somewhere

**skip capability** /skɪp ,keɪpə'bɪləti/ *noun* a feature of particular word processors to allow the user to jump backwards or forwards by a quantity of text in a document

**skiver** /'skaɪvə/ *noun* leather made by splitting a sheepskin, used as a cover material for de luxe books

**slab** /slæb/ *verb* to finish the preparation of an electrolyte, by making the printing surface even

**slab serif** /,slæb 'serɪf/ *noun* a typeface where the serifs are thick straight lines

**slack sheet** /'slæk ʃi:t/ *noun* a situation where the paper in a web press is not tight enough

**slander** /'slɑ:ndə/ *noun* an untrue spoken statement which damages a person's character ■ *verb* □ **to slander someone** to damage somebody's character by saying untrue things about them

**slash** /slæʃ/ *noun* an oblique stroke (/) used in typing (NOTE: In printing it is more often called a **solidus**.) ■ *verb* to cut or reduce something sharply ○ *Prices have been slashed in all departments.* ○ *The bank has been forced to slash interest rates.*

**slashed zero** /,slæʃd 'zi:əʊ/ *noun* a printed sign (Ø) which puts an oblique stroke through zero to distinguish it from the letter O

**sleeper** /'sli:pə/ *noun* a book which does not sell well on publication, but which suddenly starts to sell some time later

**slew** /slu:/ *noun* rapid uncontrolled movement of paper in a printer when it is not connected to the feeder

**slice** /slaɪs/ *noun* an adjustable meter to control the flow of the pulp onto the wet end of the paper machine

**slide** /slaɪd/ *noun* **1.** a picture on positive transparent photographic film mounted in a frame **2.** an individual computer screen which can be produced as output in different formats

**slide film** /'slaɪd fɪlm/ *noun* same as **reversal film**

**slide rule** /'slaɪd ru:l/ *noun* a device, like a ruler with a sliding central part, which allows rapid mathematical calculations

**sliding royalty** /,slaɪdɪŋ 'rɔɪəlti/ *noun* a royalty where the percentage increases with the number of copies sold

**sliding scale of royalties** /,slaɪdɪŋ skeɪl əv 'rɔɪəltɪz/ *noun* a system where the percentage royalty changes according to the number of copies sold

**slip** /slɪp/ *noun* **1.** a small piece of paper **2.** the end of a cord or tape used in binding by being glued to the cover boards **3.** a mistake ○ *He made a couple of slips in laying out the tables.*

**slipcase** /'slɪpkɛɪs/ *noun* a card box for an expensive book, which is open at one side so that the spine of the book is visible

**slip pages** /'slɪp 'peɪdʒɪz/, **slip proofs** /'pru:fz/ *plural noun* draft copies of text for printing which are printed on separate sheets of paper



**slip sheet** /'slɪp ʃi:t/ *noun* a piece of paper placed between printed sheets to prevent set-off

**slip-up** /'slɪp ʌp/ *noun* a small unintentional mistake

**slit** /slɪt/ *verb* to cut through a sheet of paper or along a web of paper □ **to slit on press** to cut a web lengthwise as it is going through the press before the paper is folded

**slitter** /'slɪtə/ *noun* a set of knives which cut a printed sheet or a web of paper

**slitter marks** /'slɪtə mə:ks/ *plural noun* marks in the centre of a sheet of paper, showing where it has to be cut

**sloped roman** /,sləʊpt 'rəʊmən/ *noun* a form of italic found in dot-matrix printers, where the characters are roman and have been made to slope to the side by the computer

**slotted binding** /,slɒtɪd 'baɪndɪŋ/ *noun* same as **notched binding**

**slug** /slʌg/ *noun* a line of metal type cast in a casting machine in hot metal setting, made in a Linotype or Intertype machine

**slur** /slɜ:/ *noun* a printing defect in letterpress, where the image is blurred, caused by movement of the paper or forme

**slush pile** /'slʌʃ paɪl/ *noun* unsolicited manuscripts which are sent to publishers or agents, and which may never be read

**slush pulp** /'slʌʃ pʌlp/ *noun* liquid pulp which is pumped straight into the paper-making process

**small ads** /'smɔ:l ədʒz/ *plural noun* short private advertisements in a newspaper selling small items, asking for jobs, etc.

**small capitals** /,smɔ:l 'kæpɪt(ə)lz/, **small caps** /,smɔ:l 'kæps/ *plural noun* capital letters which are smaller than full size

**small office / home office** /,smɔ:l ,ɒfɪs 'həʊm ,ɒfɪs/ *noun* a type of business which is likely to use desktop publishing software and home printing / distribution techniques. Full form of **SOHO**

**small orders** /,smɔ:l 'ɔ:dəz/ *plural noun* orders for small quantities of books

**small order surcharge** /,smɔ:l 'ɔ:də ,sɜ:tʃɑ:dʒ/ *noun* an extra charge added by some publishers to an order under a particular quantity or value

**small pica** /,smɔ: 'paɪkə/ *noun* an old type size, similar to the modern 11 point

**SMART** /smɑ:t/ *abbreviation* an acronym for the 5 main considerations when setting objectives for a company, namely that they

should be Specific, Measurable, Achievable, Realistic, and within a set Time limit

**smart quotes** /'smɑ:t kwəʊts/ *plural noun* an feature in a word processing or typesetting program which automatically converts straight inverted commas into quotation marks depending on their position in the text

**smash** /smæʃ/ *verb* **1.** to do much better than a previous record ○ *to smash all production records* ○ *Sales have smashed all records for the first half of the year.* **2.** to press a folded signature before binding, so that it takes less room

**smashing** /'smæʃɪŋ/ *noun* US the process of crushing or pressing a sewn book so as to remove air from between the pages, either before or after binding (NOTE: The UK term is **nipping**.)

**smooth scroll** /,smu:ð 'skrəʊl/ *noun* text that is moved up a screen pixel by pixel rather than line by line, which gives a smoother movement

**SMS** /,es em 'es/ *noun* a service that allows short text messages to be sent, e.g. between mobile phones and pagers. Full form **short message service, short messaging service**

**SMTP** *abbreviation* Simple Mail Transfer Protocol

**smudge** /smʌdʒ/ *noun* an unwanted dark mark made by rubbing ink ■ *verb* to make a mark by rubbing ink which has been printed

**smudge-proof ink** /'smʌdʒ pru:ʃ ,ɪŋk/ *noun* ink which cannot smudge

**snail mail** /'sneɪl meɪl/ *noun* mail sent through the postal service, as distinct from faster electronic mail. Also called **p-mail**

**SOAT** /'səʊæt/ *abbreviation* surface oil absorption time

**soda pulp** /'səʊdə pʌlp/ *noun* paper pulp made from wood chips cooked in caustic soda

**soft** /sɒft/ *adjective* not hard

**softback** /'sɒftbæk/ *noun* PUBL same as **paperback** ■ *adjective* same as **paperback**

**soft binding** /,sɒft 'baɪndɪŋ/ *adjective* paper-covered

**soft copy** /,sɒft 'kɒpi/ *noun* text on screen as opposed to hard copy printed on paper

**softcover** /'sɒftkʌvə/ *noun* PUBL same as **paperback** ■ *adjective* same as **paperback**

**soft currency** /,sɒft 'kʌrənsi/ *noun* the currency of a country with a weak economy, which is cheap to buy and difficult to exchange for other currencies

**soft dot** /,sɒft 'dɒt/ *noun* a halftone dot which is less dense round the edge than in the centre

**soft-focus lens** /,sɒft 'fəʊkəs 'lenz/ *noun* a lens which deliberately does not focus correctly

**soft-focus shot** /,sɒft 'fəʊkəs ʃɒt/ *noun* a photographic picture where the focus is deliberately not correct, so as to give a blurred effect

**soft font** /,sɒft 'fɒnt/ *noun* a font or typeface stored on a disk, which can be downloaded or sent to a printer and stored in temporary memory or RAM

**soft hyphen** /,sɒft 'haɪf(ə)n/ *noun* a hyphen which is inserted when a word is split at the end of a line in word-processed text, but is not present when the word is written normally. ◊ **hard hyphen**

**soft loan** /,sɒft 'ləʊn/ *noun* a loan from a company to an employee or from a government to another government, at very low or nil interest

**soft mechanical** /,sɒft mɪ'kæni:k(ə)l/ *noun* a paste-up of text and illustrations made using page layout software, ready for printing. Compare **hard mechanical**

**soft pencil** /,sɒft 'pens(ə)l/ *noun* a pencil with a soft lead making dense black lines

**soft sell** /,sɒft 'sel/ *noun* the action of persuading people to buy by encouraging them, but not forcing them to do so

**software** /'sɒftweə/ *noun* computer programs which instruct the hardware what to do

**software development** /'sɒftweə dɪ'veləpmənt/ *noun* the process of writing programs to implement an original idea

**software documentation** /'sɒftweə ,dɒkjʊmɛnteɪʃ(ə)n/ *noun* instruction manuals which explain how to install and use computer programs

**software house** /'sɒftweə haʊs/ *noun* a company that develops and sells computer programs

**software licence** /'sɒftweə ,laɪs(ə)ns/ *noun* a contract between the producer and the purchaser of software about the use and copying of the program

**software package** /'sɒftweə ,pækɪdʒ/ *noun* a complete set of instruction manuals

and installation disks which enable a program to be used

**software piracy** /'sɒftweə ,paɪrəsi/ *noun* the illegal copying of software

'Software piracy is one of the copyright sins. With many computer users in the habit of downloading music and films from the internet for free, cyber criminals are increasingly pushing pirated programs at a hungry audience... we have twice as many applications on our PCs today than we did three years ago.' [The Guardian]

**software specification** /'sɒftweə ,spesɪfɪkeɪʃ(ə)n/ *noun* detailed information about a piece of software's abilities, functions and methods

**software system** /'sɒftweə ,sɪstəm/ *noun* all the programs required for one or more tasks

**softwood** /'sɒftwʊd/ *noun* wood from conifers used in papermaking

**SOHO** /'səʊhəʊ/ *abbreviation* full form **small office / home office**

**soiled copy** /'sɔɪld ,kɒpi/ *noun* a copy of a book that has been made dirty in a shop or warehouse

**sole agency** /,səʊl 'eɪdʒənsi/ *noun* an agreement to be the only person or company allowed to represent a company or to sell a product in a particular area

**sole agent** /,səʊl 'eɪdʒənt/ *noun* a person who has the sole agency for a company in an area

**sole distributor** /,səʊl dɪ'strɪbjʊtə/ *noun* a retailer who is the only one in an area who is allowed by the manufacturer to sell a particular product

**sole owner** /,səʊl 'əʊnə/ *noun* a person who owns a business on their own, with no partners

**sole trader** /,səʊl 'treɪdə/ *noun* a person who runs a business on their own but has not registered it as a company

**solid** /'sɒlɪd/ *adjective, adverb* **1.** set with no spaces between the lines ◊ *This block of text has been set solid.* **2.** 100% colour, without any tints ■ *adjective* ◻ **cover drawn on solid** cover glued onto endpapers

**solid matter** /'sɒlɪd 'mætə/, **solid type** *noun* text without any leading between the lines ◊ *The index is set in 7point solid.*

**solidus** /'sɒlɪdəs/ *noun* an oblique stroke used in printing (/)

**solus** /'sɒləs/, **solus advertisement** *noun* an advertisement which does not appear near other advertisements for similar products

**sort** /sɔ:t/ *verb* to put things in order ○ *The data can be sorted by name or number.*

**SORT** /sɔ:t/ *abbreviation* surface oil resistance time

**sorts** /sɔ:ts/ *plural noun* different pieces of metal type

**source** /sɔ:s/ *noun* the place where something originally comes from

**space** /speɪs/ *noun* a gap or empty place intended for the storage of data ■ *verb* to arrange things with regular gaps in between them

**space bands** /'speɪs bændz/ *plural noun* metal wedges which are inserted between words in the Linotype slug and expand to fill out the correct line width

**space bar** /'speɪs bɑ:z/, **space key** *noun* a long bar at the bottom of a keyboard on a typewriter or computer which makes a single space into the text when pressed

**space dots** /'speɪs dɒts/ *plural noun* a row of dots showing that a space is left blank, used in tabular work, price lists or catalogues

**spaced-out line** /,speɪst aʊt 'laɪn/ *noun* a line with wide spaces to make it justify without the need for hyphenation

**space mark** /'speɪs mɑ:k/ *noun* a proof-reader's mark showing that a space is needed

**space out** /,speɪs 'aʊt/ *verb* to leave large spaces between characters ○ *The company name is written in spaced-out letters.*

**spacing** /'speɪsɪŋ/ *noun* the way in which gaps are inserted ○ *The spacing of words on that line is rather uneven.*

**spacing material** /'speɪsɪŋ mə'tɪəriəl/ *noun* pieces of metal used for spacing between letters, words or lines

**special character** /,speʃ(ə)l 'kærɪktə/ *noun* a character which is not a normal one in a particular font, such as a particular accent or a symbol

**special colour** /,speʃ(ə)l 'kʌlə/ *noun* a printing colour other than one of the four process colours

**specialist** /'speʃəlist/ *noun* an expert in one particular area of knowledge or skill

**specialist bookshop** /,speʃəlist 'bʊkʃɒp/ *noun* a bookshop that specialises in one type of book

**special order** /,speʃ(ə)l 'ɔ:də/ *noun* an order which is different or more important than other orders ○ *We have had a special order from Canada for 5,000 copies of the new title, but the Canadian publisher insists on having his own title page.*

**special sale** /,speʃ(ə)l 'seɪl/ *plural noun* the sale of books by a publisher as a one-off deal, not going through the normal agents

**special sorts** /'speʃ(ə)l sɔ:ts/ *plural noun* same as **pi characters**

**specifications** /,speʃɪfɪ'keɪʃ(ə)nz/ *plural noun* detailed instructions about work to be done or products to be supplied

COMMENT: A book specification is either the details of the book (unit price, royalty terms, quantity printed, etc.) which a publisher uses to work out the selling price, or the instructions which a publisher gives to a printer on typeface, paper quality, format, etc.

**specify** /'speʃɪfaɪ/ *verb* to state in detail what is required

**specimen** /'speʃɪmɪn/ *noun* **1.** a small example of something which gives an idea of what the whole thing will look like **2.** one example of a species which shows what they all look like

**specimen pages** /,speʃɪmɪn 'peɪdʒɪz/ *plural noun* printed pages produced by the printer for the publisher to show the proposed type style

**spectrophotometer** /,spektrəʊfə 'tɒmɪtə/ *noun* an instrument used to measure colour by giving a wavelength-by-wavelength analysis of the light reflected from the surface

**spectrum** /'spektrəm/ *noun* a range of attributes or colours

**speculate** /'spekjʊleɪt/ *verb* to form a conjecture on the basis of incomplete facts or information

**speculation** /,spekjʊ'leɪʃ(ə)n/ *noun* **1.** a conclusion, theory or opinion based on incomplete facts or information **2.** reasoning based on incomplete facts or information

**speed** /spi:d/ *noun* **1.** the rate at which something moves **2.** a measure of the sensitivity of a photographic material to light ○ *High speed film is very sensitive to light.*

**speed-read** /'spi:d ri:d/ *verb* to read something very fast using a learned technique of skimming the text

**speed up** /ˌspiːd 'ʌp/ *verb* to make something go faster ○ *We are aiming to speed up our delivery times.*

**spell** /spel/ *verb* to indicate the letters which make up a word

**spellcheck** /'speltʃek/ *verb* to check the spelling in a text by comparing it with a dictionary held in the computer

**spellchecker** /'speltʃekə/, **spelling checker** /'speliŋ ˌtʃekə/ *noun* **1.** a program which looks at the words of a text in a computer, checks them against a dictionary of correctly spelled words, and indicates the words that are incorrect **2.** a dictionary of correctly spelled words, held in a computer, and used to check the spelling of a text

**spelling** /'speliŋ/ *noun* the way in which words are spelled ○ *The book is printed in American spelling.*

**spike** /spaɪk/ *verb* to refuse to print a news story. Compare **kill**

**spine** /spain/ *noun* the edge of a book which is all that can be seen when a book is upright on a shelf □ **to display a book spine out** to put a book on the bookshop shelf with the spine outwards. This is less eye-catching than face out, where the whole of the front cover is seen. Compare **to display a book face out**

**spine brass** /'spain brɑːs/ *noun* a stamp with the words to be used on a spine  
**spine lettering** /'spain ˌlet(ə)rɪŋ/ *noun* the printing of the title and other details on the spine of a book

**spinner** /'spɪnə/ *noun* a display rack for books, which turns round

**spin off** /ˌspɪn 'ɒf/ *verb* to develop other products from an existing product ○ *They are planning to spin off a series of information booklets from their encyclopedia database.*

**spinoff** /'spɪnɒf/ *noun* a useful product developed as a secondary item from a main product ○ *The books are spinoffs from a successful children's TV series.*

**spiral binding** /'spairəl ˌbaɪndɪŋ/ *noun* a type of binding for collections of papers which uses a coiled wire inserted into specially punched holes

**spiral bound book** /ˌspairəl baʊnd 'bʊk/ *noun* a book in a spiral binding

**spiral roller** /'spairəl ˌrəʊlə/ *noun* an inking roller with a spiral groove running round it, allowing ink to be spread evenly over the plate

**splice** /splais/ *verb* to join two pieces of magnetic tape or film together

**split boards** /'splɪt bɔːdz/ *plural noun* binding boards which are split to take the edge of a waste sheet and tapes in hard-bound books

**split duct** /'splɪt dʌkt/, **split fountain** *noun* the division of the ink duct to allow two colours to be printed on different parts of the sheet at the same time

**split fraction** /ˌsplɪt 'frækfən/ *noun* a fraction which has to be created by the typesetter, using superior and inferior figures separated by a dash, because it is not common enough to appear in standard typefaces

**split screen** /'splɪt skriːn/ *noun* a system where more than one text can appear on a screen at the same time, such as the text being worked on and a second text which can be called up for reference

**spoil** /spɔɪl/ *verb* to ruin something or to make something bad ○ *Half the shipment was spoiled by water.* ○ *The company's results were spoiled by a disastrous last quarter.*

**spoilage** /'spɔɪlɪdʒ/ *noun* **1.** paper or binding material wasted as a book is being printed (NOTE: The US term is **makeover**.) **2.** the wasting of material during printing **3.** an allowance of extra material to allow for waste on the machine ○ *We have allowed an extra 10% of paper for spoilage.*

**spoils** /spɔɪlz/ *plural noun* sheets which are badly printed at the beginning of a run and are waste

**sponsor** /'spɒnsə/ *noun* a person or organisation that pays all or part of the expenses for an event or period of study ■ *verb* to pay to support an activity or person

**sponsored book** /ˌspɒnsəd 'bʊk/ *noun* a book that has been published with money from a sponsor

**sponsoring editor** /'spɒnsərɪŋ ˌedɪtə/ *noun* an editor at a publishing house who is responsible for building a list by acquiring titles from packagers or from other publishers

**sponsorship** /'spɒnsəʃɪp/ *noun* the act of sponsoring something or somebody ○ *Government sponsorship of overseas selling missions.*

**spot** /spɒt/ *noun* a round mark

**spot colour** /'spɒt ˌkʌlə/ *noun* the use of small areas of colour on a page, as for headings or small diagrams

**spotting** /'spu:ɪŋ/ *noun* the act of retouching or covering up marks on artwork or film before printing

**spot varnish** /'spɒt ˌvɑ:nɪʃ/ *noun* the use of small areas of varnish on a jacket or cover, to make it look more attractive or interesting

**spray** /spreɪ/ *noun* liquid in the form of small drops, such as the substance put onto newly-printed sheets to avoid set-off

**spray adhesive** /'spreɪ ədˌhɪ:ʃɪv/ *noun* glue in an aerosol can, which is used for pasting up artwork and allows the designer to reposition the artwork if necessary

**spread** /spred/ *noun* **1.** two facing pages in a book or magazine, which are treated as a single item and designed together **2.** the tendency of ink to creep outwards by absorption into the paper ■ *verb* to thicken the lines of an image to make them reproduce better

**spreadsheet** /'spredʃi:t/ *noun* a computer program that allows the calculation of numbers in both columns and rows

**spring-back** /'sprɪŋ bæk/ *noun* **1.** a tendency of a flat sheet to go back to its original flat shape after being folded **2.** a binding for account books and other bound stationery which allows the pages to lie flat when open

**sprinkled edge** /'sprɪŋk(ə)ld ˌedʒ/ *noun* the edge of a book which has been sprayed with splashes of ink for decoration

**spur** /spɜ:/ *noun* a little line running sideways from the rounded bowl of a letter 'g' or up from the loop of an 'f'

**square** /skweə/ *noun* **1.** a shape with four equal sides and four right angles ○ *Graph paper is drawn with a series of small squares. **2.** a way of measuring area, by multiplying the length by the width ○ *Paper weight is measured in grammes per square metre.* ■ *verb* □ **to square corrections** to add in text in order to balance deleted text, thus avoiding remake-up of pages □ **to square up illustrations** to adjust illustrations by cropping or airbrushing to make them level and rectangular*

**square back** /'skweə bæk/ *adjective* relating to a style of binding where the spine is flat

**square bracket** /ˌskweə 'brækɪt/ *noun* either of a pair of symbols, [ ], used in keying, printing and writing especially to indicate the insertion of special commentary, e.g. that made by an editor

**squared paper** /ˌskweəd 'peɪpə/ *noun* paper printed with a series of small squares

**square measure** /ˌskweə 'meɪʒə/ *noun* area in square feet or metres, calculated by multiplying width and length

**squares** /skweəz/ *plural noun* the projection of the boards of a cased book beyond the size of the trimmed page, usually by about 3mm

**square serif** /ˌskweə 'serɪf/ *noun* a typeface where the serifs are straight and thicker than other strokes

**squash** /skwɒʃ/ *noun* the spread of ink beyond the correct image area

**squeegee** /'skwi:dʒi:/ *noun* a rubber sponge for spreading ink through the screen in screen process printing

**SRA sizes** *plural noun* sizes of stock sheets of printing paper for printing bled work

COMMENT: There are three SRA sizes: SRA0 (900 x 1280mm), SRA1 (640 x 900mm) and SRA2 (450 x 640mm); see also RA sizes, which are slightly smaller.

**s/s** *abbreviation* same size

**SSL** *abbreviation* Secure Sockets Layer

**stab** /stæb/ *noun* a number of people working in a company. Full form **establishment**

**stabbing** /'stæbɪŋ/, **stab-stitching** *noun* a method of sewing a very thick book with wire through the sides of the folded sheets, and not at the fold

**stack** /stæk/ *noun* **1.** a pile of things one on top of another ○ *a stack of order forms* **2.** a large and ordered collection of books kept in another area for reference ■ *verb* to pile things on top of each other ○ *The binder's boxes are stacked in the warehouse.*

**stacking** /'stækɪŋ/ *noun* **1.** the act of piling items up one on top of the other **2.** metal or wooden shelves for storing large quantities of books or paper in a warehouse

**staff** /stɑ:f/ *noun* permanent employees

**staff writer** /'stɑ:f ˌraɪtə/, **staffer** /'stɑ:fə/ *noun* a reporter employed full-time on a newspaper

**stage** /steɪdʒ/ *noun* one step in a process

**stain** /steɪn/ *noun* a permanent colour mark ○ *The MS was covered with roud*

*stains from coffee cups.* ■ **verb** to give the edges of pages a permanent colour ○ *The tops of the pages are stained blue.*

**stamp** /stæmp/ **noun** something which marks another object to show that it has been processed ■ **verb** to use a rubber stamp to mark something ○ *The books are stamped with the date for return.*

**stamp duty** /'stæmp dju:ti/ **noun** a tax on legal documents, such as the conveyance of a property to a new owner

**stamping** /'stæmpɪŋ/ **noun** the making of a design on the cover of a book, using gold leaf or ink

**stamping die** /'stæmpɪŋ daɪ/ **noun** a metal stamp for blocking the case of a book

**stamp pad** /'stæmp pæd/ **noun** a soft pad of cloth with ink on which a stamp is pressed before marking the paper

**stand** /stænd/ **noun** an arrangement of shelves, tables or boards at an exhibition for showing a company's products

**standard** /'stændəd/ **noun** a level by which people or the quality of work can be judged ■ **adjective** normal or usual ○ *They received the standard letter of reply just like everyone else.*

**standard agreement** /,stændəd ə 'grɪ:mənt/, **standard contract** /,stændəd 'kɒntrækt/ **noun** a normal printed contract form

**Standard Book Number** /,stændəd 'bʊk nʌmbə/ **noun** an older form of the International Standard Book Number. Abbr **SBN**

**standardisation** /,stændədəɪ 'zeɪf(ə)n/, **standardization** **noun** the process of making sure that everything fits a standard or is produced in the same way ○ *standardization of cover design in a series*

**standardise** /'stændədəɪz/, **standardize** **verb** to make sure that everything conforms to the same standard

**standard letter** /,stændəd 'letə/ **noun** a letter which is sent to several different addresses without any change in the text

**standard of living** /,stændəd əv 'lɪvɪŋ/ **noun** the quality of personal home life, e.g. the amount of food or clothes bought, the size of the family car, money spent on leisure activities. Also called **living standards**

**standard page** /,stændəd 'peɪdʒ/ **noun** the largest page size that can be printed on a press

**standing element** /'stændɪŋ ɪlɪmənt/ **noun** an element of a page layout which remains the same on every page, giving a publication consistency

**standing order** /,stændɪŋ 'ɔ:də/ **noun** **1.** a regular order for each edition of a serial or annual publication **2.** an instruction to your bank to pay a fixed regular amount of money to a named person or organisation

**standing type** /'stændɪŋ taɪp/ **noun** pages of a book in metal type which are kept by the printer in case a reprint is needed, and for which the publisher pays rent

**staple** /'steɪp(ə)l/ **noun** a small bent piece of metal which is forced into papers to hold them together ■ **verb** to join papers together using a stapler □ **to staple papers together** to attach papers with staples ○ *He could not take away separate pages, because the documents were stapled together.*

**stapler** /'steɪplə/ **noun** a tool used to force staples through papers or other materials to hold them together

**star** /stɑ:/ **noun** same as **asterisk** ■ **verb** same as **asterisk**

**starred** /stɑ:d/ **adjective** with a star printed or written on it ○ *The starred paragraphs are to be indented.*

**star signature** /'stɑ: ,sɪɡnɪtʃə/, **starred signature** **noun** a signature with a signature mark followed by a star, showing that it has to be bound as an insert inside another section

**start page** /'stɑ:t peɪdʒ/ **noun** the webpage to which a visitor to a website is automatically taken first, or the page to which a user is automatically taken first whenever he or she goes online

**statement** /'steɪtmənt/ **noun** a formal or official account of events

**statement of account** /,steɪtmənt əv ə'kaʊnt/ **noun** a list of invoices and credits and debits sent by a supplier to a customer at the end of each month

**statement of expenses** /,steɪtmənt əv ɪk'spensɪz/ **noun** a detailed list of money spent

**state-of-the-art** /,steɪt əv ði 'ɑ:t/ **adjective** as technically advanced as possible

**state publishing** /,steɪt 'pʌblɪʃɪŋ/ **noun** publishing which is organised by a government

**station** /'steɪʃ(ə)n/ *noun* a point in a network at which work can be input to the main system

**stationery** /'steɪʃ(ə)n(ə)ri/ *noun* paper equipment in an office, e.g. envelopes and writing paper

**stationery binding** /'steɪʃ(ə)n(ə)ri ,baɪndɪŋ/ *noun* a binding style which is used for books that are to be written in, and therefore must lie flat when open

**statute** /'stætʃu:t/ *noun* a regulation or law

**statute book** /'stætʃu:t bʊk/ *noun* a list of laws passed by parliament

**statutory** /'stætʃʊt(ə)ri/ *adjective* fixed by law

**statutory deposit copy** /,stætʃʊt(ə)ri dɪ'pɒzɪt ,kɒpi/ *noun* a copy of a book or other publication which has to be deposited with a national library according to law

**stay of execution** /,steɪ əv ɛkʌ'kju:ʃ(ə)n/ *noun* a temporary stopping of a legal order ○ *The court granted the company a two-week stay of execution.*

**steel engraving** /,sti:l ɪn'greɪvɪŋ/ *noun* an engraved plate, used for printing delicate designs such as banknotes

**stem** /stem/ *noun* **1.** a vertical main part of a printed letter **2.** the main part of a piece of metal type

**stencil** /'stensəl/ *noun* a template of shapes or letters which can be used to produce a design or written information

**stencilled** /'stensəld/ *adjective* relating to copies made with a stencil

**step** /step/ *noun* one of a series of stages used to accomplish a task ■ *verb* to cut something in steps

**step and repeat** /,step ən rɪ'pi:t/ *noun* a method of taking a single image and repeating it many times on a sheet of paper, used e.g. when printing stamps

**step index** /'step ,ɪndeks/ *noun* an index where the outside margin of the book is cut away in a series of steps down the page, each step being marked with a tag and a letter of the alphabet, often used for address books. Also called **cut-in index**

**stereo** /'steriəʊ/, **stereotype** /'steriəʊtaɪp/ *noun* a duplicate printing plate, cast in metal or plastic from a mould taken from metal type

**stet** *phrase* an instruction to a printer to leave something without making any corrections which have been instructed

(NOTE: From the Latin word meaning 'let it stand'.) ■ *verb* to ignore a correction in text ○ *He phoned the printer to tell him to stet the correction on the last page of proofs.*

COMMENT: When instructing the compositor not to change a typeset text, the part to be left without changes is underlined with a dotted line and the word 'stet' is written in the margin (nowadays, a tick is also used).

**stick** /stɪk/ *verb* to attach something with glue or other adhesive ○ *to stick a stamp on a letter* ○ *They stuck a poster on the door.*

**sticker** /'stɪkə/ *noun* a small piece of gummed paper or plastic to be stuck on something as an advertisement or to indicate a price ■ *verb* to put a price sticker on an article for sale ○ *We had to sticker all the stock.* ◇ **resticker**

**stick-up initial** /'stɪk ʌp ɪ,nɪʃ(ə)l/ *noun* an initial letter set in a larger size than the rest of the text, the letter being on the base line and rising above the ascender line

**sticky** /'stɪki/ *adjective* referring to a website that attracts visitors, especially one that keeps them interested for a long time

**stiff** /stɪf/ *adjective* hard or not bending easily

**stiff cover** /,stɪf 'kʌvə/ *noun* a cased cover, or a cover in thick boards, as opposed to a limp cover

**stiffener** /'stɪf(ə)nəl/ *noun* a strip of thin card glued to the inside of a cloth spine to make it stiff

**stiff leaf** /'stɪf li:f/ *noun* a piece of paper that has been strengthened by having another leaf pasted onto it

**still** /stɪl/ *noun* one single frame from a video or film

**stillage** /'stɪlɪdʒ/ *noun* a flat wooden base on which goods can be stacked for easy handling by a fork-lift truck

**stipple** /'stɪp(ə)l/ *noun* a pattern of irregular dots to produce a tone ■ *verb* to put a pattern of coloured dots on paper

COMMENT: Stippling involves making irregular patterns of dots or patches of colour, as opposed to marbling which involves irregular swirling patterns of lines of colour.

**stippled endpapers** /'stɪp(ə)ld ,endpeɪpəz/ *plural noun* endpapers decorated with a pattern of colours

**stipulate** /'stɪpjələt/ *verb* to demand that a condition be put into a contract ○ *to stipulate that the contract should run for five years* ○ *to pay the stipulated charges* ○ *The company failed to pay on the date stip-*

ulated in the contract. ○ *The contract stipulates that the author is liable for libel costs.*

**stipulation** /ˌstɪpjʊˈleɪf(ə)n/ *noun* a condition in a contract

**stitch** /stɪtʃ/ *verb* to bind the pages of a book, pamphlet or other publication with thread or staples

**stitcher** /ˈstɪtʃə/ *noun* a machine for stitching pages together

**stitching** /ˈstɪtʃɪŋ/ *noun* the act of attaching pages together with wire or thread

**STM** *abbreviation* scientific, technical and medical

**stochastic screening** /stəˌkæstɪk ˈskriːnɪŋ/ *noun* a method of printing a photograph or illustration by breaking the image up into a random series of dots, which when printed merge into a continuous tone. Also called **FM screening**

**stock** /stɒk/ *noun* the total quantity of items available for use or sale □ **in stock**, **out of stock** available or not available in the warehouse or shop ○ *We hold 2,000 titles in stock.* ○ *The title went out of stock just before Christmas but came back into stock in the first week of January.* ○ *We are out of stock of this series.* ■ **verb** to hold goods for sale in a warehouse or shop ○ *The wholesaler stocks 2,000 titles.*

**stock chest** /ˈstɒk tʃest/ *noun* a container in which stock is kept before it is drawn off into the papermaking machine

**stock code** /ˈstɒk kəʊd/ *noun* numbers and letters which refer to an item of stock

**stock control** /ˈstɒk kənˌtrəʊl/ *noun* the process of keeping records of how much stock is bought and sold

**stock controller** /ˈstɒk kənˌtrəʊlə/ *noun* a person who notes movements of stock

**stock depreciation** /ˈstɒk dɪpɪːʃi ˌeɪf(ə)n/ *noun* a reduction in the value of stock which is held in a warehouse for some time

COMMENT: Stock depreciation is calculated by the publisher according to a system agreed with the company's auditors. Stock is generally depreciated according to its saleability: a reference book or popular classic which might continue to have a steady sale over a period of years may not be depreciated at all. On the other hand, a topical book (such as one on the current Olympic Games) may be written off completely, since it will not sell at all once the event it commemorates has passed. The effect of depreciation is to lower the

profit in the current year, and (if the book continues to sell) to increase the profit in the following year. Depreciated stock can be sold to remainder merchants.

**stock figures** /ˈstɒk ˌfɪɡəz/ *plural noun* details of how many goods are in a warehouse or shop on a particular date

**stocking filler** /ˈstɒkɪŋ ˌfɪlə/ *noun* a small item such as a small format book, which can be used to put into a Christmas stocking

**stock in hand** /ˈstɒk ɪn ˈhænd/ *noun* the stock held in a shop or warehouse

**stock-in-trade** /ˈstɒk ɪn ˈtreɪd/ *noun* goods held by a business for sale

**stockist** /ˈstɒkɪst/ *noun* a person or shop which stocks a particular item

**stock level** /ˈstɒk ˌlev(ə)l/ *noun* a quantity of goods kept in stock ○ *We try to keep stock levels low during the summer.*

**stocklist** /ˈstɒkɪst/ *noun* a list of items carried in stock

**stock paper** /ˈstɒk ˌpeɪpə/ *noun* paper which a printer always carries in stock

**stock report** /ˈstɒk rɪˌpɔ:t/ *noun* a computer printout showing the number of copies or items in stock

**stock return** /ˈstɒk rɪˌtɜ:n/ *noun* details which a printer supplies to a publisher showing the stocks held of books or printed sheets

**stockroom** /ˈstɒkru:m/ *noun* a room where items that are not immediately needed are stored

**stock size** /ˈstɒk saɪz/ *noun* the normal size of something ○ *The book is in an odd format and needs a non-stock size paper which had to be ordered in.*

**stocktaking** /ˈstɒkteɪkɪŋ/ *noun* the process of checking the amount of available stock against records

**stocktaking sale** /ˈstɒkteɪkɪŋ ˌseɪl/ *noun* a sale of goods cheaply to clear a warehouse before stocktaking

**stock turn** /ˈstɒk tɜ:n/ *noun* the total value of stocks sold in a year divided by the average value of goods in stock ○ *The company has a stock turn of 6.7.*

**stock turnover** /ˌstɒk ˈtɜ:nəʊvə/ *noun* the total value of stock sold in a year divided by the average value of goods held in stock

**stock up** /ˌstɒk ˈʌp/ *verb* to buy supplies of something which will be needed in the future ○ *They stocked up with computer paper.*



**stock valuation** /ˈstɒk ˌvæljuːeɪʃ(ə)n/ *noun* the process of estimating the value of stock at the end of an accounting period

**stone** /stəʊn/ *noun* **1.** a flat surface, usually metal, on which the pages of metal type are made up into formes **2.** a hard mineral surface formerly used in lithography

**stone engraving** /ˈstəʊn ɪnˌɡreɪvɪŋ/ *noun* an engraving of a lithographic stone

**stone hand** /ˈstəʊn hænd/, **stoneman** *noun* a person who imposes pages

**stone proofs** /ˈstəʊn pruːfs/ *plural noun* US final proofs which are run off just before the printing run starts

**stop** /stɒp/ *noun* **1.** the end of an action **2.** the point where a line ends, or where it meets another line at right angles ■ *verb* to cause something not to move any more

**stop cylinder** /ˈstɒp ˌsɪlɪndə/ *noun* a letterpress cylinder which rotates once to print a sheet, then prints the next sheet after the bed has returned to its place

**stop out** /ˌstɒp ˈaʊt/ *verb* to paint out parts of a negative to make sure they will be etched when blocks are being made

**stopped heading** /ˌstɒpt ˈhedɪŋ/ *noun* a heading which runs across the top of columns in an account book, the vertical rules ending where they meet the heading

**stop press** /ˈstɒp pres/ *noun* a small section in a newspaper, reserved for very late items of news

**storage** /ˈstɔːrɪdʒ/ *noun* **1.** the process of placing or keeping goods in a store **2.** a place for storing things **3.** money charged for keeping goods in a store

**storage capacity** /ˈstɔːrɪdʒ kəˌpæsɪti/ *noun* space available for storage

**storage facilities** /ˈstɔːrɪdʒ fəˌsɪltɪz/ *plural noun* room or space in which to store items

**storage unit** /ˈstɔːrɪdʒ ˌjuːnɪt/ *noun* a device attached to a computer for storing information on disk or tape

**store** /stɔː/ *noun* a place where items can be kept until needed ■ *verb* to place items into safe keeping

**store and forward** /ˌstɔː ən ˈfɔːwəd/ *noun* a communications system that stores a number of messages before retransmitting them

**storekeeper** /ˈstɔːki:pə/, **storeman** /ˈstɔːmən/ *noun* a person in charge of a storeroom

**storeroom** /ˈstɔːru:m/ *noun* a room where stock can be kept, e.g. a small warehouse attached to a factory

**story** /ˈstɔːri/ *noun* a narrative tale

**storyboard** /ˈstɔːrɪbɔːd/ *noun* a planning document used by producers of broadcast programmes

**storyline** /ˈstɔːrɪlaɪn/ *noun* a rough description of the story of a sequence of photographs or other illustrations

**straight edge** /ˈstreɪt edʒ/ *noun* a paper edge which is cut straight

**straight matter** /ˈstreɪt ˌmætə/,

**straight text** *noun* text which is continuous, with no changes of layout ○ *The MS is 105 pages of straight text.*

**straight run** /ˈstreɪt rʌn/ *noun* printing on a press with no changes of plate

**strain** /streɪn/ *verb* to remove impurities or solid matter from a liquid by passing it through a mesh

**strainer** /ˈstreɪnə/ *noun* a metal container through which paper pulp is passed to remove impurities

**strawboard** /ˈstrɔːbɔːd/ *noun* board used for cheap cased bindings, made from straw

**stream** /stri:m/ *noun* a mass of things such as people or traffic, all going in the same direction □ **to come on stream** to start production

**streamer** /ˈstri:mə/ *noun* **1.** a device for attaching a tape storage unit to a computer **2.** a large headline running across a page of a newspaper **3.** a long strip of paper or ribbon, used for publicity purposes or as a decoration

**stream feeder** /ˈstri:m ˌfɪdə/ *noun* a device for moving sheets of paper into the press, each sheet slightly overlapping the next

**streaming** /ˈstri:mɪŋ/ *noun* the reading of data from a storage device in one continuous operation, without processor intervention

**street** /stri:t/ *noun* same as **river**

**street directory** /ˈstri:t daɪˌrekt(ə)rɪ/ *noun* a list of people living in a street, or a map of a town which lists all the streets in alphabetical order in an index

**street plan** /ˈstri:t plæn/ *noun* a map of the streets in a particular town. Also called **town plan**

**stress marks** /ˈstres mɑːks/ *plural noun* small marks which indicate where the stress falls on a word, used in phonetics

**strike** /straɪk/ *verb* **1.** to hit something ○ *The printing head strikes the ribbon and the paper at the same time.* **2.** to make a matrix for casting type, by hitting the blank metal with a punch

**strike out** /'straɪk aʊt/ *verb* to cross out a word or text

**strike-through** /'straɪk θruː/ *noun* ink which seeps through paper and is visible on the other side of the page. Compare **show-through**

**stringer** /'strɪŋə/ *noun* a journalist who works freelance for a newspaper, paid by the article, covering events in a particular town or country

**strip** /stri:p/ *noun* a narrow piece of paper or film ■ *verb* to remove something ○ *They stripped the covers off the book and replaced them with new ones.*

**strip cartoon** /'stri:p kɑːtuːn/ *noun* a series of humorous drawings telling a story

**strip in** /,stri:p 'ɪn/ *verb* to insert a small patch of paper or film in a hole cut in the main sheet of paper or film ○ *The corrections to the text have been stripped in on the film.*

**stripping** /'stri:pɪŋ/ *noun* an imposition for offset printing, by making film up into imposed pages, sticking the pieces of negative or positive film onto backing, ready for filming

**stripping-film** /'stri:pɪŋ fɪlm/ *noun* a very thin film used for making corrections

**stripping-in** /,stri:pɪŋ 'ɪn/ *noun* the act of making a correction to a film or bromide by cutting a hole in the original to remove incorrect text and insert correct text

**stroke** /straʊk/ *noun* a basic curved or straight line that makes up a character

**stub** /stʌb/ *noun* a small section of paper left after folding

**stub binding** /'stʌb ,baɪndɪŋ/ *noun* a binding process where the folded sections are sewn to stubs of paper which are then glued to form the spine

**studies** /'stʌdɪz/ *noun* a particular subject of study, especially an educational course or academic specialisation

**studio** /'stjuːdiəʊ/ *noun* a place where people such as designers, film producers or artists work

**study aid** /'stʌdɪ eɪd/ *noun* educational material such as a book or CD for sale to students who want to learn by self-study at home

**stuff** /stʌf/ *verb* to put papers into envelopes ○ *We pay casual employees £6 an hour for stuffing envelopes.*

**stuffer** /'stʌfə/ *noun* **1.** advertising paper to be put in an envelope for mailing **2.** ingredients for making paper

**style** /staɪl/ *noun* the way in which a particular writer or editor uses words, sentences and layout to produce a recognisable publication

**style manual** /'staɪl ,mænjʊəl/ *noun* a book or notes prepared to show the details of the house style of a publisher or printer

**style sheet** /'staɪl ʃi:t/ *noun* a printed sheet, listing all the rules of house style for a publishing company or for contributors to a magazine, which has to be followed by authors and editors

**stylus** /'staɪləs/ *noun* a small pointed object which is used in computer graphics to direct the cursor

**sub** /sʌb/ *noun* wages paid in advance ■ *verb* to sub-edit a text

**sub-** /sʌb/ *prefix* combining with nouns to give the meaning of less important

**sub-agency** /'sʌb ,eɪdʒənsi/ *noun* a small agency which is part of a large agency

**sub-agent** /'sʌb ,eɪdʒənt/ *noun* a person who is in charge of a sub-agency

**subbing** *noun* the editing of a manuscript before it is sent for typesetting

**subdivision** /'sʌbdɪvɪʒ(ə)n/ *noun* a section of a text within a division

**subdomain name** /,sʌbdə'meɪn ,neɪm/ *noun* **1.** a second level of Internet domain names created by the administrator of the domain **2.** a subdivision of the two-letter country domain names into two- or three-letter organisational subdomains, e.g. 'ac.uk' for United Kingdom academic sites and 'com.au' for Australian commercial sites.

**sub-edit** /,sʌb 'edɪt/ *verb* to read, mark and correct a manuscript text, so that it fits house style, making sure that the facts in it are correct, that the illustrations are obtained and are correctly referred to in the text, that the index and page numbers are correct, etc. ○ *The sub-editing of the MS will take about four weeks.*

**sub-editor** /'sʌbedɪtə/ *noun* a person who corrects and checks articles in a newspaper before they are printed

**sub-heading** /ˈsʌb ˌhedɪŋ/, **sub-head**  
*noun* a subsidiary heading which divides  
text into shorter sections

**sub in** /ˌsʌb ˈɪn/ *verb* to manage to sell a  
certain number of copies of a title into a  
bookshop

**subject** /ˈsʌbdʒɪkt/ *noun* an idea for  
study, discussion or treatment

**subject bibliography** /ˈsʌbdʒɪkt  
bɪblɪˌɒɡrəfi/ *noun* a list of documents,  
articles and books that are relevant to a  
certain subject, with details such as author,  
publisher and date of publication

**subject catalogue** /ˈsʌbdʒɪkt  
ˌkætəlɒɡ/ *noun* a catalogue which lists  
books according to their subjects

**subject entry** /ˈsʌbdʒɪkt ˌentri/,  
**subject heading** /ˈsʌbdʒɪkt ˌhedɪŋ/ *noun*  
an index or catalogue heading which indi-  
cates the main subject of a document

**subject index** /ˈsʌbdʒɪkt ˌɪndeks/  
*noun* a list of subjects covered by a library  
with the class numbers to indicate where  
materials can be found

**subject line** /ˈsʌbdʒɪkt laɪn/ *noun* a line  
in an e-mail that indicates the subject of the  
message

**subject to** /sʌbˈdʒekt tuː/ *adjective*  
depending on

**sub judge** /ˌsʌb ˈdʒuːdʒɪs/ *adjective*  
being considered by a court and so not to  
be mentioned in the media ○ *The papers  
cannot report the case because it is still  
sub judge.*

**sublicense** /ˈsʌblaɪs(ə)ns/ *verb* to  
license somebody else to use something that  
you have been licensed to use

COMMENT: For example, a publisher who  
has been licensed to publish a translation of  
a text may (with the agreement of the  
original copyright holder) sublicense  
another publisher to reprint the translated  
text locally.

**submission** /sʌbˈmɪʃ(ə)n/ *noun* **1.** the  
act of submitting something **2.** a manu-  
script or synopsis that is submitted to a  
publisher

**submit** /sʌbˈmɪt/ *verb* **1.** to put some-  
thing forward to be examined ○ *He  
submitted a claim to the insurers.* ○ *The  
reps are asked to submit their expenses  
claims once a month.* **2.** to send a manu-  
script to a publisher, asking for it to be  
considered for publication ○ *He submitted  
the MS to six publishers before getting a  
positive response.*

**subscribe** /sʌbˈskraɪb/ *verb* **1.** to agree  
to pay for and receive or use something  
over a fixed period of time, e.g. a period-  
ical, a series of books, or a set of tickets to  
musical or dramatic performances **2.** to add  
one's name and e-mail address to a mailing  
list in order to receive messages from a  
website automatically, with or without  
charge

**subscriber** /sʌbˈskraɪbəl/ *noun* a user  
who chooses to receive information,  
content or services regularly from some-  
thing such as a website

**subscript** /ˈsʌbskrɪpt/ *noun* a figure  
printed in a smaller size and lower down  
than a normal figure, i.e. below the base  
line. ◊ **superscript** (NOTE: Used in chem-  
ical formulae: CO<sub>2</sub>.)

**subscription** /sʌbˈskrɪpʃən/ *noun* **1.**  
money paid to become a member of an  
organisation or to receive regular publica-  
tions **2.** the process by which a bookseller  
agrees to order a certain number of copies  
of a title from the publisher

**subscription agent** /sʌbˈskrɪpʃən  
ˌeɪdʒənt/ *noun* a person or company who  
helps libraries to acquire electronic  
resources from publishers

**subscription-based publishing**  
/sʌbˌskrɪpʃən beɪst ˈpʌblɪʃɪŋ/ *noun* a  
form of publishing in which content from a  
website, magazine, book or other publica-  
tion is delivered regularly by email or other  
means to a group of subscribers

**subscription library** /sʌbˈskrɪpʃən  
ˌlaɪbrəri/ *noun* a private library which  
people can join by paying a subscription

**subscription management** /sʌb  
ˈskrɪpʃən ˌmænɪdʒmənt/ *noun* the  
process of ensuring that booksellers  
receive all the copies of books that they  
have agreed to stock

**subscription price** /sʌbˈskrɪpʃən  
praɪs/ *noun* a special price for a magazine

**subscription rates** /sʌbˈskrɪpʃən  
reɪts/ *noun* plural the amount of money to  
be paid for a series of issues of a magazine

**subsidiary** /sʌbˈsɪdiəri/ *adjective* less  
important ○ *They agreed to most of the  
conditions in the contract but queried one  
or two subsidiary items.*

**subsidiary company** /sʌbˈsɪdiəri  
ˈkʌmp(ə)ni/ *noun* a company that is  
owned by a parent company

**subsidiary rights** /sʌbˈsɪdiəri raɪts/  
*plural noun* rights other than the right to

publish a book in its first form, e.g. paperback rights, rights to adapt the book, or rights to serialise it in a magazine

**subsidise** /'sʌbsɪdaɪz/, **subsidize** *verb* to help an organisation by giving money ○ *The government has refused to subsidise the car industry.*

**subsidised publication** /,sʌbsɪdaɪzd ˌpʌblɪ'keɪʃ(ə)n/ *noun* a publication which is partly paid for by a subsidy from an official body or from a sponsor

**subsidy** /'sʌbsɪdi/ *noun* money given to help something which is not profitable ○ *The country's publishing industry exists on government subsidies.*

**subsidy publishing** /'sʌbsɪdi ˌpʌblɪʃɪŋ/ *noun* a type of publishing in which the authors pay a fee to a traditional publishing company, in return for their organising for it to be printed, marketed and distributed under their own imprint

**substance** /'sʌbstəns/ *noun* the weight of paper, as shown by the grammage or, in the USA, as pounds per 500 sheets

**substitute** /'sʌbstɪtju:t/ *verb* to put or use something in the place of something else ■ *noun* a person or thing which takes the place of somebody or something else

**substitution error** /,sʌbstɪ'tju:ʃ(ə)n ˌerə/ *noun* an error made by a scanner which mistakes one character or letter for another

**substrate** /'sʌbstreɪt/ *noun* **1.** a surface on which text or illustrations are printed **2.** card or board used for making boxes

**subtitle** /'sʌbtaɪt(ə)/ *noun* **1.** the secondary title of a book **2.** words written at the bottom of a television or cinema screen to enable the spoken words to be read ■ *verb* to give a subtitle to a book ○ *The book is subtitled 'A study in African politics'.*

**subtractive** /səb'træktɪv/ *noun* a colour which is the complement of another, i.e. it filters out that colour from white light

**subtractive colours** /səb'træktɪv ˌpraɪmərɪz/, **subtractive primary colours**, **subtractive primaries** *plural noun* the process primaries, cyan, magenta and yellow, which when combined make black

**subtractive process** /səb'træktɪv ˌprəʊs/ *noun* in printing, the production of colour using the three subtractive primaries. This method of colour reproduction

works by suppressing colours as they are reflected from white paper.

**suction box** /'sʌkʃən bɒks/ *noun* a device which removes water from paper as it is formed, by sucking the liquid out under a vacuum as the paper passes over the box

**suction feeder** /'sʌkʃən ˌi:ɪdəl/ *noun* a machine which lifts a sheet of paper with suction caps before feeding it into a printing press

**suction roll** /'sʌkʃən rəʊl/ *noun* a metal cylinder with perforations, which has a suction box inside it. Also called **rotary suction box**

**sue** /sju:/ *verb* to take somebody to court or to start legal proceedings against somebody to get money as compensation ○ *He is suing the publisher and the author for libel.*

**suffix** /'sʌfɪks/ *noun* a word or group of letters added to the end of a word which changes the grammar and meaning

**sulphate process** /'sʌlfert ˌprəʊsɪz/, **sulfate process** *noun* an alkaline process for digesting woodpulp, where groundwood is heated with caustic soda and sodium sulphide, giving a strong pulp used to make kraft paper

**sulphite process** /'sʌlfait ˌprəʊsɪz/, **sulfite process** *noun* an acid process for digesting woodpulp, where groundwood is heated with lime and sulphur dioxide to produce the pulp from which chemical paper is made. The paper is of better quality than that made by the sulphate process, and if beaten becomes translucent.

**sulphite pulp** /'sʌlfait ˌpʌlp/ *noun* pulp which has been treated by the sulphite process

**summarise** /'sʌməraɪz/, **summarize** *verb* to give a brief description of the main points

**summary** /'sʌməri/ *noun* a short version of something giving only the main points

**sunk cord sewing** /'sʌŋk kɔ:d ˌsəʊɪŋ/ *noun* a binding process where the cords lie in notches cut in the backs of the signatures

**super** /'su:pə/ *noun* thick gauze used to make the hinge between the boards and the book block

**supercalender** /'su:pəkæləndəl/ *noun* a machine through which damp paper is passed after it has left the papermaking machine, used to make smooth, hard and glossy paper

**supercalendered paper**

*'su:pəkæəndəd ,peɪpəl* *noun* paper with a smooth shiny surface made by passing it through a supercalender

**supercalendering**

*'su:pəkæləndərɪŋ* *noun* the process of giving a very smooth finish to paper by passing it through a supercalender

**superimpose** *ˌsu:pəɪm'pəʊz/* *verb* to place something on top of something else

**superimposition** *ˌsu:pəɪmpə'zɪʃ(ə)n/* *noun* the act of enhancing an image by blocking part of a negative and exposing it again

**superior** */sʊ'pɪəriə/* *adjective* referring to figures or letters which are set in smaller size and printed higher up above the x height (NOTE: Used in scientific setting: **10**<sup>12</sup>. The opposite is **inferior**.)

**supermarket** *'su:pəmə:kɪt/* *noun* a large store, usually selling food, where customers serve themselves and pay at a checkout desk ○ *Supermarket sales are more and more important to mass market publishers.*

**superscript** *'su:pəskrɪpt/* *noun* a small character printed at a higher level than the rest of the line of writing. ◊ **subscript**

**supershift** *'su:pəʃɪft/* *noun* a level of shift on a typesetting keyboard which makes another part available

**super VGA** *ˌsu:pə vi: dʒi: 'eɪ/* *noun* full form of **SVGA**

**supplement** *'sʌplɪmənt/* *noun* **1.** material printed at the back of a book ○ *A useful supplement gives details of hotels and their room rates.* **2.** an extra volume or section in a reference book, containing new material which is not in the main text **3.** a special extra section of a newspaper, usually on a special subject ○ *The travel supplement comes with the weekend issue of the paper.* ■ *verb* to add to something ○ *We will supplement the warehouse staff with six part-timers during the Christmas rush.*

**supplier** */sə'plɑɪə/* *noun* a person or company that provides goods, services or equipment

**supply** */sə'plɑɪ/* *verb* to provide, give or sell something to somebody ■ *noun* **1.** the act of providing something that is needed ○ *problems concerning the supply of books to schools* **2.** a stock of something that is needed □ **the law of supply and demand** a general rule that the amount of a product which is available is related to the needs of the possible customers

**suppress** */sə'pres/* *verb* to prevent something from being known or done

**suppression** */sə'preʃ(ə)n/* *noun* the act of preventing something being published

**surcharge** *'sɜ:tʃɑ:dʒ/* *noun* an extra charge

**surface** *'sɜ:fɪs/* *noun* the outside layer of something

**surface oil absorption time** *ˌsɜ:fɪs'ɔɪl əb,zɔ:pʃən ,taɪm/*, **surface oil resistance time** *noun* the time taken for oil to be absorbed by paper. Abbr **SOAT**, **SORT**. ◊ **PIRA SOAT**

**surface paper** *'sɜ:fɪs ,peɪpəl* *noun* coated paper with a shiny smooth surface, which has been coated with a mixture of china clay and size

**surface plate** *'sɜ:fɪs pleɪt/* *noun* a normal litho plate

**surface strength** *'sɜ:fɪs streŋθ/* *noun* the ability of the surface of paper not to stick to a sticky substance

**suspend** */sə'spend/* *verb* to stop something for a time ○ *We have suspended payments while we are waiting for news from our agent.* ○ *Mailings have been suspended until the autumn.*

**suspension** */sə'spenʃən/* *noun* the stopping of something for a time

**suspension points** */sə'spenʃ(ə)n pɔɪnts/* *plural noun* a series of dots printed close together, to show a hesitation

**SVGA** *ˌes vi: dʒi: 'eɪ/* *noun* a graphics display system which allows resolutions of up to 800 x 600 pixels with 16 million colours. Full form **super VGA**

**swap up** *ˌswɒp 'ʌp/* *verb* to exchange one of a company's books for that of another publisher in a bookshop

**swash initial** *'swɒʃ ɪ,nɪʃ(ə)l/* *noun* an ornamental swash letter used as the first letter of a chapter

**swash letters** *'swɒʃ ,letəz/* *plural noun* ornamental italic letters with elegant curves at the ends of the strokes

**swatch** */swɒtʃ/* *noun* a small sample

**swell** */swel/* *noun* a particularly thick part of sewn sections, caused by the thread

**swelled rules** *'sweld ru:lz/* *plural noun* ornamental rules which are fatter in the centre than at the ends

**switch** */swɪtʃ/* to change from one thing to another ○ *We have switched printers.*

**switch over to** *ˌswɪtʃ 'əʊvə tu:/* *verb* to change to something quite different ○ *We have switched over to a French supplier.* ○

*The factory has switched over to web-fed machines.*

**swung dash** /,swʌŋ 'dæʃ/ *noun* a printing symbol (~) used in dictionaries to show that a headword is being repeated, or a sign used in some computer programs to indicate a carriage return

**symbol** /'sɪmbəl/ *noun* a shape, icon or picture which represents something else

**syndicate** /'sɪndɪkeɪt/ *verb* to produce something such as an article or drawing which is published in several newspapers or magazines at the same time

**syndicated** /'sɪndɪkeɪtɪd/ *adjective* published in several newspapers or magazines ○ *He writes a syndicated column on personal finance.*

**syndicator** /'sɪndɪkeɪtə/ *noun* software which allows Internet content to be shared and published by other users

**synonym** /'sɪnənɪm/ *noun* a word or phrase which has almost the same meaning as another word or phrase

**synonymous** /sɪ'nɒnɪməs/ *adjective* meaning the same ○ *The words 'error' and 'mistake' are synonymous.*

**synopsis** /sɪ'nɒpsɪs/ *noun* a summary of a longer text (NOTE: The plural is **synopses**.)

**synthetic materials** /sɪn'θetɪk mə'tɪəriəlz/ *plural noun* substances made as products of a chemical process

**synthetic paper** /sɪn'θetɪk ,peɪpə/ *noun* paper made using man-made fibres, which does not contain any cellulose

**system** /'sɪstəm/ *noun* a set of rules or plans which are used to accomplish a task

**systems analysis** /'sɪstəmz ə ,næləsɪs/ *noun* a process of using a computer to suggest how a company should work by analysing the way in which it works at present

**systems analyst** /'sɪstəmz ,ænəlɪst/ *noun* a person who specialises in systems analysis

# T

**tab** /tæb/ *noun* a small piece of paper attached to a sheet or card to draw attention to something

**tabbing** /'tæbɪŋ/ *noun* movement of the cursor in a word-processing program from one column to the next ◦ *Tabbing can be done from inside the program.*

**tab card** /'tæb kɑ:d/ *noun* a card with a small tab, used in a card index

**tab index** /'tæb ɪndeks/ *noun* an index to a book, where little tabs with the letters of the alphabet are stuck to the edges of the pages

**tab key** /'tæb ki:/ *noun* one of the keys on a computer keyboard which enables the user to move through or arrange text in columns

**table** /'teɪb(ə)l/ *noun* a list of data arranged in rows and columns

**tab leader** /t'æb ɪli:də/ *noun* a row of dots that connects one element on a page to another, such as a page title to its page number in an index listing

**table matter** /'teɪb(ə)l mætə/ *noun* text in columns with rules between them

**table of contents** /,teɪb(ə)l əv 'kɒntents/ *noun* a list of contents in a book or magazine, usually printed at the beginning

**table rolls** /'teɪb(ə)l rəʊlz/ *plural noun* rollers which hold up the wire mesh in a small paper mill

**tabloid** /'tæblɔɪd/ *noun* a small-size newspaper with a less serious approach to the news than the broadsheets

**tab rack** /tæb ræk/ *noun* a graduated scale, displayed on the screen, showing the position of tabulation columns. Also called **ruler line**

**tab stops** /'tæb stɒps/, **tabulation stops** /,tæbjʊ'leɪf(ə)n stɒpz/ *plural noun* preset points along a line, where the

printing head or cursor will stop for each tabulation command

**tabular material** /'tæbjʊlə mə,tɪəriəl/, **tabular matter** *noun* figures or text set out in columns

**tabular setting** /'tæbjʊlə ,setɪŋ/ *noun* the process of setting text or numbers in columns

**tabulate** /'tæbjuleɪt/ *verb* to arrange work on a word processor using the tab key to move from one column or row to the next

**tabulation** /,tæbjʊ'leɪf(ə)n/ *noun* **1.** the arrangement of a table of figures **2.** the act of moving a printing head or cursor to a preset distance along a line

**tabulation markers** /,tæbjʊ'leɪf(ə)n ɪ'mɑ:kəz/ *plural noun* symbols displayed in word processing to indicate the position of tabulation stops

**tabulator** /'tæbjuleɪtə/ *noun* part of a computer which sets words or figures automatically in columns

**TAC** /tæk/ *abbreviation* total area coverage

**tack value** /'tæk ɪvælju:/, **tacking** *noun* a measurement of how sticky a substance such as ink is

**tag** /tæg/ *noun* a character or symbol attached to a record to aid retrieval

**tag image file format** /,tæg ɪmɪdʒ 'faɪl fɔ:mæt/ *noun* full form of **TIFF**

**tag paper** /'tæg ɪpeɪpə/ *noun* thick durable paper which is used for printing price tags for clothing and other similar jobs

**tail** /teɪl/ *noun* **1.** the downstroke of a letter **2.** a curved end stroke on a letter, such as the capitals R or K **3.** the bottom edge of a book or page

**tailband** /'teɪlbænd/ *noun* a decorative strip, often in two colours, along the

bottom of the back of a book inside the spine ○ *a quarto with blue headbands and tailbands, and gilt edges*

**tail cap** /'teɪl kæp/ *noun* a piece of leather binding on the spine of a book, which folds over at the bottom and is tucked into the inside of the spine

**tail margin** /'teɪl ,mɑ:dʒɪn/ *noun* the margin between the text and the bottom of the page. ◊ **bottom margin**

**tailpiece** /'teɪlpi:s/ *noun* a decoration printed towards the bottom of a page at the end of a piece of text, either at the end of a chapter or at the end of a whole book. Compare **headpiece**

**take** /teɪk/ *verb* to move something physically from one place to another ■ *noun* part of a large job given to a compositor to set

**take back** /,teɪk 'bæk/ *verb* to move text from the beginning of one line back to the end of the previous line or from the top of one page back to the bottom of the previous page. ◊ **take over** (NOTE: US English is **run back**.)

**take in** /,teɪk 'ɪn/ *verb* to put more text into the material already typeset ○ *Take in three lines from the next galley.*

**take out** /,teɪk 'aʊt/ *verb* **1.** to remove something from a text, e.g. a potentially libellous statement ○ *Lawyers asked the publisher to take out all references to the allegations.* **2.** to arrange to have something ○ *They made arrangements to take out a mortgage to buy the house.* **3.** to borrow a book from a library

**take over** /,teɪk 'əʊvə/ *verb* to move text from the end of one line to the beginning of the next line or from the bottom of one page to the top of the next page. ◊ **take back** (NOTE: The US term is **run down**.)

**taking out turns** /'teɪkɪŋ aʊt 'tɜ:nz/ *noun* the replacing of turns by correct characters

**talking book** /,tɔ:kɪŋ 'bʊk/ *noun* a book that has been recorded onto an audio cassette, originally intended for people who cannot see well enough to read

**tan** /tæn/ *noun* a light yellowish-brown colour, usually of leather

**tape** /teɪp/ *noun* a narrow strip of plastic, coated with magnetic material on which to record sound or pictures

**tape merging** /'teɪp ,mɜ:dʒɪŋ/ *noun* the act of taking two tapes with data and combining them, usually by combining

master tape with corrections or additions on a second tape

**target ink densities** /,tɑ:ɡɪt 'ɪŋk ,densɪtɪz/ *plural noun* the relative densities of each of the four process colours, as recommended for achieving different effects in print or for printing on different types of paper. Abbr **TID**

**target market** /'tɑ:ɡɪt ,mɑ:kɪt/ *noun* the type of customer who is thought likely to buy specific goods or services

**tax exemption** /'tæks ɪɡ,zempʃən/ *noun* being free from having to pay tax ○ *As a non-profit-making organisation you can claim tax exemption.* Also called **exemption from tax**

**tax-free** /,tæks 'fri:ɪ/ *adjective* with no tax having to be paid. Also called **free of tax**

**taxonomy** /tæk'sɒnəmi/ *noun* the principle of classifying and ordering items such as books, e.g. in a hierarchical structure

**TCP** /,ti: si: 'pi:/ *noun* a standard data transmission protocol that provides full duplex transmission, in which the protocol bundles data into packets and checks for errors. Full form **transmission control protocol**

**TCP/IP** /,ti: si: pi: aɪ 'pi:/ *noun* a data transfer protocol used in networks and communications systems, often used in Unix-based networks. Full form **transmission control protocol/interface program**

**teach** /tɪ:tʃ/ *verb* to give lessons in or provide information about a subject

**teacher's book** /'tɪ:tʃəz bʊk/, **teacher's manual** /'tɪ:tʃəz ,mænjuəl/ *noun* a book published to go with a set of students' books, giving the teacher answers to questions and suggestions for teaching

**tear factor** /'teə ,fæktə/ *noun* the ratio of the paper weight to the tear strength of a piece of paper across the grain

**tearsheet** /'teəʃɪt/ *noun* a page removed from a book or periodical, and sent to an advertiser as proof that their advertisement has been placed

**tear strength** /'teə strɛŋθ/ *noun* a measurement of the resistance of paper to tearing

**tear test** /'teə test/ *noun* a test to see how strong paper is or to show in which direction the grain lies



**technical** /'teknɪk(ə)l/ *adjective* □ **the technical press** specialist periodicals dealing with technical subjects

**technical author** /'teknɪk(ə)l ˌɔ:θə/ *noun* a person who writes specialised instructions and manuals on technical subjects

**technical books** /'teknɪk(ə)l bʊks/ *plural noun* books which deal with technical subjects

**technical editor** /'teknɪk(ə)l ˌedɪtə/ *noun* an editor on the staff of a specialist magazine, who is responsible for testing, writing about and reviewing equipment

**technical pen** /'teknɪk(ə)l pen/ *noun* a special pen with a fine tip, used for making technical drawings

**technical profile** /'teknɪk(ə)l ˌprəʊfaɪl/ *noun* the values of the printing variables that must be considered by anyone who is producing repro for a particular publication, and also followed by companies making colour proofs of the material for that publication

COMMENT: The technical profile should include: substrate type, inks used, tone transfer characteristic – solid density and dot gain.

**technical translator** /'teknɪk(ə)l trænslɪtə/ *noun* a translator who specialises in translating technical books

**technical writer** /'teknɪk(ə)l ˌraɪtə/ *noun* an author of specialised books on technical subjects

**technofreak** /'teknəʊfri:k/ *noun* a technical expert in, or obsessive enthusiast of, information systems

**technological** /,teknə'lədʒɪk(ə)l/ *adjective* relating to technology □ **the technological revolution** the changing of industry by introducing new technology

**technology** /teknə'nɒlədʒi/ *noun* the application of scientific knowledge to practical purposes. ◊ **information technology**

**TEFL** *abbreviation* teaching of English as a foreign language

**telecommunication** /,telɪkə,mju:nɪ 'keɪʃ(ə)n/ *noun* the transmission of encoded sound, pictures or data over significant distances, using radio signals or electrical or optical lines

**telecommunications** /,telɪkə,mju:nɪ 'keɪʃ(ə)n/ *noun* the science and technology of using electronic equipment to send messages over a distance

**telecomputing** /'telɪkəm,pju:tɪŋ/ *noun* the act of sending information to or receiving information from another computer via a modem or local area network

**telematics** /,telɪ'mætɪks/ *noun* the study of the processes involved in the long-distance transmission of computer data

**teleorder** /'telɪɔ:də/ *noun* an order placed through the teleordering system

**teleordering** /'telɪ,ɔ:dəɪŋ/ *noun* the ordering of goods by telephone which are then delivered to your address

**telephone** /'telɪfəʊn/ *noun* an instrument which can be used to talk to somebody over a long distance by means of dialling a series of numbers ■ *verb* to make contact with somebody at a distance by using a telephone

**telephone directory** /'telɪfəʊn daɪ ˌrekt(ə)rɪ/, **telephone book** /'telɪfəʊn bʊk/ *noun* a book containing an alphabetical list of names, addresses and telephone numbers of people in a given city, town or area

**telephone orders** /'telɪfəʊn ɔ:dəz/ *plural noun* orders received over the telephone □ *Since we mailed the catalogue we have had a large number of telephone orders.*

**teleprocessing** /'telɪ,prəʊsesɪŋ/ *noun* the use of computer terminals in different locations, connected to a main computer, to process data. Abbr **TP**

**telesales** /'telɪseɪlz/ *noun* the process of telephoning people without warning to try to sell them things

**teletext** /'telɪtekst/ *noun* a system of transmitting written text using a television signal

COMMENT: Teletext constantly transmits pages of information which are repeated one after the other; the user can stop one to read it. This is different from Viewdata, where the user calls up a page of text using a telephone line.

**typesetting** /,telɪ'taɪpsetɪŋ/ *noun* typesetting operated by a punched paper tape, often over a telegraphic system, formerly much used by newspapers. Abbr **TTS**

**television** /,telɪ'vɪʒ(ə)n/ *noun* **1.** a system of transmitting pictures and sound over a distance so that they can be received and seen on a television set **2.** a device for receiving and displaying broadcast television programmes ► abbr **TV**

**television network** /ˌtelɪvɪz(ə)n 'netwɜ:k/ *noun* a system of linked television stations covering the whole country

**television rights** /ˌtelɪ'vɪz(ə)n ˌraɪts/ *plural noun* the right to adapt a work for the television. Also called **TV rights**

**temp** /temp/ *noun* a temporary office worker ○ *We have had two temps working in the office this week to clear the backlog of letters.*

**temp agency** /'temp ˌeɪdʒənsi/ *noun* an office that deals with finding temporary staff for offices

**template** /'tem,pleɪt/ *noun* **1.** a thin sheet of metal or plastic with cut-out shapes which enable exactly the same shape to be reproduced many times **2.** any document which is used as a guide for designing new documents, showing which elements should be included and where

**template command** /'templeɪt kə ˌmɑ:nd/ *noun* a command that allows functions or other commands to be easily set ○ *A template paragraph command enables the user to specify the number of spaces each paragraph should be indented.*

**TEMP/OS** *noun* a report from a publisher to a bookseller, showing that a book is out of stock at present, but should be in stock soon

**tensile strength** /'tensail streŋθ/ *noun* the strength of paper to withstand pulling

**tensile strength tester** /'tensail streŋθ ˌtestə/ *noun* an instrument to test the tensile strength of paper

**tension** /'tenʃən/ *noun* the tightness of a web of paper as it passes through a printing press

**term** /tɜ:m/ *noun* **1.** a set or limited period of time ○ *The term of office for the chairperson is one year.* **2.** one of the three divisions of the academic year ○ *The year starts in October with the autumn term.* **3.** a word used in the terminology of indexing

**terminable** /'tɜ:mɪnəb(ə)l/ *adjective* possible to terminate

**terminal** /'tɜ:mɪn(ə)l/ *noun* a processor with screen and keyboard used to access a central computer system

**terminate** /'tɜ:mɪneɪt/ *verb* **1.** to stop completely **2.** to end something

**termination** /ˌtɜ:mɪ'neɪʃ(ə)n/ *noun* **1.** the act of bringing something to an end **2.** *US* the act of leaving a job by resigning, retiring, or being fired or made redundant

**termination clause** /ˌtɜ:mɪ'neɪʃ(ə)n kləʊz/ *noun* a clause which explains how and when a contract can be terminated

**terms** /tɜ:mz/ *plural noun* **1.** the headings, words and phrases used in a classification scheme **2.** conditions agreed between people for a sale or job

**terms of employment** /ˌtɜ:mz əv ɪm 'plɔɪmənt/ *plural noun* conditions set out in a contract of employment

**terms of payment** /ˌtɜ:mz əv 'peɪmənt/ *plural noun* same as **payment terms**

**terms of sale** /ˌtɜ:mz əv 'seɪl/ *plural noun* the conditions attached to a sale

**territory** /'terɪt(ə)ri/ *noun* the area covered by a representation agreement or visited by a salesperson ○ *The territories covered by the agreement are Southeast Asia and Hong Kong.* ○ *We are expanding the rep force and reducing the reps' territories.* ○ *His territory covers all the north of the country.*

**tertiary** /'tɜ:ʃəri/ *adjective* third in order or stage of development ○ *Universities are the tertiary stage of education after primary and secondary schools.*

**tertiary level publishing** /ˌtɜ:ʃəri ˌlev(ə)l 'pʌblɪʃɪŋ/ *noun* publishing for the educational market after secondary school level

**TESL** *abbreviation* teaching of English as a second language

**TESOL** *abbreviation* EDUC teaching of English to speakers of other languages

**test case** /'test keɪs/ *noun* a legal action where the decision will fix a principle which other cases can follow

**test print** /'test prɪnt/ *noun* the printing of a small run experimentally before a big run ○ *We did a test print of the new magazine before going to press with 1.5 million copies.*

**test run** /'test rʌn/ *noun* a trial made on a machine

**text** /tekst/ *noun* the main part of a written document

**Text** /tekst/ *noun* same as **Textura**

**text area** /'tekst ˌeəriə/ *noun* the part of the printed page which is covered by printed text

**text block** /'tekst blɒk/ *noun* same as **book block**

**textbook** /'tekstbʊk/ *noun* an academic book on a particular subject used for study

**textbook publisher** /'tekstbʊk ,pʌblɪʃə/ *noun* an educational publisher

**text box** /'tekst bɒks/ *noun* a box within a computer dialogue box in which characters such as text, dates or numbers can be typed and edited

**text-editing facilities** /'tekst ,editɪŋ fə,sɪlɪtɪz/ *noun* a word-processing system that allows the user to add, delete, move, insert and correct sections of text

**text-editing function** /'tekst ,editɪŋ ,fʌŋkʃ(ə)n/ *noun* an option in a program that provides text-editing facilities ○ *The program includes a built-in text-editing function.*

**text editor** /'tekst ,editə/ *noun* a piece of software used to enter and correct text or modify programs under development

**text figure** /'tekst ,fɪɡə/ *noun* an illustration in a book, especially a line drawing which is printed as part of the text

**text formatter** /'tekst ,fɔ:mætə/ *noun* a program that arranges a text file according to pre-set rules such as line width and page size

**text illustrations** /'tekst ,ɪləstreɪʃ(ə)nz/ *plural noun* illustrations printed on the text pages, and not on separate paper

**text index** /'tekst ,ɪndeks/ *noun* an index of some or all of the words in something such as a computer file or database field, used to aid searching and retrieval

**text management** /'tekst ,mæniʒmənt/ *noun* facilities that allow text to be written, stored, retrieved, edited and printed

**text manipulation** /'tekst mənɪpjuleɪʃ(ə)n/ *noun* computer facilities that allow text editing, changing, inserting and deleting

**text pages** /'tekst ,peɪdʒɪz/ *plural noun* printed pages with the main text of a book, not including the prelims, specially printed plates, maps, etc.

**text paper** /'tekst ,peɪpə/ *noun* paper with a textured surface, such as laid paper

**text processing** /'tekst ,prəʊsesɪŋ/ *noun* same as **word processing**

**text retrieval** /'tekst rɪ'tri:v(ə)n/ *noun* a facility on a word processor which allows the user to find the text of documents to be edited or worked with

**text type** /'tekst taɪp/ *noun* a typeface used for the text of a book, as opposed to the chapter headings, captions, etc.

**textual** /'tekstʃuəl/ *adjective* relating to text ○ *The editors made several textual changes before the proofs were sent back for correction.*

**Textura** *noun* a technical name for black letter or gothic type. Also called **Text**

**texture** /'tekstʃə/ *noun* the way that something such as paper feels to the touch, the relative smoothness or roughness or its surface

**text window** /'tekst ,wɪndəʊ/ *noun* a window in a graphics system, where the text is held in a small space on the screen before being allocated to a final area

**TF** *noun* a report from a publisher to a bookseller, showing that a book will be sent soon. Full form to **follow**

**'The Bookseller'** /ðə 'bʊksələ/ *noun* a British weekly magazine dealing with publishing and bookselling matters

**The Index** /,ði: 'ɪndeks/ *noun* same as **Index Librorum Prohibitorum**

**thermal paper** /,θɜ:m(ə)l 'peɪpə/ *noun* paper which is chemically coated so that it can be used with a thermal printer

**thermal printer** /,θɜ:m(ə)l 'prɪntə/ *noun* a printing machine which uses heat-sensitive paper

**thermal transfer** /,θɜ:m(ə)l træns'fɜ:z/ *noun* a method of printing where the ink is attached to the paper by heating ○ *a thermal transfer printer* ○ *Colour ink-jet technology and thermal transfer technology compete with each other.*

**thermographic copier** /,θɜ:məʊgræfɪk 'kɒpiə/ *noun* a copying machine which copies text using heat to take an image from the carbon in the original and transferring the image to heat-sensitive paper

**thermographic printing** /,θɜ:məʊgræfɪk 'prɪntɪŋ/, **thermography** /θɜ:məʊgræfɪ/ *noun* a printing process which uses heat to produce raised characters, using very thick ink which is dusted with powder and then heated to weld it to the paper

**thermo-mechanical pulp** /,θɜ:məʊ mɪ'kæni:k(ə)l ,pʌlp/ *noun* pulp made from wood chips which have been heated

**thermoplastic** /,θɜ:məʊ'plæstɪk/ *adjective* becoming soft when heated

**thermoplastic binding** /,θɜ:məʊ 'plæstɪk ,baɪndɪŋ/ *noun* binding for perfect bound books, in which plastic glue

is heated to attach the cover to the trimmed pages. Also called **adhesive binding 2**

**thermoplastic plates** /θɜ:məʊ'plæstɪk ˌpleɪts/ *plural noun* printing plates made of thermoplastic material, which can be bent to fit round the cylinder

**thermoprinting** /'θɜ:məʊˌprɪntɪŋ/ *noun* printing on plastic wrapping material, using heat

**thermosetting** /'θɜ:məʊsetɪŋ/ *adjective* material which can be moulded when hot, but which does not become plastic

**thermosetting plates** /'θɜ:məʊsetɪŋ ˌpleɪts/ *plural noun* printing plates in thermosetting material, which are moulded into a curved shape to fit round a cylinder

**thesaurus** /θɪ'sɔ:ɪs/ *noun* a type of dictionary that lists groups of synonyms

**thick lead** /'θɪk led/ *noun* a lead of 3 point

**thick leading** /'θɪk ˌledɪŋ/, **thick space** *noun* the normal space allowed between printed words, which is one third of an em

**thickness dummy** /'θɪknəs ˌdʌmi/ *noun* a book made from the correct paper and binding materials, but without any printed text, used to check the weight and bulk of the finished product

**thin leading** /'θɪn ˌledɪŋ/, **thin space** *noun* a space which is one fifth of an em

**thin typeface** /'θɪn ˌtaɪpfeɪs/ *noun* a typeface with very slender lines

**third cover** /'θɜ:d ˌkʌvə/ *noun* the inside back cover of a magazine, used for advertisements

**third generation** /'θɜ:d ˌdʒenə'reɪʃ(ə)n/ *noun* full form of **3G**

**third quarter** /'θɜ:d ˌkwɔ:tə/ *noun* a period of three months from July to the end of September

**32mo** *abbreviation* thirty-twomo

**thirty-twomo** /'θɜ:ti ˌtu:məʊ/ *noun* 1. a size of book page traditionally created by folding a single sheet of standard-sized printing paper five times, giving 32 leaves or 64 pages 2. a book printed in this format. Abbr **32mo** 3. an American book format about 4 or 5 inches high. Abbr **32mo**

**thousand characters** /'θaʊz(ə)nd ˌkærɪktəz/, **thousand keystrokes** *plural noun* a number of characters or keystrokes used to calculate keyboarding costs ○ *The keyboarding charge is £3.00 per thousand keystrokes.*

**thread** /θred/ *noun* an idea or theme which connects the different parts of a story together

**thread sealing** /'θred ˌsi:ɪŋ/ *noun* a binding system where plastic staples are inserted and sealed to sew the sections, then the sewn sections are glued with a gauze backing

**thread sewing** /'θred ˌsəʊɪŋ/, **thread stitching** *noun* the process of attaching collated sections of a book together with thread

**thread sewn book** /'θred səʊn ˌbʊk/ *noun* a book in which each signature is sewn and then collated with other signatures and sewn together before binding

**three-colour** /,θri: ˌkʌlə/ *adjective* using three colours ○ *The series will have three-colour covers.*

**three-colour process** /,θri: ˌkʌlə ˌprəʊses/ *noun* a colour printing process in which the three process colours are printed one after the other, followed if necessary by black for the text

**three-colour processing** /,θri: ˌkʌlə ˌprəʊsesɪŋ/ *noun* the act of making blocks for three-colour printing

**three-decker** /,θri: ˌdekə/ *noun* a large Victorian novel, published in three volumes

**3G** /,θri: ˌdʒi:/ *noun* a wireless communications technology designed to provide high-speed Internet access and transmission of text, digitised voice, video and multimedia. Full form **third generation**

**three-knife trimmer** /,θri: naɪf ˌtrɪmə/ *noun* a guillotine with three knives which trim books and magazines along three edges

**three-quarter binding** /,θri: ˌkwɔ:tə ˌbaɪndɪŋ/ *noun* bookbinding in which the spine and most of the sides of a book are covered in the same material

**three-up** /,θri: ˌʌp/ *adverb* printing three copies of a text at the same time

**throwaway** /'θrəʊə,weɪ/ *noun* 1. a cheap little advertising flyer 2. a free sheet

**throw out** /,θrəʊ ˌaʊt/ *verb* 1. to design a section of a book or periodical so that it can be unfolded to make a page larger than double page size 2. to reject or to refuse to accept something ○ *The board threw out the draft contract submitted by the union.* ○ *The proposal was thrown out by the editorial committee.* 3. to get rid of something which is not wanted ○ *We threw out the old*

telephones and installed a computerised system. ○ *The sales director threw out the old reporting system.*

**throw-out** /'θrəʊ aʊt/ *noun* a section of a book or periodical which can be unfolded to larger than page size

**thumb hole** /'θʌm həʊl/ *noun* a rounded hole cut in the foredge of a book as part of a thumb index

**thumb index** /'θʌm ˌɪndeks/ *noun* a method of indexing used especially for dictionaries and diaries, where rounded holes are cut into the foredge of a book, allowing a thumb to be placed in the hole and the book to be opened at the correct page quickly

**thumb-index** /'θʌm ˌɪndeks/ *verb* to provide a book with a thumb index ○ *The dictionary is thumb-indexed.*

**tick** /tɪk/ *noun* a sign written in the margin to show that the typeset text is correct (NOTE: The US term is **check**.)

**TID** *abbreviation* target ink densities

**tied letters** /'taɪd ˌletəz/ *plural noun* ligatures

**tie-in** /'taɪ ɪn/ *noun* a book that is derived from or published together with a TV or radio programme

**.tif** /tɪf/ *suffix* a file extension for a TIFF file. Full form **tagged image file format**

**TIFF** /tɪf/ *noun* a standard file format used to store graphic images. Full form **tagged image file format**

COMMENT: TIFF is probably the most common image interchange format used by DTP software. Developed by Aldus and Microsoft, TIFF can handle monochrome, grey-scale, 8-bit or 24-bit colour images. There have been many different versions of TIFF that include several different compression algorithms

**tight** /taɪt/ *adjective* **1.** restricted, strict or not allowing any movement or extra time ○ *Producing two hundred pages of setting in a day is a very tight schedule, and I don't think we can do it.* ○ *Getting three hundred pages of MS into 160 pages of printed text is going to be tight.* ○ *Production expenses are kept under tight control.* **2.** closely set with very little spacing

**-tight** /taɪt/ *suffix* preventing something getting in ○ *The computer is packed in a watertight case.* ○ *Send the films in an airtight container.*

**tight back binding** /'taɪt bæk/, **tight spine binding** *noun* binding where the cover is glued to the back of a book without

any hollow (NOTE: The opposite is **hollow back binding**.)

**tight-edged** /'taɪt edʒd/ *adjective* relating to a reel of paper which has dried at the edges, so that the edges are tight and the centre of the reel is slack

**tilde** /'tɪldə/ *noun* a pronunciation symbol (~) written over some letters in Spanish and Portuguese

**tiling** /'taɪlɪŋ/ *noun* a process by which an image that is too large for the device handling it to be output on a single piece of film or paper is broken into a number of smaller pieces which, when brought together later, can be reassembled as a single picture

**tiling fill** /'taɪlɪŋ fɪl/, **tiled fill** *noun* the means by which a repeating pattern can be produced from a single patterned tile and used to decorate an area confined by a complete boundary

**tilt and swivel** /,tɪlt ən 'swɪv(ə)l/ *adjective* referring to a machine which is mounted on a pivot, so able to be moved to point in the most convenient direction for the operator

**time** /taɪm/ *noun* **1.** a period during which something takes place **2.** hours worked by a person **3.** a period before something happens

**time and motion study** /,taɪm ən 'məʊʃ(ə)n ˌstʌdi/ *noun* a study in an office or factory of the movements of employees as they perform tasks, with the aim of improving efficiency of production

**time limit** /'taɪm ˌlɪmɪt/ *noun* the maximum time which can be taken to do something ○ *to set a time limit for acceptance of the offer*

**time limitation** /'taɪm lɪmɪˌteɪʃ(ə)n/ *noun* the amount of time available for a task

**time rate** /'taɪm reɪt/ *noun* a rate for work which is calculated as money per hour or per week, and not money for work completed

**timescale** /'taɪmskeɪl/ *noun* the length of time taken up by a particular activity ○ *Their timescale for writing the book was six months.*

**timesharing** /'taɪmfɛərɪŋ/ *noun* an arrangement by which several people can be online to a computer at the same time

**time sheet** /'taɪm ʃi:t/ *noun* a form showing when an employee starts and finishes work

**Times New Roman** /ˌtaɪmz njuː 'rəʊmən/ *noun* a typeface designed by Stanley Morison in the 19th century for the 'Times' newspaper in 1932, now one of the most widely used text faces

**time work** /'taɪm wɜːk/ *noun* work which is paid for at a rate per hour or per day, not per piece of work completed

**tin** /tɪn/ *noun* a metal used as part of the alloy in metal type and in hot metal setting, which makes the lead tougher and also more fluid when heated

**tint** /tɪnt/ *noun* a pale background colour formed of small coloured dots with white space between them ■ *verb* to colour something with a tint

**tinting** /'tɪntɪŋ/ *noun* a mechanical tint or stipple which is preprinted and can be applied to the design by the designer

**tint-laying** /'tɪnt ˌleɪŋ/ *noun* the creation of a tint by stripping in film

**tip in** /ˌtɪp ˈɪn/ *verb* to stick an extra leaf, usually with a colour plate or folding map, etc., into the pages of a bound book ○ *a book with six tipped-in plates*

**tip-in** /'tɪp ɪn/ *noun* an extra leaf tipped into a bound book

**tissue paper** /'tɪʃuː ˌpeɪpə/ *noun* very thin paper made from chemical pulp, used to wrap fragile objects, and in binding, placed in front of engraved plates to prevent the ink setting off onto the facing pages

**titanium oxide** /taɪˌteɪniəm ˈɒksaɪd/ *noun* a chemical added to paper stock to make the paper whiter and more opaque

**title** /'taɪt(ə)l/ *noun* **1.** the name given to a book, play or TV programme **2.** a word used to indicate the status of a person, e.g. Mr, Mrs, Dr or Rev

**title bar** /'taɪt(ə)l bɑː/ *noun* a horizontal bar at the top of a computer screen which usually shows the name of the program and file that is currently in use

**title index** /'taɪt(ə)l ˌɪndeks/ *noun* an index of books in a library or publisher's catalogue listed under their titles

**title page** /'taɪt(ə)l peɪdʒ/ *noun* a page at the beginning of a book which states the title and publication information

COMMENT: The title page is always a right-hand page. From the designer's point of view, a title page is designed both to attract the reader and at the same time to give some idea of the contents of the book: this must be done using typography alone, although some title pages have illustrations or vignettes. The jacket or cover is

designed in order to attract the purchaser to the book in the shop; the title page is designed to make the reader want to read it when he or she opens it

**title page verso** /ˌtaɪt(ə)l peɪdʒ ˈvɜːsəʊ/, **title verso** *noun* a page on the back of the title page, where the bibliographical details and the copyright notice are printed

COMMENT: The title page verso normally carries the imprints (the names and addresses of both publisher and printer), the copyright line, the ISBN and possibly other copyright details (such as the CIP information), and, if translated or adapted, details of its original publication.

**title piece** /'taɪt(ə)l piːs/ *noun* display lettering on a title page

**title signature** /'taɪt(ə)l ˌsɪɡnɪʃə/ *noun* the first signature of a book, which contains the title page

**titling** /'taɪt(ə)lɪŋ/, **titling font** *noun* a typeface font which only exists in capital letters and is used in book titles and other headings

**'to be continued'** /ˌtu biː kən'tɪnjuːd/ *phrase* words at the end of an article, showing that the serialisation will be continued in the next issue

**TOEFL** /'təʊf(ə)l/ a trademark for a standardised English language test taken by speakers of other languages who are applying to universities in the United States. Full form **Test of English as a Foreign Language**

**token** /'təʊkən/ *noun* something which acts as a sign or symbol

**token charge** /ˌtəʊkən ˈtʃɑːdʒ/ *noun* a small charge which does not cover the real costs

**token damages** /'təʊkən ˌdæmɪdʒɪz/ *plural noun* damages awarded by a court which are very small to show that the harm done was more technical than real

**token payment** /'təʊkən ˌpeɪmənt/ *noun* a small payment made as a symbolic gesture

**tolerance** /'tɒlərəns/ *noun* deviation from the specifications allowed in dimensions ○ *We agreed with the binder on a tolerance of 5%.*

**tombstone** /'tuːmstəʊn/ *noun* **1.** a large advertisement placed in a newspaper or periodical for a legal reason, such as to announce a will or to give the terms of a government loan **2.** a page layout flaw in which two columns in a multicolumn

layout each have subheadings positioned at the same level, confusing the eye

**ton** /tʌn/ *noun* a measure of weight

**tone** /təʊn/ *noun* a shade of colour ○ *The graphics package can give several tones of blue.*

**toner** /'təʊnə/ *noun* dry ink powder put into a photocopier to develop the image on the copy

**toner cartridge** /'təʊnə ˌkɑ:trɪdʒ/ *noun* a sealed cartridge containing toner, which can be easily replaced in a photocopier ○ *Change toner and toner cartridge according to the manual.*

**tone value** /'təʊn ˌvælju:z/ *noun* the degree of tone of a colour

**tone work** /'təʊn wɜ:k/ *noun* a halftone work, using screening to produce tones in a printed work

**tonnage** /'tʌnɪdʒ/ *noun* **1.** space for cargo in a ship, measured in tons **2.** the weight of paper, in tonnes

**tonne** /tʌn/ *noun* ▶ **metric ton**

**tool** /tu:l/ *noun* a metal instrument which is used to press designs onto the case of a book ■ *verb* to make a design on the case of a book by pressing on the case with a tool which has been heated ○ *a book in tooled morocco binding*

**tooling** /'tu:lɪŋ/ *noun* the act of pressing designs by hand onto the cover of a book, using a punch

**toolkit** /'tu:lkit/ *noun* **1.** a collection of information, resources and advice for a specific subject area or activity **2.** a bundle of software which can be used to set up a particular utility or service

**tooth** /tu:θ/ *noun* **1.** the degree of surface roughness of a piece of paper **2.** the ability of paper to take ink well, caused by its having a slightly rougher surface

**top** /tɒp/ *adjective, noun* **1.** the upper edge of a bound book or upper part of the page **2.** first ■ *verb* to go higher than or to make a higher offer than something ○ *The New York agent bid \$500,000 which topped all other bids.*

**top copy** /,tɒp ˈkɒpi/ *noun* the first sheet of a document which is typed with several photocopies

**top-level domain** /,tɒp ˌlev(ə)l dəʊ ˈmeɪn/ *noun* the part of an Internet address that identifies an Internet domain, e.g. edu (education), .com (commercial) or a two-letter country code.

**top management** /,tɒp ˈmænɪdʒmənt/ *noun* the most senior members of a management hierarchy

**top margin** /'tɒp ˌmɑ:dʒɪn/ *noun* the margin at the top of a printed page

**topology** /tɒˈpɒlədʒi/ *noun* the relationships between parts linked together in a system such as a computer network

**topping bid** /'tɒpɪŋ bɪd/ *noun* a bid which is higher than all others

**top-selling** /,tɒp ˈselɪŋ/ *adjective* selling better than all other products ○ *top-selling author of detective stories*

**top side** /'tɒp saɪd/ *noun* **1.** the side which is being printed on **2.** the smooth top side of paper, as opposed to the wire side which may show the marks of the wire mesh

**top space** /'tɒp speɪs/ *noun* the number of blank lines left at the top of a printed text

**top-weighting** /'tɒp ˌweɪtɪŋ/ *noun* a method of designing a page so that the emphasis is to the top part, used in magazine design rather than in books. ◊ **margin**

**total area coverage** /,təʊt(ə)l ˈeəriə ˌkʌv(ə)rɪdʒ/ *noun* the total of each of the percentages of target ink densities used in a printed work. Abbr **TAC**

**total invoice value** /,təʊt(ə)l ˈɪnvɔɪs ˌvælju:z/ *noun* the total amount on an invoice, including transport, VAT, etc.

**town plan** /,taʊn ˈplæn/ *noun* same as **street plan**

**TP** *abbreviation* teleprocessing

**trace** /treɪs/ *verb* to find somebody or something after a prolonged search

**tracing** /'treɪsɪŋ/ *noun* a function of a graphics program that takes a bitmap image and processes it to find the edges of the shapes and so convert these into a vector line image that can be more easily manipulated

**tracing paper** /'treɪsɪŋ ˌpeɪpə/ *noun* special transparent paper used to trace designs

**track** /træk/ *noun* a concentric ring on a computer disk or tape which is used to store data in separate sections

**tracking** /'trækɪŋ/ *noun* **1.** the act of reducing the spaces between letters, either to save space or to avoid awkward letter combinations (like L and T) which can leave gaps if spaced normally **2.** lines on magnetic tapes or disks along which information is carried

**tracking lines** /'trækɪŋ laɪnz/ *plural noun* imaginary lines running from the front edge of a printing plate to the back

**track record** /'træk ,rekə:d/ *noun* the success or failure of a company or salesperson in the past ○ *He has a good track record as a salesman.* ○ *The company has no track record in the computer market.*

**tractor feed** /'træktə fi:d/ *noun* a method of controlling paper feed by the use of holes on the edge of the paper and sprockets on the printer

**trade** /treɪd/ *noun* the activity of buying, selling or exchanging goods or services

**trade agreement** /'treɪd ə,grɪ:mənt/ *noun* an international agreement between countries over general terms of trade

**trade association** /'treɪd ə ,səʊsiətʃ(ə)n/ *noun* a group which links together companies in the same trade

**trade binding** /'treɪd ,baɪndɪŋ/ *noun* the binding of sheets of a book by a binder for another printer which has printed them

**trade book** /'treɪd bʊk/ *noun* a standard edition of a book, meant for sale to the general public, as opposed to a de luxe or book club edition

**trade bureau** /'treɪd ,bjʊərəʊ/ *noun* an office which specialises in commercial enquiries

**trade catalogue** /'treɪd ,kætəlɒɡ/ *noun* **1.** a book containing details of the goods manufactured or sold by a firm **2.** a publisher's catalogue listing books for sale through retail bookshops

**trade counter** /'treɪd ,kaʊntə/ *noun* a shop in a publisher's office or section of a warehouse where small quantities of books are sold to booksellers in person

**trade customs** /'treɪd ,kʌstəmz/ *plural noun* particular customs relating to the printing and publishing trades

**trade cycle** /'treɪd ,saɪk(ə)l/ *noun* a period during which trade expands, then slows down, then expands again

**trade description** /,treɪd dɪ'skrɪpʃən/ *noun* a description of a product for attracting customers

**Trade Descriptions Act** /,treɪd dɪ 'skrɪpʃənz ækt/ *noun* an act which limits the way in which products can be described, in order to protect customers from wrong descriptions made by manufacturers

**trade directory** /'treɪd daɪ,rekt(ə)ri/ *noun* a book containing alphabetical lists

and information about companies and organisations involved in trade in a particular area

**trade discount** /,treɪd 'dɪskaʊnt/ *noun* a reduction in price given to a customer in the same trade, as by a publisher to another publisher or to a bookseller

**trade edition** /'treɪd ɪ,dɪf(ə)n/ *noun* an edition of a book for sale through retail bookshops, as opposed to an edition for sale through book clubs or to the educational market, etc.

**trade editor** /'treɪd ,editə/ *noun* same as **general books editor**

**trade fair** /'treɪd feə/ *noun* a large exhibition for advertising and selling a particular type of product

**trade house** /'treɪd haʊs/ *noun* a specialist printing or binding company which does work mainly for other printers or binders such as typesetting, laminating, or making jackets

**trade journal** /'treɪd ,dʒɜ:n(ə)l/, **trade magazine** /'treɪd mæɡə,zɪ:n/ *noun* a magazine produced for people or companies in a particular trade

**trademark** /'treɪdmɑ:k/ *noun* a name, sign or symbol printed on something to show who it is made by

**trade mission** /'treɪd ,mɪʃ(ə)n/ *noun* a visit to a country by a group of foreign businessmen to discuss trade

**trade name** /'treɪd neɪm/ *noun* the name under which a product is sold ○ *Some drugs are marketed under several different trade names.*

**trade paper** /,treɪd 'peɪpə/ *noun* a newspaper aimed at people working in a particular industry

**trade paperback** /,treɪd 'peɪpəbæk/ *noun* a paperback edition of a book that is superior in production quality to a mass-market paperback edition and is similar to a hardback in size

**trade press** /'treɪd pres/ *noun* all magazines produced for people working in a particular trade

**trade price** /'treɪd praɪs/ *noun* a special wholesale price paid by a retailer to the manufacturer or wholesaler

**trade publisher** /'treɪd ,pʌblɪʃə/ *noun* a publisher specialising in books for sale through retail bookshops

**trading pattern** /,treɪdɪŋ 'pæt(ə)n/ *noun* the general way in which trade is carried on. Also called **pattern of trade**



**trailing blade coater** /,treɪlɪŋ bleɪd 'kəʊtə/ *noun* a device for scraping off excess coating from paper

**train** /'treɪn on/ *verb* to teach somebody the skills for a specific job

**trainee** /treɪ'ni:/ *noun* a person who is learning how to perform specific tasks

**traineeship** /treɪ'ni:ʃɪp/ *noun* the post of trainee

**training** /'treɪnɪŋ/ *noun* the act of teaching somebody specific skills

**training officer** /'treɪnɪŋ ,ɒfɪsə/ *noun* a person in a company who deals with the training of staff

**transcribe** /træn'skraɪb/ *verb* **1.** to produce a written version of spoken words ○ *His speech was transcribed so that it could be printed.* **2.** to write a written text in the alphabet of another language

**transcription** /træn'skrɪpʃən/ *noun* the act of transcribing data or copying a text

**transfer cylinder** /'trænsfɜ: ,sɪlɪndə/ *noun* same as **blanket cylinder**

**transfer diffusion copier** /,trænsfɜ: dɪ'fju:ʒ(ə)n ,kɒpiə/ *noun* a type of photocopying device for producing PMTs, transforming negatives into positives for use in litho origination

**transfer letters** /'trænsfɜ: ,letəz/, **transfer lettering, transfer type** *noun* a system of letters which can be transferred to a sheet of paper by pressing, available in many different fonts and point sizes

**transferred charge call** /træns,fɜ:d 'tʃɑ:dʒ kɔ:l/ *noun* a telephone call where the person receiving the call agrees to pay for it

**transgressive fiction** /trænz,gresɪv 'fɪkʃ(ə)n/ *noun* a literary genre characterised by graphic exploration of taboo topics, to which the work of writers such as the Marquis de Sade and William Burroughs belongs. It is based on the belief that knowledge is to be found at the very edge of human experience.

**translate** /træns'leɪt/ *verb* **1.** to change information from one language or format to another **2.** to convert ideas into action

**translation** /træns'leɪf(ə)n/ *noun* the act of translating, or a book or other text which has been translated ○ *She passed the translation of the letter to the accounts department.*

**translation bureau** /,træns'leɪf(ə)n ,bju:ərəʊ/ *noun* an office which translates documents for companies

**translation rights** /træns'leɪf(ə)n raɪts/ *plural noun* rights to translate a book into another language ○ *He paid \$10,000 for the English translation rights.*

**translator** /træns'leɪtə/ *noun* **1.** a person who converts text and spoken words from one language to another **2.** a laptop computer that translates words into other languages

**transliterate** /træns'litəreɪt/ *verb* to write words of one language in the characters of another ○ *'Pinyin' is Chinese transliterated into Western characters.*

**transliteration** /,trænzlɪtə'reɪf(ə)n/ *noun* the writing of words of one language using the characters of another, e.g. Arabic using the roman alphabet. ◊ **romanisation**

**translucent** /træns'lu:s(ə)nt/ *adjective* through which light can pass, but which cannot be seen through

**transparency** /træns'pærənsi/ *noun* transparent positive film which can be projected onto a screen by using a light source

**transparent** /træns'pærənt/ *adjective* easily seen through, recognised or understood

**transparent copy** /træns,pærənt 'kɒpi/ *noun* transparencies used for printing

**transparent ink** /træns,pærənt 'ɪŋk/ *noun* ink which when printed over other inks allows the first ink to show through

**transponder** /træn'spɒndə/ *noun* a communications device that receives and retransmits signals

**transpose** /træns'pəʊz/ *verb* to put two things such as letters in words, illustrations or lines of text in place of each other ○ *The captions to the two illustrations were transposed in paste-up.* Abbr **trs** (NOTE: As an instruction to a printer, the text or letters to be moved are indicated with a curled line and an arrow in the margin.)

**transposition** /,trænspə'zɪʃ(ə)n/ *noun* a change in the order of a series of characters, as 'computer' for 'computer' or '1899' for '1989'

**trapping** /'træpɪŋ/ *noun* the process of programming adjacent colour areas on a digital file to slightly overlap (lap register) to allow for misregistration

**travel** /'træv(ə)l/ *verb* to go from one place to another, especially to show a company's goods to buyers and take orders

from them ○ *He travels in the north of the country for a paperback house.*

**travel book** /'træv(ə)l bʊk/ *noun* a book which describes a journey undertaken by the author, or the author's impressions of a foreign country, but not giving factual details of hotels, museums and other tourist information

**travel guide** /'træv(ə)l gaɪd/ *noun* a book which gives tourist information about a place such as how to get there, what is worth visiting and which hotels to stay at

**travelling expenses** /'træv(ə)lɪŋ ɛk'spensɪz/ *plural noun* money spent on travelling and hotels for business purposes

**travel list** /'træv(ə)l lɪst/ *noun* a series of travel books published by a publisher

**travel magazine** /'træv(ə)l mæɡə'zi:n/ *noun* a magazine with articles on holidays and travel

**trawl** /trɔ:l/ *noun* a search for something, especially information ■ *verb* to search for something through a large amount of information or many possibilities

**treatment** /'tri:tmənt/ *noun* a way of writing about something or somebody

**trial** /'traɪəl/ *noun* a test of somebody or something to see if they are suitable for a particular situation

**trial sample** /'traɪəl ,sɑ:mpəl/ *noun* a small piece of a product used for testing

**trichromatic** /,traɪkrəʊ'mætɪk/ *adjective* using three colours

**trichromatic ink** /,traɪkrəʊmætɪk 'ɪŋk/ *noun* one of the three process colours

**trim** /trɪm/ *verb* to cut off a small portion of something around its edge ■ *noun* the action of cutting the edges of the folded pages of a book as it is being bound ○ *The trim may be as much as 4mm.*

**tri-metal plate** /,traɪ ,met(ə)l 'plɛɪt/ *noun* a plate used for long print runs, made of three layers of metal

**trim marks** /'trɪm mɑ:ks/ *plural noun* marks printed on a sheet which indicate where the sheet has to be trimmed (NOTE: The US term is **cut marks**.)

**trimmer** /'trɪmə/ *noun* a machine that cuts the edges of the pages of a book as it is being bound. ◊ **three-knife trimmer**

**trimmings** /'trɪmɪŋz/ *plural noun* the pieces of paper cut off the edges of pages

**trim size** /'trɪm saɪz/, **trimmed size** *noun* the measurements of a page of a book after it has been cut, or of a sheet of paper after it has been cut to size

**trim to bleed** /,trɪm tʊ 'bli:d/ *verb* an instruction to trim the printed sheets until the edge of the page cuts into the printed area

**trindles** /'trɪnd(ə)lz/ *plural noun* flat pieces of metal which hold a book flat while the foreedge is being trimmed

**triple lining** /,trɪp(ə)l 'laɪnɪŋ/ *noun* a very strong binding using linings on the spine

**triplex paper** /'trɪpleks ,peɪpə/ *noun* paper made of three layers

**trivia** /'trɪvɪə/ *noun* a collection of insignificant or obscure items, details or information

**trs** *abbreviation* an instruction to a typesetter to change the place of letters or pieces of text. Full form **transpose**

**true copy** /,tru: 'kɒpi/ *noun* an exact copy of a document ○ *I certify that this is a true copy.*

**true italic** /,tru: ɪ'tæɪlɪk/ *noun* a designed italic face in a font, as opposed to the italic in dot-matrix printers which is sloped roman

**TS** *abbreviation* typescript

**TTS** *abbreviation* typesetting

**tub-sized paper** /'tʌb saɪzd ,peɪpə/ *noun* paper that has been dipped into size, which is stiff and smooth and is used for writing papers and legal documents

**tub sizing** /'tʌb ,saɪzɪŋ/ *noun* the sizing of paper by dipping it in a vat containing gelatine

**tucker** /'tʌkə/ *noun* a strip of metal which pushes the sheet into the folding device

**turkey** /'tɜ:ki/ *noun* US a book that does not sell very well (*informal*)

**turn** /tɜ:n/ *noun* a metal character which has been put in upside down, because the correct character was not available ■ *verb* to change direction or to put something in a different way ○ *The illustration has been turned to appear landscape.* □ **to turn a letter** to set a letter upside down because the correct letter is not available

**turnaround time** /'tɜ:nəraʊnd ,taɪm/ *noun* the time taken to complete a job from beginning to end ○ *The turnaround time for photocopying the document is three hours.*

**turner bars** /'tɜ:nə bɑ:z/ *plural noun* same as **angle bars**

**turn in** /,tɜ:n 'ɪn/ *verb* to bend cover material over the edge of the binding board and glue it there

**turn over** /ˈtɜːn ˈəʊvə/ *verb* to have a particular amount of sales ◦ *We turn over £20,000 a week.*

**turnover** /ˈtɜːnəʊvə/ *noun* **1.** the rate at which people leave a company and are replaced **2.** the amount of money taken for goods or services sold during a given period of time

**turnround** /ˈtɜːnraʊnd/ *noun* the value of goods sold during a year divided by the average value of goods held in stock

**TV** *abbreviation* television

**TV rights** /ˈtiː ˈviː raɪts/ *plural noun* same as **television rights**

**TV spot** /ˈtiː ˈviː spɒt/ *noun* a short period on TV which is used for commercials ◦ *We are running a series of TV spots over the next three weeks.*

**twelvemo** /ˈtwelvəməʊ/ *noun* **1.** a book made from a sheet which is folded to give twelve leaves or twenty-four pages **2.** a book with this format **3.** an American book size, 7–8 inches high ► abbr **12mo**

**12mo** *abbreviation* twelvemo

**24mo** *abbreviation* twenty-fourmo

**twenty-fourmo** /ˈtwenti ˈfɔːməʊ/ *noun* **1.** a book format produced when the printed sheet is folded to give 24 leaves, or 48 pages **2.** a book with this format **3.** an American book size, 5–6 inches high ► abbr **24mo**

**twice-up** /ˈtwɑːs ˈʌp/ *adjective* drawn twice the size that it will be when printed. Also called **two-up**

**twin-wire fourdrinier** /ˈtwɪn ˌwaɪə fɔː ˈdrɪniə/ *noun* a papermaking machine with two wire meshes, making two layers of paper which are joined together back to back while still wet, so the finished paper is smooth on both sides

**twin-wire paper** /ˈtwɪn ˌwaɪə ˌpeɪpə/ *noun* smooth paper made on a twin-wire fourdrinier

**two-colour press** /ˈtuː ˈkɒlə ˌpres/ *noun* a printing press which can print two colours at the same time

**two-colour process** /ˈtuː ˈkɒlə ˌprəʊses/ *noun* a process involving separating artwork for printing in two colours

**two-line drop capital** /ˈtuː ˌlaɪn drɒp ˈkæpɪt(ə)l/ *noun* an initial capital letter which occupies two lines, sometimes used decoratively at the beginning of a chapter

**two revolution printing** /ˈtuː ˌrevə ˈluːʃ(ə)n ˌprɪntɪŋ/ *noun* a letterpress

process where the cylinder rotates twice for each impression

**two set** /ˈtuː set/ *noun* the action of putting two sets of plates on a printing cylinder, so that two impressions are made at the same time

**two-shot binding** /ˈtuː ʃɒt ˈbaɪndɪŋ/ *noun* adhesive binding using both hot melt and cold PVA glues

**two-sidedness** /ˈtuː ˈsaɪdɪdnəs/ *noun* the quality of paper having a slightly different finish on either side due to the manufacturing process, which may make it print differently. Compare **like-sidedness**

**two-up** /ˈtuː ˈwʌp/ *adverb* **1.** printing two copies of a book at the same time with the pages joined head to head, used for paper-back binding. ◊ **coming-and-going, fore and aft, printed head-to-head, printed head-to-tail.** Compare **one-up** ◻ **book which is printed two-up** a book which is printed and bound two copies at a time **2.** sewing two sections together ■ *adjective* same as **twice-up**

**.txt** *suffix* a file extension for a text file. Full form **text**

**tympan** /ˈtɪmpæn/ *noun* the bed on which the paper is placed in a hand-operated press, or a bed of sheets used to raise the printing paper to the correct height

**type** /taɪp/ *noun* metal characters used for printing ■ *verb* to write using a computer keyboard

COMMENT: Type area and type depth can be described as inclusive or exclusive; inclusive includes the running heads and any footlines (which may involve the folio), and exclusive counts only the area of text without running heads or footlines.

**type area** /ˈtaɪp ˌeəriə/ *noun* the space on a page which is occupied by the printed text, including headings

**typecasting** /ˈtaɪpkɑːstɪŋ/ *noun* the process of casting type in hot metal

**typesetter** /ˈtaɪpkætə/ *noun* a person who cuts the punches to make the matrices to cast type

**typeface** /ˈtaɪpfeɪs/ *noun* the size and style of printing used, measured in ‘points’ which refer to the height of the characters

**type family** /ˈtaɪp ˌfæm(ə)li/ *noun* various forms of the same typeface such as roman, bold, italic or condensed

**typesetter** /ˈtaɪpfaʊndə/ *noun* a person who casts metal type

**typesfoundry** /ˈtaɪpfaʊndri/ *noun* a workshop where metal type is cast

**type gauge** /'taɪp geɪdʒ/ *noun* a special ruler used by printers and production staff, showing width in ems and points, used for calculating the width of a line or the depth of a page. Also called **type scale** (NOTE: The US term is **line gauge**.)

**type height** /'taɪp haɪt/ *noun* the standard height of the main section of a metal character, which is 23.32mm

**type-high** /'taɪp haɪ/ *adjective* the same height as type, such as in a bearer or block

**type holder** /'taɪp ,həʊldə/ *noun* a tool holding the type of words to be blocked onto a cover

**type matter** /'taɪp ,mætə/ *noun* text which has been typeset, as opposed to illustrations

**type metal** /'taɪp ,met(ə)/ *noun* the metal used in metal setting, which is a mixture of lead, tin and antimony

**type page** /'taɪp peɪdʒ/ *noun* the area of a page which is covered with printing, surrounded by the margins

**type scale** /'taɪp skeɪl/ *noun* same as **type gauge**

**typescript** /'taɪpskrɪpt/ *noun* a type-written copy of a manuscript. Abbr **TS**

**type series** /'taɪp ,sɪəri:z/ *noun* all the different point sizes available in a typeface

**typeset** /'taɪpset/ *verb* to set text in type ready to be printed

**typesetter** /'taɪpsetə/ *noun* a person or company that typesets text

**typesetting** /'taɪpsetɪŋ/ *noun* the act of setting text in type ○ *Typesetting costs can be reduced by supplying the typesetter with prekeyed disks.*

**typesetting machine** /'taɪpsetɪŋ mə ,ʃi:n/ *noun* a machine which sets type automatically in hot metal, from instructions given on a paper tape, punched by the compositor using a keyboard

**type size** /'taɪp saɪz/ *noun* the size of type, calculated in 'points' which refer to the height of the printed character but not its width

**type specification** /'taɪp ,spesɪfɪkeɪʃ(ə)n/, **type spec** *noun* details about the type to be used in a book such as the typeface, point size and leading

**type specimen** /'taɪp ,spesɪmɪn/ *noun* a printed specimen showing samples of various typefaces or of the typeface to be used for a particular job

**type style** /'taɪp stɑɪl/ *noun* the general style of type, such as roman, bold or italic, in which a job will be set

**typo** /'taɪpəʊ/ *noun* a typographic error which is made while typesetting (*informal*) ○ **literal**

**typographer** /taɪ'pɒgrəfə/ *noun* **1.** a person who designs the printed pages of a book, or a person who designs typefaces **2.** a person who sets a book in type (NOTE: More usually called a **compositor**.)

**typographic** /,taɪpə'græfɪk/, **typographical** /,taɪpə'græfɪk(ə)/ *adjective* relating to typography or to typesetting ○ *No typographical skills are required for this job.* ○ *A typographical error made while typesetting is called a literal.*

**typographic error** /,taɪpə'græfɪk ,erə/ *noun* a mistake made when keying text or typesetting

'...all name searches can be truncated without a wildcard (learned inf, learn, lea). Authority files exist for each word in a business name, so it is possible to look up uncertain spellings first. Unfortunately, the authority files reveal the large number of misspellings and typographic errors in the database (such as 'informatio').' [*Information World Review*]

**typographic quality** /,taɪpəgræfɪk 'kwɒləti/ *noun* the quality of text set by a laser printer, which is the same as if it had been phototypeset

**typography** /taɪ'pɒgrəfi/ *noun* the design and methods used when working with type

# U

**u & lc, u/lc** *abbreviation* upper and lower case

**uc** *abbreviation* upper case

**UCA** *abbreviation* undercolour addition

**UCC** *abbreviation* Universal Copyright Convention

**UCR** *abbreviation* undercolour removal

**ultraviolet drying** /,ʌltrəvələt 'draɪnɪŋ/ *noun* the process of drying ink or varnish by radiation of ultraviolet light

**ultraviolet light** /,ʌltrəvələt 'laɪt/ *noun* light which is just beyond the spectrum visible by the human eye. Abbr **UV light**

COMMENT: UV light is used to dry inks and cover varnishes. UV varnishing is cheaper than lamination, but does not have as glossy a finish.

**umlaut** /'ʊmlaʊt/ *noun* a pronunciation indicator of two dots above a vowel (e.g. ü), used especially in German

**unabridged** /,ʌnə'brɪdʒd/ *adjective* complete and not shortened

**unacceptable** /,ʌnək'septəb(ə)/ *adjective* not suitable to be accepted ○ *The terms of the contract are quite unacceptable.*

**unattributed** /,ʌnə'trɪbjʊtɪd/ *adjective* not attributed to a particular source of information or a particular creator

**unauthorised biography** /ʌn ,ɔ:θərəɪzd baɪ'ɒgrəfi/ *noun* a biography written without the permission of the subject or relatives of the subject, and which may be more critical than an authorised biography and therefore more liable to prosecution

**unauthorised edition** /ʌn,ɔ:θərəɪzd ɪ 'dɪʃ(ə)n/, **unauthorised reprint** /ʌn ,ɔ:θərəɪzd 'rɪ:prɪnt/ *noun* a pirate edition of a book which has not been authorised by the publisher

**unauthorised returns** /ʌn,ɔ:θərəɪzd rɪ'tɜ:nz/ *plural noun* unsold books returned from a bookshop without authorisation from the publisher or their representative

**unavailability** /,ʌnəveɪlə'bɪləti/ *noun* the fact of not being available

**unavailable** /,ʌnə'veɪləb(ə)/ *adjective* not available ○ *The following items on your order are temporarily unavailable.*

**unbacked** /ʌn'bækt/ *adjective* a sheet of paper printed on one side only

**unbleached kraft** /ʌn,blɪ:tʃt 'kra:ft/, **unbleached kraft paper** *noun* strong matt brown paper used for making paper bags, wrapping paper, etc., not weakened by bleaching

**unbound** /ʌn'baʊnd/ *adjective* not having been bound

**uncensored** /ʌn'sensəd/ *adjective* not having been viewed by the official government censor and approved for showing to the public

**unchecked** /ʌn'tʃekt/ *adjective* not having been checked ○ *a set of unchecked proofs*

**uncoated paper** /ʌn'kəʊtɪd ,peɪpə/ *noun* paper which is not coated with any substance

**uncorrected** /,ʌnkə'rektɪd/ *adjective* not corrected ○ *to send a set of uncorrected proofs to the proofreader*

**uncorrupted** /,ʌnkə'rʌptɪd/ *adjective* relating to a computer file or database that is free of errors or viruses

**uncut pages** /ʌn'kʌt ,peɪdʒɪz/ *plural noun* pages of a book which have been bound but not trimmed, so that some pages are still attached by folds at the foredge and head

**underblanket** /'ʌndəblæŋkɪt/ *noun* a packing sheet under the blanket on a blanket cylinder in offset printing

**undercolour addition** /'ʌndəkʌlə ɪ ,dɪf(ə)n/ *noun* the addition of extra colour in litho separations as part of the achromatic colour origination system. Abbr **UCA**

**undercolour removal** /'ʌndəkʌlə rɪ ,mu:v(ə)/ *noun* the removal of unwanted colour in litho separations as part of the achromatic colour origination system. Abbr **UCR**

**under contract** /,ʌndə 'kɒntrækt/ *adjective* bound by the terms of a contract  
 ○ *The firm is under contract to deliver the goods by November.*

**undercut** /,ʌndə'kʌt/ *noun* the cutting action of acid in process engraving, which eats under the edges of the image areas

**underexposed** /,ʌndə'k'spəʊzd/ *adjective* not having been exposed for long enough and so too dark

**underexposure** /,ʌndə'k'spəʊzə/ *noun* failure to expose a photograph long enough, with the result that it is dark

**underfold** /'ʌndə'fəʊld/ *noun* paper which does not reach the edge of the other leaves because the folding machine is off centre (NOTE: The opposite (i.e. the paper which sticks out from the rest of the folded sheets) is **overfold**.)

**underground literature**  
 /'ʌndəgraʊnd ,lɪt(ə)rətʃə/ *noun* literature published by the underground press

**underground press** /'ʌndəgraʊnd ,pres/ *noun* illegal newspapers published in a country where publications are censored

**underlay** /'ʌndəleɪ/ *verb* to raise the height of a printing plate by putting something such as a piece of card under it ■ *noun* card used to raise the height of a block or plate

**underline** *verb* to emphasise something either by talking about it strongly or by drawing a line under a written word or phrase ■ *noun* **1.** a line drawn or printed under a piece of text ○ *The chapter headings are given a double underline and the paragraphs a single underline.* **2.** *US* a caption printed under an illustration

COMMENT: Underlining is used by editors and designers to indicate different type styles: single underline is an instruction to set in italic; double underline, in small caps; three lines indicate caps. (These are all

straight lines). A wavy underline is used to instruct setting in bold.

**undermentioned** /,ʌndə'menʃ(ə)nd/ *adjective* mentioned lower down in a document

**underrun** /'ʌndə'reʌn/ *noun* **1.** the printing of fewer sheets than were ordered **2.** the delivering or making of less paper than was ordered (NOTE: [all senses] The opposite is **overrun**.)

**unearned advance** /ʌn,ɜ:nd əd 'vɑ:ns/ *noun* money received as an advance on royalties, which has not been covered by the royalties from the sales so far

**unedited** /ʌn'edɪtɪd/ *adjective* not having been edited ○ *The unedited text is with the publisher for editing.*

**uneven inking** /ʌn,i:v(ə)n 'ɪŋkɪŋ/ *noun* inking where some parts of the sheet are darker than others

**uneven working** /ʌn,i:v(ə)n 'wɜ:kɪŋ/ *noun* a page extent which does not fit the printer's imposition scheme, usually a multiple of 8 or 16 ○ *The book is likely to make 358 pages, but the printer says this is an uneven working and we must reduce the text to 352 pages.*

**unexpurgated** /ʌn'ekspə'gertɪd/ *adjective* not edited to remove words or passages considered offensive or unsuitable

**unfair competition** /,ʌnfəə ,kɒmpə'tɪʃ(ə)n/ *noun* a situation in which one company tries to do better than another by using techniques such as importing foreign goods at very low prices or by wrongly criticising a competitor's products

**unfinished** /ʌn'fɪnɪʃt/ *adjective* **1.** not having been finished ○ *At his death he left the unfinished manuscript of his tenth novel.* **2.** not having been through the final stages of some process

**unfulfilled orders** /,ʌnfʊl'fɪld 'ɔ:dəz/ *plural noun* orders received in the past and not yet supplied

**ungathered** /ʌn'gæðəd/ *adjective* sheets which have been printed and folded, but not gathered

**Unicode** /'ju:nɪkəʊd/ a trade name for a method of identifying characters with individual numbers for use across platforms and applications

**uniform** /'ju:nɪfɔ:m/ *adjective* exactly the same across a range or area ○ *The letters are not of uniform height.* ○ *The colour is a uniform pale yellow.*

**uniform edition** /'ju:nfɔ:m ɪ,dɪf(ə)n/ *noun* a series of different books all with the same design

**Uniform Resource Locator** /,ju:nfɔ:m rɪ'sɔ:s læʊ,ketɪə/ *noun* an electronic address used to give access to files on the Internet. Abbr **URL**

**unillustrated** /ʌn'ɪləstreɪtɪd/ *adjective* having no illustrations

**uninformative** /,ʌnɪn'fɔ:mətɪv/ *adjective* not providing adequate information

**union catalogue** /'ju:niən kætəlɒg/, **union list** /'ju:niən lɪst/ *noun* a combined bibliographic list of holdings for either institutions or subjects

**union kraft** /'ju:njən krɑ:ft/, **union paper** *noun* waterproof paper made of two layers of kraft paper with a tar coating between them

**unit** /'ju:nɪt/ *noun* a small part of a large organisation with a specialised purpose

**unit cost** /'ju:nɪt kɒst/ *noun* the cost of a single book, calculated by dividing the total product cost by the number of units produced

**unit price** /'ju:nɪt praɪs/ *noun* the price of one item

**unit type press** /'ju:nɪt taɪp ,pres/ *noun* a press with several printing units

**Univers** /'ju:nɪvɜ:s/ *noun* a sans face designed by Adrian Frutiger in 1957 and now very widely used

**Universal Copyright Convention** /,ju:nɪvɜ:s(ə)l 'kɒpɪraɪt kən'venʃ(ə)n/ *noun* an international agreement on copyright set up by the United Nations in Geneva in 1952. Abbr **UCC**. See Comment at **convention**

**university press** /,ju:nɪ'vɜ:sɪti ,pres/ *noun* 1. a printing press belonging to a university, which prints university documents such as examination papers and the university statutes 2. a publishing company belonging to a university

**UNIX** /'ju:nɪks/, **Unix** /'ju:nɪks/ a trademark for a widely used computer operating system, developed in 1969 at AT&T Bell Laboratories, which can support multi-tasking in a multi-user environment

**unjustified** /ʌn'dʒʌstɪfaɪd/ *adjective* with ragged margins, i.e. with no justification

COMMENT: The text can be ranged left or right, leaving the other margin unjustified. This can also be called 'ragged left' or 'ragged right'.

**unlawful** /ʌn'lɔ:f(ə)l/ *adjective* against the law or not legal

**unlawful copying** /ʌn,lɔ:f(ə)l 'kɒpɪŋ/, **unlawful reproduction** *noun* the copying of a text or illustration without the permission of the copyright holder

**unleaded** /ʌn'ledɪd/ *adjective* with no leading between lines. ◊ **lead<sup>2</sup> verb**

**unlined paper** /,ʌnlaɪnd 'peɪpə/ *noun* paper with no lines printed on it

**unmarked** /ʌn'mɑ:kt/ *adjective* of a book, especially a second-hand book, with no marks on the pages caused by e.g. fingerprints or smudges

**unpaged** /ʌn'peɪdʒd/ *adjective* not marked with page numbers. Abbr **unp.**

**unpublishable** /ʌn'pʌblɪʃ(ə)bəl/ *adjective* not suitable for publishing by anybody

**unpublished** /ʌn'pʌblɪʃt/ *adjective* not having been published

**unseen** /ʌn'si:n/ *adjective* not having been seen ◊ *They bought 250 copies sight unseen.*

**unseriffed** /ʌn'serɪft/ *adjective* without serifs

**unsewn** /ʌn'səʊn/ *adjective* bound so that the pages are not sewn together but are cut and glued to the cover. ◊ **adhesive binding**

**unsharp masking** /ʌn,ʃɑ:p 'mɑ:skɪŋ/ *noun* a function available on a scanner to give increased definition to an unsharp original. Abbr **USM**. Also called **edge enhancement, peaking**

**unshift** /'ʌnʃɪft/ *verb* to move to lower case characters on a keyboard, i.e. to cancel a shift key operation

**unsold** /ʌn'səʊld/ *adjective* not sold ◊ *Unsold copies will be returned for credit.*

**unsolicited** /ʌnsə'ɪsɪtɪd/ *adjective* not having been asked for

**unsolicited manuscript** /ʌnsə'ɪsɪtɪd 'mænjʊskɪpt/ *noun* a manuscript which is sent to a publisher by the author, without the publisher having asked to see it

**unsolicited testimonial** /ʌnsə'ɪsɪtɪd ,testɪ'məʊniəl/ *noun* a letter praising a person or a product which was written without being asked

**untitled** /ʌn'taɪt(ə)ld/ *adjective* without a title

**untranslated** /,ʌntræns'leɪtɪd/ *adjective* in its original language as opposed to being translated

**untrimmed** /ʌn'trɪmd/ *adjective* in which the pages have not been trimmed

**untrimmed size** /ʌn'trɪmd saɪz/ *noun* the size of a piece of paper or printed page which has not been trimmed

**unwinding stand** /ʌn'waɪndɪŋ stænd/ *noun* a stand holding a web of paper which is to be passed through another process such as supercalendering

**unwritten agreement** /ʌn,rɪt(ə)n ə 'gri:mənt/ *noun* an agreement which has been reached in speaking, such as in a telephone conversation, but has not been written down

**up** /ʌp/ *adjective* possessing up-to-date or accurate information

**-up** /ʌp/ *suffix* referring to the number of plates printed at one time on one side of a sheet

**UPC** *noun* an American barcode system used on packaging and book covers. Full form **universal product code**

**update** *noun* /'ʌpdet/ a news item which has the latest information on a topic already covered ■ *verb* /ʌp'det/ to change information so that it is up to date and accurate

**up front** /,ʌp 'frʌnt/ *adverb* in advance

**upper and lower case** /,ʌpə ən 'ləʊə keɪs/ *noun* a style of printing where the first letter of each word is a capital, and all the others are small ○ *He corrected the word 'coMputer', replacing the upper case M with a lower case letter.* Abbr **u.&l.c.**

**upper case** /,ʌpə 'keɪs/ *noun* capital letters and other symbols on a typewriter or keyboard, which are accessed by pressing the shift key ○ *The headline is printed in upper and lower case (u & lc).* Abbr **uc**

COMMENT: To instruct upper case, the editor underlines the text with three lines.

The term 'upper case' comes from the case in which metal type was kept in front of the compositor. The case was divided into many little compartments, the top half being for capitals and the bottom part for small letters.

**up stroke** /'ʌp strəʊk/ *noun* a line made by moving the pen up the piece of paper

**up to date** /,ʌp tə 'deɪt/ *adjective* containing the latest known data

**URL** *abbreviation* Uniform Resource Locator

**usage** /'ju:zɪdʒ/ *noun* the generally accepted way that words are used, which may not necessarily be grammatically correct

**Usenet** /'ju:z,net/ *noun* a very large online bulletin board concerned with the news

**user** /'ju:zə/ *noun* a person who uses something

**user-friendly** /,ju:zə 'frendli/ *adjective* relating to language or software that makes interaction with a computer easy

**user's guide** /'ju:zəz gaɪd/, **user's handbook** /'hændbʊk/ *noun* a book showing how to use something

**user's manual** /'ju:zəz ,mænʃʊəl/ *noun* a booklet showing how a device or system should be used

**USM** *abbreviation* unsharp masking

**UV varnish** /,ju: 'vi: ,vɑ:nɪʃ/ *noun* a coating applied to book covers to make them shiny and more durable, which can be dried on the machine under UV light (NOTE: UV varnishing is cheaper than lamination, but does not have as glossy a finish.)

**UV varnishing** /,ju: 'vi: ,vɑ:nɪʃɪŋ/ *noun* the process of coating a cover with UV varnish



# V

**vacuum** /'vækju:m/ *noun* a space from which all air or gas has been emptied

**vacuum forming** /'vækju:m ,fɔ:mɪŋ/ *noun* plastic moulding used in packaging, as in making boxes for kits or display

**vacuum frame** /'vækju:m freɪm/ *noun* a frame from which the air can be extracted to make a vacuum, so that the film and the plate are tight together, without any buckling of the film

**vacuum pad** /'vækju:m pæd/ *plural noun* a suction cap which is used to lift a sheet of paper

**valuation** /,vælju'eɪf(ə)n/ *noun* the process of calculating how much something is worth □ **to buy a bookshop with stock at valuation** to pay for the stock the same amount as its value as estimated by a valuer

**value** /'vælju:/ *noun* the amount that something is worth either in money or quantity ■ *verb* to estimate how much money something is worth

**value added tax** /,vælju: 'ædɪd ,tæks/ *noun* a tax on goods and services purchased which the seller must then pay to the government. Abbr **VAT**

**value publishing** /'vælju: ,pʌblɪʃɪŋ/ *noun* *US* the publishing of high-quality bargain books

**valuer** /'væljuə/ *noun* a person who estimates how much money something is worth

**vandyke, Van Dyke** *US* a trade name for a type of photographic proof made from film printed onto special paper. ♦ **blue, diazo paper, ozalid**

**vanity publisher** /'væntɪ ,pʌblɪʃə/ *noun* a publishing house that publishes an author's work in return for payment from the author. Vanity publishers do not typically market or distribute their publications.

**vanity publishing** /'væntɪ ,pʌblɪʃɪŋ/ *noun* the publishing of books which are paid for by their authors

**variable** /'veəriəb(ə)l/ *adjective* not always the same ○ *Text was typed with variable spacing between the words.*

**variable costs** /,veəriəb(ə)l 'kɒsts/ *plural noun* production costs which increase with the quantity of the product made, e.g. wages and raw materials

**variable spacing** /'veəriəb(ə)l ,speɪsɪŋ/ *noun* spacing between words which can change, used in justifying lines

**variorum** /,veəri'ɔ:rəm/ *adjective* 1. having commentary or notes written by various editors or scholars 2. containing different versions or readings of a text ■ *noun* an edition of a text with commentary or notes written by various editors or scholars, or with different versions or readings

**varnish** /'vɑ:nɪʃ/ *noun* a shiny coating applied to book covers or jackets to make them more durable, similar in appearance to lamination, but cheaper ■ *verb* to coat a book cover with varnish

**varnishing machine** /'vɑ:nɪʃɪŋ mə ,ʃi:n/ *noun* a machine which applies varnish to book covers

**vat** /væt/ *noun* a large container for liquid **VAT** /,vi: eɪ 'tɪ:, væt/ *abbreviation* value added tax

COMMENT: In the UK books and newspapers are not exempt from VAT; VAT is levied on them at 0%, that is, they are 'zero-rated'. This is important for publishers, since it keeps the price to the customer low, and encourages the buying of books. It has another advantage in that a publisher (like any other trader) can claim back from the Customs and Excise Department any VAT which he has spent which is more than the VAT he has charged on his sales. Since books have 0% VAT charged on them, a publisher can claim

back all VAT which he spends on purchasing stationery, equipment, typesetting, etc. Finished books are charged at 0% VAT by the printer; if typesetting is done by the printer, it is included on the invoice at 0% VAT, since it is part of the finished book; if typesetting is done separately, then VAT is charged on it by the typesetter at the normal rate (and can eventually be claimed back by the publisher).

**VAT declaration** /'væt deklə'reɪʃ(ə)n/ *noun* a statement declaring VAT income to the VAT office

**VAT inspector** /'væt ɪn'spektə/ *noun* a government official who examines VAT returns and checks that VAT is being paid

**VAT invoice** /'væt ɪnvɔɪs/ *noun* an invoice which shows VAT separately

**VAT invoicing** /'væt ɪnvɔɪsɪŋ/ *noun* the sending of invoices including VAT

**vat machine** /'væt mə'ʃiːn/ *noun* a type of machine used in the paper industry for making board

**vatman** /'væt mæn/ *noun* an employee who makes handmade paper

**VATman** /'væt mæn/ *noun* a VAT inspector

**VAT office** /'væt ɒfɪs/ *noun* a government office dealing with the collection of VAT in an area

**vat paper** /'væt ˌpeɪpə/ *noun* paper made in a vat machine

**VCR** *abbreviation* video cassette recorder

**VDT** *abbreviation* video display terminal

**VDU** *abbreviation* visual display unit

**vector** /'vektə/ *noun* a coordinate that consists of a magnitude and direction

**vector font** /'vektə fɒnt/ *noun* the shape of characters within a font that are drawn using vector graphics, allowing the characters to be scaled to almost any size without changing the quality. Compare **bitmapped font**

**vector graphics** /'vektə ˌgræfɪks/

**vector image** /'vektə ɪ'mɪdʒ/

**vector scan** /'vektə skæn/ *noun* a computer drawing system that uses line length and direction from an origin to plot lines and so build up an image rather than a description of each pixel, as in a bit map ○ *A vector image can be easily and accurately resized with no loss of detail.*

**vehicle** /'viːɪk(ə)l/ *noun* the liquid part of printing ink, which carries the pigment

**vellum** /'veləm/ *noun* smooth, fine parchment or paper made from polished calf, sheep or goat skin

**venture** /'ventʃə/ *noun* a business or commercial deal which involves a risk

**venture capital** /,ventʃə 'kæpɪt(ə)l/ *noun* capital for investment which may easily be lost in risky projects, but can also provide high returns. Also called **risk capital**

**verbal permission** /,vɜːb(ə)l pə 'mɪʃ(ə)n/ *noun* the act of telling somebody that they are allowed to do something

**verification** /,verɪfɪ'keɪʃ(ə)n/ *noun* the act of checking that something is true and accurate

**verify** /'verɪfaɪ/ *verb* to check that something is true and accurate

**version** /'vɜːʃ(ə)n/ *noun* a copy or form of something that is slightly different from the original

**verso** /'vɜːsəʊ/ *noun* the left-hand page of a book, usually given an even number

**vertical** /'vɜːtɪk(ə)l/ *adjective* upright, forming an angle of 90° to the ground

**vertical alignment** /'vɜːtɪk(ə)l ə ˌlaɪnmənt/ *noun* the spacing of matter so that the items are correctly placed above each other on the page

**vertical axis** /,hɔːrɪzənt(ə)l 'æksɪs/ *noun* reference lines used for vertical coordinates on a graph

**vertical communication** /,vɜːtɪk(ə)l kə,mjuːnɪ'keɪʃ(ə)n/ *noun* communication between senior managers via the middle management to the workers

**vertical dimension** /'vɜːtɪk(ə)l daɪ ˌmenʃən/ *noun* the depth of a page from head to foot (NOTE: When giving dimensions of a book in Britain the vertical dimension is always given first: this book is 198 x 129mm; if it were landscape format it would be 129 x 198mm.)

**vertical integration** /,vɜːtɪk(ə)l ɪn'tɪ 'greɪʃ(ə)n/ *noun* the joining together of two businesses which deal with different stages in the production or sale of a product, as when a publisher buys a bookseller, or a printer buys a typesetter

**vertical jobbing press** /,vɜːtɪk(ə)l 'dʒɒbɪŋ ˌpres/ *noun* a small letterpress machine printing flat formes which move vertically and not horizontally

**vertical justification** /,vɜːtɪk(ə)l ˌdʒʌstɪfɪ'keɪʃ(ə)n/ *noun* adjustment of the spacing between lines of text to fit a section of text or column into a page

**vertically** /'vɜːtɪk(ə)li/ *adverb* from top to bottom or going up and down at right

angles to the horizontal ○ *The page has been justified vertically.*

**vertical scrolling** /,vɜ:tɪk(ə)l 'skrɔʊlɪŋ/ *noun* the act of moving text up or down a computer screen a line at a time

**vertical tab** /,vɜ:tɪk(ə)l 'tæb/ *noun* the number of lines that should be skipped before printing starts again

**vide** /'vɪdi/ *verb* used in cross-references (NOTE: From the Latin word meaning 'see'.)

**vide infra** /,vaɪdi 'ɪnfɹə/ *phrase* a Latin phrase meaning 'see below', used in cross references

**video** /'vɪdiəʊ/ *noun* a recording on video tape

**videobook** /'vɪdiəʊbʊk/ *noun* an educational video that can be downloaded from a website as part of a training course

**video cassette** /'vɪdiəʊ kə,seɪt/ *noun* a container for video recording tape which enables it to be played back by a VCR

**video cassette recorder** /,vɪdiəʊ kə'set rɪ,kɑ:də/ *noun* a machine which will record and play back television pictures. Abbr **VCR**

**videodisc** /'vɪdiəʊdɪsk/ *noun* a read-only optical disk used to store large amounts of data and pictures

**video display** /'vɪdiəʊ dɪ,spleɪ/ *noun* a device that can display text or graphical information

**video monitor** /'vɪdiəʊ ,mɒnɪtə/ *noun* a device able to display signals from a TV camera, which are then recorded onto video tape

**video player** /'vɪdiəʊ ,pleɪə/ *noun* a device that can play back video recordings but cannot record

**video recorder** /'vɪdiəʊ rɪ,kɑ:də/ *noun* a device for recording TV images and sound onto video tape

**video tape** /'vɪdiəʊ teɪp/ *noun* magnetic tape which can be used to record pictures and play them back on a television set

**video terminal** /'vɪdiəʊ ,tɜ:mɪn(ə)l/ *noun* a keyboard with a monitor

**videotext** /'vɪdiəʊteksɪt/ *noun* a communications service linked to an adapted television receiver or video display terminal by telephone or cable television lines to allow access to pages of information. Systems can be one-way, allowing only for the display of selected information, or online or interactive, allowing for two-way communication.

COMMENT: This covers information transmitted either by TV signals (teletext) or by signals sent down telephone lines (Viewdata).

**vide supra** /,vaɪdi 'su:prə/ *phrase* a Latin phrase meaning 'see above', used in cross references

**view** /vju:/ *noun* an opinion about something ○ *I hold the view that every school should have a library.* □ **to print 8 pages to view** to print 8 pages at a time on each side of the sheet of paper

**Viewdata** /'vju:deɪtə/ a trade name for a videotext system

COMMENT: The user calls up the page of information required, using the telephone and a modem, as opposed to teletext, where the pages of information are repeated one after the other automatically.

**viewer** /'vju:ə/ *noun* **1.** a person who looks at something **2.** an apparatus with a light box for looking at photographic slides

**vignette** /vɪn'jet/ *noun* **1.** a very small illustration, used e.g. to decorate a title page, a bibliographical page or the last page of a book **2.** a halftone illustration which fades into the background at the edges (NOTE: Another US term is **fade-out halftone**.)

**vinyl foils** /'vaɪn(ə)l fɔɪlz/ *plural noun* foils for blocking plastic covers

**viral design** /'vaɪrəl dɪ,záɪn/ *noun* the design of a message that encourages recipients to forward the message on to others

**viral marketing** /'vaɪrəl ,mɑ:kɪtɪŋ/ *noun* marketing by word of mouth or by spreading advertising messages on the Internet

**virgin paper** /'vɜ:dʒɪn ,peɪpə/ *noun* paper which has been made from fresh wood or cotton pulp and not from old paper. Compare **recycled paper**

**virgule** /'vɜ:gju:l/ *noun* an oblique stroke or solidus (the printing sign: /)

**virtual learning environment** /,vɜ:tʃʊəl 'lɜ:nɪŋ ɪn,váɪrənmənt/ *noun* a website which helps students to learn, e.g. by hosting course materials, quizzes, discussion pages etc. Abbr **VLE**

**virus** /'vaɪrəs/ *noun* an infection in a computer system which can damage the software systems and the data

**viscosity** /vɪ'skɒsɪti/ *noun* the degree of fluidity of ink, glue or varnish

**viscous** /'vɪskəs/ *adjective* liquid, but which does not run freely

**visible imports** /,vɪzɪb(ə)l 'ɪmpɔ:ts/ *plural noun* real goods which are imported

**visual** /'vɪʒʊəl/ *adjective* to do with being seen, or possible to see ■ *noun* **1.** a rough sketch ○ *The designer has sent in some visuals for the covers.* **2.** finished artwork, graphics, photographs or illustrations, used as part of a printed output (NOTE: The US term is **comprehensive layout**.)

**visual display unit** /,vɪʒʊəl dɪ'spleɪ ,ju:nɪt/, **visual display terminal** *noun* a device used with a computer and a keyboard to display words and graphics on a screen. Abbr **VDU, VDT**

**visual space** /'vɪʒʊəl speɪs/ *noun* leading between lines of text

**viz** /vɪz/ *abbreviation* an abbreviation of the Latin word 'videlicet' meaning 'namely', used to give an example

**VLE** *abbreviation* virtual learning environment

**vocabulary** /vəʊ'kæbjʊləri/ *noun* the number of words in a particular language or related to a specific subject ○ *The vocabulary of information handling is very specialised.*

**vocational qualification** /vəʊ ,keɪf(ə)nəl ,kwɒlɪfɪ'keɪf(ə)n/ *noun* a certificate which states that somebody has the training or skills needed to do a particular job

**vocational training** /vəʊ,keɪf(ə)nəl 'treɪnɪŋ/ *noun* courses which teach people the skills for specific jobs or professions

**void** /vɔɪd/ *adjective* not legally valid ○ *null and void* ■ *verb* □ **to void a contract** to make a contract invalid

**void hickey** /,vɔɪd 'hɪki/ *noun* a hickey in the form of a white spot on print

**volume** /'vɒljʊ:m/ *noun* **1.** a book, especially a large one **2.** one of a series in a set of books or journals **3.** the loudness of the noise produced by something

**volume discount** /'vɒljʊ:m ,dɪskaʊnt/ *noun* a discount given to a customer who buys a large quantity of goods

**volume factor** /'vɒljʊ:m ,fæktə/, **volume number** *noun* the thickness of paper shown as the millimetre thickness of 100 sheets of 100gsm paper

**volume of output** /,vɒljʊ:m əv 'aʊtpʊt/ *noun* the number of items produced

**volume of sales** /,vɒljʊ:m əv 'seɪlz/ *noun* the number of items sold. Also called **sales volume**

**volume rights** /'vɒljʊ:m raɪts/ *plural noun* the right to publish a text as a book during its term of copyright, either in the original edition or in cheap paperback versions, or by licensing the right to publish it to another publisher

**VORTAL** /'vɔ:təl/ *noun* a portal website that contains information for just one particular industry or interest group

**voucher copy** /'vaʊtʃə ,kɒpi/ *noun* a free copy of a periodical given to an advertiser, or of a book given to a person who has worked on it

**voucher proof** /'vaʊtʃə pru:f/ *noun* a proof sent by the printer for information only, not for correction

# W

**W3C** /ˌdʌb(ə)l juː θriː 'siː/ *noun* a consortium of organisations, programmers, developers, industry executives and users which seeks to guide the future development of the World Wide Web and ensure that all web technologies are compatible with one another. Full form **World Wide Web Consortium**

**waive** /weɪv/ *verb* to decide not to enforce a regulation

**waiver** /'weɪvə/ *noun* permission to do something although it is not in accordance with the regulations

**waiver clause** /'weɪvə kləʊz/ *noun* a clause in a contract giving the conditions under which the rights in the contract can be given up

**wall chart** /'wɔːl tʃɑːt/, **wall map** *noun* a chart or map which is made to hang up or to be pinned up on a wall

**WAN** /wæn/ *abbreviation* Wide Area Network

**want ads** /'wɒnt ædz/ *plural noun* advertisements listed in a newspaper under special headings, such as 'Property for sale' or 'Jobs wanted'

**WAP** /wæp/ *abbreviation* a standard protocol for the transmission of electronic data between hand-held narrowband devices such as mobile phones and pagers and other sources of digital information such as the Internet. Full form **wireless application protocol**

**warehouse** /'weəhaʊs/ *noun* a large building where goods are stored ■ *verb* to store goods in a warehouse

**warehouse capacity** /'weəhaʊs kəˌpæsɪti/ *noun* space available in a warehouse

**warehouseman** /'weəhaʊsmən/ *noun* a person who works in a warehouse

**warehousing** /'weəhaʊzɪŋ/ *noun* the act of storing goods in a warehouse ○ *Warehousing costs are rising rapidly.*

**warp** /wɔːp/ *verb* to bend or curve because of damp conditions

**warpage, warping** *noun* the process of becoming bent or curved

**warranty** /'wɒrənti/ *noun* a written guarantee given by a company against faulty goods or workmanship

**wash-up** /'wɒʃ ʌp/ *noun* the cleaning of a printing press after use

**wastage** /'weɪstɪdʒ/ *noun* the amount lost by being wasted ○ *Allow 10% extra material for wastage.*

**waste** /weɪst/ *noun* rubbish or things that are not used ■ *adjective* not used

**waste paper** /'weɪst ˌpeɪpə/ *noun* paper which is not used, and which can be collected for recycling

**waste sheet** /'weɪst ʃiːt/ *noun* a sheet of paper in the endpapers, which is kept to protect the other sheets during binding and is then cut out

**water-immersion test** /'wɔːtə ɪˌmɜːʃ(ə)n ˌtest/ *noun* a test to show how effective size is on paper

**waterleaf** /'wɔːtəliːf/ *noun* freshly-made paper which has not been sized

**watermark** /'wɔːtəmə:k/ *noun* a distinctive mark impressed into the fabric of paper when it is made, which can be seen by holding the paper to the light ■ *verb* to put a watermark in paper

COMMENT: Watermarks are most often used in banknote paper, but they also appear in handmade paper and other fine papers. They are a useful way of dating old documents or antiquarian books.

**waterproof** /'wɔːtəpruːf/ *adjective* not allowing water to pass through ○ *Plastic book jackets are waterproof.*

**water-soluble ink** /'wɔ:tə ,sɒljʊb(ə)l ,ɪŋk/ *noun* ink that can dissolve in water

**.wav suffix** a file extension for a sound file. Full form **waveform**

**wavy line** /'weɪvi laɪn/ *noun* a line which goes up and down regularly ○ *to instruct bold face, underline the word or words with a wavy line*

**wavy paper** /'weɪvi ,peɪpə/ *noun* paper which crinkles at the edges, because of irregular damping

**wax engraving** /'wæks ɪn,ɡreɪvɪŋ/ *noun* a method of electrotyping for maps and charts, using engraved wax as a mould

**wax paper** /'wæks ,peɪpəl/, **waxed paper** *noun* paper made from chemical pulp, coated with a layer of wax to make it more or less waterproof and used as wrapping paper

**WCT** *abbreviation* WIPO Copyright Treaty

**wear** /weə/ *noun* □ **fair wear and tear** acceptable damage caused by normal use ○ *The insurance policy covers most damage but not fair wear and tear to the machine.*

**web** /web/ *noun* • **World Wide Web**

**web break** /'web breɪk/ *noun* a split or tear in the paper as it is running through a web-fed press

**web break detector** /'web breɪk dɪ ,tektə/ *noun* a device which senses if the web of paper breaks and stops the machine running

**web browser** /'web ,braʊzə/ *noun* a single file stored on a web server which contains formatted text, graphics and hypertext links to other pages on the Internet. A webpage is created using HTML codes and is viewed with a browser.

**webcasting** /'webkɑ:stɪŋ/ *noun* the use of the World Wide Web as a medium for broadcasting information

**web content management** /'web ,kɒntent ,mæɪnɪdʒmənt/ *noun* formal organisation of the content on a company's website, including updating, branding, editorial access, formatting and supporting software considerations

**web crawler** /'web ,kro:lə/ *noun* a program used to search through pages on the World Wide Web for documents containing a specific word, phrase or topic

**web-enable** /'web ɪ,neɪb(ə)l/ *verb* to make an electronic device or a software application capable of accessing the Internet

'The Sharing Wycombe's Old Photographs scheme or SWOP has been awarded a heritage Lottery Grant of £50 000 to digitise and web-enable the prints.' [UK NewsQuest]

**web-fed** /'web fed/ *adjective* taking paper from rolls

**web-fed press** /'web fed ,pres/ *noun* a press which prints on paper from a reel. Compare **sheet-fed press**

**web folio** /'web ,fəʊliəʊ/ *noun* a collection of webpages with an underlying defining theme, e.g. the pages of an electronic book or the electronic images of an artist's portfolio

**web form** /'web fɔ:m/ *noun* an electronic document similar to a printed form, which can be used to collect information from a visitor to a website. When the form has been filled in the form, it is usually returned to the owner of the website by e-mail.

**web gain** /'web geɪn/ *noun* stretching of the paper as it is running through a web-fed press

**webliography** /,webli'ɒgrəfi/ *noun* 1. a list of documents available on the World Wide Web 2. a list or catalogue of all the web-based material relating to a specific subject

**weblish** /'weblɪʃ/ *noun* the form of English used globally online, with characteristic features such as the omission of apostrophes and capital letters, the use of abbreviations and the rapid absorption of new words

**weblog** /'weblɒg/ *noun* a frequently updated personal journal chronicling links at a website, intended for public viewing

**web marketing** /'web ,mɑ:kɪtɪŋ/ *noun* marketing that uses websites to advertise products and services and to reach potential customers

**webmaster** /'webmɑ:stə/ *noun* somebody who creates, organises or updates information on a website

**web offset printing** /'web ,ɒfset ,prɪntɪŋ/ *noun* offset printing using paper from a large roll

**webpage** /'webpeɪdʒ/ *noun* a computer file, encoded in HTML and containing text, graphics files and sound files, that is accessible through the World Wide Web

**web paper** /'web ,peɪpəl/ *noun* paper supplied in large rolls

**web perfector** /'web pə'fektə/ *noun* a web machine which prints both sides of the web at the same time

**web press** /'web pres/, **web machine** *noun* a printing machine which uses rolls of paper

**web server** /'web ,sɜ:və/ *noun* a program that serves up webpages when requested by a client, e.g. a web browser

**website** /'websaɪt/ *noun* a computer program that runs a web server providing access to a group of related webpages

**wedge serif** /'wedʒ ,serɪf/ *noun* a serif with a straight slope

**weekly** /'wi:kli/ *noun* a publication that is produced every week ■ *adjective* happening regularly once a week

**weigh** /wei/ *verb* **1.** to measure how heavy something is ○ *He weighed the packet at the post office.* **2.** to have a particular weight ○ *The paper weighs 70gsm.*

**weight** /weɪt/ *noun* **1.** a measurement of how heavy something is **2.** a heavy object, often decorative, used to stop papers from falling or being blown away

COMMENT: Paper weight is usually calculated in gsm, and varies from about 30gsm (Bible paper) to about 150gsm (heavy cartridge). Board for paper covers is also calculated in gsm: a common cover weight is 240gsm. In the USA, paper weight is calculated in pounds per 500 sheets. Note that a heavy paper is not necessarily bulkier (thicker) than a lightweight paper.

**weight limit** /'weɪt ,lɪmɪt/ *noun* the maximum weight of something

**wet beaten stuff** /,wet ,bi:t(ə)n 'stʌf/ *noun* a beaten pulp at the wet end of a papermaking machine

**wet carbon process** /,wet 'kɑ:bən ,prəʊses/ *noun* the colour correction process used in gravure, involving three-colour carbon tissues

**wet end** /'wet end/ *noun* the part of a papermaking machine where the wet pulp passes onto the wire mesh

**wet expansion** /'wet ɪk'spænʃən/ *noun* a measurement of the increase in length of a piece of paper when it is put in water

**wet felt** /'wet felt/ *noun* felt that has absorbed water, used as the base on which the paper moves through a papermaking machine

**wet flong** /'wet flɒŋ/ *noun* a flong made of alternate layers of tissue paper and blotting paper pasted together and used wet

**wet-on-wet printing** /,wet ɒn 'wet ,prɪntɪŋ/ *noun* a method of printing where one colour is printed on top of another before the first colour is dry

**wet plate** /'wet pleɪt/ *noun* a photographic negative or positive made by a collodion method

**wet proofing** /,wet 'pru:fɪŋ/ *noun* the act of taking proofs off plates, as opposed to plastic or dry proofs such as Cromalin

**wet stock** /'wet stɒk/ *noun* paper pulp before it is processed to make paper

**wet strength** /'wet streŋθ/ *noun* the strength of paper when wet

**wet strength paper** /'wet streŋθ ,peɪpə/ *noun* paper which remains strong even when wet, because of the addition of resin to the pulp

**wf** *abbreviation* wrong font

COMMENT: Marked by the reader in the margin, while the incorrect character is circled (now it is more usual to put a cross in a circle in the margin).

**what you see is what you get** *noun* full form of **WYSIWYG**

**whipstitching** /'wɪpstɪtʃɪŋ/ *noun* same as **overcasting**

**whirler** /'wɜ:lə/ *noun* a machine for evenly sensitising printing plates

**white line** /,waɪt 'laɪn/ *noun* a line space between two lines of printed text

**white out** /,waɪt 'aʊt/ *verb* **1.** to print a text as white lettering out of a black or coloured background ○ *The cover will use white-out lettering on a dark blue background.* **2.** to space out type matter **3.** to paint out part of the copy on artwork so that it does not reproduce

**white sale** /,waɪt 'seɪl/ *noun* *US* a sale of selected academic and very specialised books

**white space** /'waɪt speɪs/ *noun* the part of a printed page with no printing on it

**white water** /,waɪt 'wɔ:tə/ *noun* water which has drained out the paper pulp and which is strained to retrieve fibrous matter

**whole binding** /'həʊl ,baɪndɪŋ/ *noun* same as **full binding**

**whole bound book** /,həʊl baʊnd 'bʊk/ *noun* a book that has been completely covered in a binding material such as leather

**wholesale** /'həʊlseɪl/ *adjective* buying and selling goods in bulk to people who then sell them on in smaller quantities as retail goods □ **the wholesale trade** the

business of buying large quantities of merchandise from a manufacturer and selling it on to retail dealers

**wholesale bookseller** /'həʊlseɪl ,bʊksələ/, **wholesaler** /'həʊlseɪlə/ *noun* a bookseller who buys books from publishers in large quantities and sells them on to institutions, government purchasing organisations or retail bookshops, and does not sell to the public (NOTE: US English is **book jobber**.)

**wholesale dealer** /'həʊlseɪl ,di:lə/ *noun* a person who sells in bulk to retailers

**wholesale terms** /'həʊlseɪl tɜ:mz/ *plural noun* special terms offered by a publisher to a wholesaler, usually at least 50% discount

**Wickersham quoin** /'wɪkəʃəm kɔɪn/ *noun* a steel quoin which can be extended with a key

**Wide Area Network** /,waɪd ,eəriə 'netwɜ:k/ *noun* a network of terminals with links outside the local area by radio, satellite and cable. Abbr **WAN**

COMMENT: WANS use modems, radio and other long distance transmission methods; LANs use cables or optical fibre links

**wideband** /'waɪdbænd/ *noun* a transmission with a bandwidth greater than that of a voice channel

**widow** /'wɪdəʊ/ *noun* the last line of a paragraph printed by itself at the top of a page or column

**width** /wɪðθ/ *noun* □ **width of a character** the distance across a printed character which is not related to its weight, or the thickness of the strokes

**Wi-Fi** /'waɪ faɪ/ a certification trademark which assures that wireless Local Area Network products are compatible and can operate without interfering with each other

**wiki** /'wɪki/ *noun* a type of website which is designed to be edited or added to by its users

**WIMP** /wɪmp/ *noun* a description of an integrated software system that is entirely operated using windows, icons and a mouse-controlled pointer. Full form **windows, icons, mouse, pointer**

**window** /'wɪndəʊ/ *noun* **1.** a reserved section of a computer screen, with specific information, which can overwrite other sections on screen and can be selected at any time for editing or reference **2.** an opening in an envelope to show the address printed on the enclosed document

**window display** /'wɪndəʊ dɪspleɪ/ *noun* a display of goods in a shop window  
**window dresser** /'wɪndəʊ ,dresə/ *noun* a person who arranges a window display

**windowing** /'wɪndəʊɪŋ/ *noun* **1.** the action of setting up a window to show information on the screen **2.** the act of displaying or accessing information via a window

**WIP** *abbreviation* the value of goods being manufactured which are not complete at the end of an accounting period. Full form

**work in progress**

**wipe** /waɪp/ *noun* a printing defect where the ink blurs and forms lines at the edge of the type area

**wipe-on plate** /'waɪp ɒn plet/ *noun* a printing plate which is not presensitised but needs to have a light-sensitive coating wiped on by hand

**WIPO** /'waɪpəʊ/ *abbreviation* World Intellectual Property Organization

**WIPO Copyright Treaty** /,waɪpəʊ 'kɒprɪt ,tri:tɪ/ *noun* a set of guidelines regarding copyright protection on software and databases, as well as technology relating to copyright such as anti-copying measures on CDs. It was ratified in the EU and came into force in 2002. Abbr **WCT**

**WIPO Performances and Phonograms Treaty** *noun* a set of guidelines regarding copyright of intellectual property in relation to advances in technology in recent years. It was ratified in the EU and came into force in 2002. Abbr **WPPT**

**wire** /'waɪə/ *noun* **1.** a thin thread of metal **2.** a small metal staple, used for binding

**wire binding** /'waɪə ,baɪndɪŋ/ *noun* a method of binding the pages of a book with a wire which runs through holes in the margins of the pages

**wire-bound** /'waɪə baʊnd/, **wire-stitched** *adjective* relating to a book where the pages are attached with wire, as opposed to sewn binding using thread

**wireless application protocol** /,waɪələs ,æplɪ'keɪʃ(ə)n ,prəʊtəkɒl/ *noun* full form of **WAP**

**wireless local area network** /,waɪələs ,ləʊk(ə)l ,eəriə 'netwɜ:k/ *noun* full form of **WLAN**

**wireless markup language** /,waɪələs 'mɑ:kɪp ,læŋgwidʒ/ *noun* a standardised system for tagging text files, based on XML, which specifies the inter-



faces of narrowband wireless devices.  
Abbr **WML**

**Wire-O Binding** /'waɪər əʊ ,baɪndɪŋ/ a trade name for a method of binding using a spiral wire running through holes in the margin of the pages of a loose-leaf book

**wire-sewn** /'waɪə səʊn/ *adjective* relating to a method of binding where the signatures are attached with wire staples

**wire side** /'waɪə saɪd/ *noun* the side of a piece of paper which lies on the wire mesh when it is being made, and sometimes has the marks of the mesh on it

**wire stabbing** /'waɪə ,stæbɪŋ/ *noun* a method of binding very thick books, where metal staples are passed through the edge of folded sheets from front to back

**wire stitching** /'waɪə ,stɪtʃɪŋ/ *noun* a method of attaching the sections of a book by metal staples

**withdraw** /wɪð'drɔː/ *verb* to remove something ○ *They were told to withdraw some of the old books from the library.*

**without prejudice** /wɪð,əʊt 'predʒʊdɪs/ *adjective* words written on a letter to indicate that the writer is not legally bound to do what he or she offers to do in the letter

**WLAN** *abbreviation* a local area network that uses high-frequency radio signals to connect with computers within its range without the need for cables. Full form **wireless local area network**

**WML** /,dʌb(ə)l juː em 'el/ *abbreviation* COMPUT wireless markup language

**women's magazine** /'wɪmɪnz məɡə ,zɪːn/ *noun* a magazine aimed at the women's market

**wood block** /'wʊd blɒk/ *noun* a block of hard wood, cut to make an illustration

**woodcut** /'wʊdkʌt/ *noun* an illustration made by printing from a block of hard wood, where the design is cut into the wood along the grain, making a less delicate design than a wood engraving

**wood engraving** /'wʊd ɪn,ɡreɪvɪŋ/ *noun* an illustration made by printing from a block of wood, where the design is cut into the end grain of the wood, against the grain, making the design sharper and more durable than a woodcut

**woodfree paper** /'wʊdfriː ,peɪpə/ *noun* paper which is made from chemical pulp, and not from mechanical woodpulp (NOTE: In spite of its name, it is still made from wood.)

**wood furniture** /'wʊd ,fɜːnɪtʃə/ *noun* pieces of wood used to fill spaces in a forme

**wood letters** /'wʊd ,letəz/, **wood type** *noun* very large letters cut in hard wood, used for posters

**woodpulp** /'wʊdɒlp/ *noun* material made from crushed wood mixed with water, used to make paper

COMMENT: Woodpulp is either crushed from small pieces of wood by machine (mechanical pulp) or dissolved using chemicals (chemical pulp).

**word** /wɜːd/ *noun* a separate item of language, which is used with others to form speech or writing that can be understood

**wordage** /'wɜːdɪdʒ/ *noun* the number of words in a text, used often as a method of payment for work such as keyboarding or translation

**word break** /'wɜːd breɪk/ *noun* the point where a long word can be divided by a hyphen at the end of a line

**word count** /'wɜːd kaʊnt/ *noun* the process of counting the number of words in a text ○ *The word-processing program has a word count facility.*

**word division** /'wɜːd dɪ,vɪʒ(ə)n/ *noun* a way of splitting words at the ends of lines, by inserting a hyphen

**wording** /'wɜːdɪŋ/ *noun* a series of words ○ *Did you read the wording on the contract?*

**word-process** /,wɜːd 'prəʊses/ *verb* to edit, store and manipulate text using a computer

**word processing** /,wɜːd 'prəʊsesɪŋ/ *noun* the creation, retrieval, modification, storage and printing of text using a computer or other electronic equipment. Also called **text processing**

**word-processing package** /'wɜːd ,prəʊsesɪŋ ,pækɪdʒ/ *noun* software on a program disk with an instruction manual, which enables word processing to be carried out

**word processor** /,wɜːd 'prəʊsesə/ *noun* a computer that will run a word-processing program, usually used to create text

**word space** /'wɜːd speɪs/ *noun* a white space left between two words in continuous text

**word spacing** /'wɜːd ,speɪsɪŋ/ *noun* spaces between words which are made

wider or narrower to fit the characters into a fully justified line

**words per minute** /ˌwɜːdʒ pɜː ˈmɪnɪt/ *noun* a method of measuring the speed of a printer or a keyboard. Abbr **WPM**

**word wrap** /ˈwɜːd ræp/ *noun* a system in word processing where the operator does not have to indicate the line endings, but can keyboard continuously, leaving the program to continue the text on the next line

**work** /wɜːk/ *noun* **1.** a published document **2.** the tasks involved in a job ■ *verb* to do things with the hands or brain, for money ○ *The factory is working hard to complete the order.* ○ *She works better now that she has been promoted.*

**work and tumble** /ˌwɜːk ən ˈtʌmb(ə)l/ *adverb* referring to a printing imposition where one side of the sheet of paper is printed, then the paper is turned upside down to print the other side from the same forme, changing the edge which is fed to the grippers

**work and turn** /ˌwɜːk ən ˈtɜːn/ *adverb* referring to a printing imposition where one side of the sheet of paper is printed, then the paper is turned over to print the other side

**work and twist** /ˌwɜːk ən ˈtwɪst/ *adverb* referring to a printing imposition where one side of the sheet of paper is printed, then the paper is turned over, twisted through 90° and printed on the other side, changing the edge which is fed to the grippers

**workbook** /ˈwɜːkbuːk/ *noun* a textbook with exercises and spaces for the answers to be written in

**working** /ˈwɜːkɪŋ/ *noun* a single pass through a printing machine which will complete the printing of a sheet

**working capital** /ˈwɜːkɪŋ ˌkæpɪt(ə)l/ *noun* money that is available immediately and not tied up in investments, property or equipment

**work in hand** /ˌwɜːk ɪn ˈhænd/ *noun* work which is in progress but not finished

**work in progress** /ˌwɜːk ɪn ˈprɒʊgrɛs/ *noun* **1.** the value of goods being manufactured which are not complete at the end of an accounting period **2.** full form of **WIP**

**workload** /ˈwɜːkləʊd/ *noun* the amount of work to be done in a stated time by a person or group ○ *He has difficulty in coping with his heavy workload.* ○ *My*

*workload has doubled since the senior editor left.*

**work of reference** /ˌwɜːk əv ˈref(ə)rəns/ *noun* an important and well-known reference book ○ *It is the standard work of reference on tropical diseases.*

**work permit** /ˈwɜːk ˌpɜːmɪt/ *noun* an official document which allows somebody who is not a citizen to work in a country

**workspace** /ˈwɜːkspeɪs/ *noun* memory space available on a computer for temporary work

**work station** /ˈwɜːk ˌsteɪʃ(ə)n/ *noun* a desk with a computer, keyboard and sometimes a printer

**workup** /ˈwɜːkʌp/ *noun* a black mark on a printed sheet caused by a piece of lead which has moved and caught the ink

**world rights** /ˌwɜːld ˈraɪts/ *plural noun* the right to sell copies of a book anywhere in the world

**World Wide Web** /ˌwɜːld ˌwaɪd ˈweb/ *noun* a hypertext representation of the Internet, a collection of the millions of websites and webpages which together form the part of the Internet that is most often seen by users. Abbr **www**

COMMENT: Each website on the World Wide Web is a collection of webpages, and each webpage contains text, graphics and links to other websites. Each page is created using the HTML language and is viewed by a user with a web browser. To navigate between webpages and websites is called surfing, which requires a computer with a link to the Internet and a web browser to view the webpages stored on the remote web servers.

**WORM** /wɜːm/ *noun* an optical disk storage system that allows the user to write data to the disk once, but the user can then read the data from the disk many times. Full form **write once read many times memory**

**wove** /wəʊv/ *noun* paper with an antique finish, which does not show laid lines but shows the marks of the mesh on the dandy roll. Compare **laid paper**

**WPM** *abbreviation* words per minute

**WPPT** *abbreviation* WIPO Performances and Phonograms Treaty

**wrap** /ræp/ *noun* a four-page section wrapped round a signature before binding and bound up with it ■ *verb* □ **to wrap round** to put a four page section round a signature before the book is bound ○ *There are sixteen pages of plates wrapped round sigs 2, 4, 5 and 6.*

**wraparound** /'ræpə,raʊnd/ *noun* a system in word processing where the writer does not have to put in line endings, because the end of each line is automatically marked by the program

**wraparound plates** /'ræpə,raʊnd pleɪts/ *plural noun* flexible plates wrapped round the steel cylinders on a rotary letterpress or in flexography

**wrapper** /'ræpə/ *noun* PUBL same as **dust jacket**

**wrapping** /'ræpəriŋ/ *noun* the process of putting paper covers on paperbacks

**wrapping** /'ræpiŋ/ *noun* the process of putting periodicals into plastic or paper envelopes for mailing

**wrapping paper** /'ræpiŋ ,peɪpə/ *noun* special coloured paper for wrapping presents

**wrappings** /'ræpiŋz/ *plural noun* papers used for wrapping

**wrapround** /'ræpraʊnd/ *noun* **1.** a four-page section of printed pages such as a set of plates, which is wrapped round a signature **2.** a cover which is wrapped round a book

**wrinkle** /'rɪŋkəl/ *noun* a small crease in paper caused by damp conditions which make the paper stretch

**write** /raɪt/ *verb* to use a pen, pencil or computer to produce letters, numbers and symbols on paper so that other people can read them

**write in** /,raɪt 'ɪn/ *verb* to add matter to a text

**write out** /,raɪt 'aʊt/ *verb* to write something in full ○ *She wrote out the minutes of the meeting from her notes.*

**writer** /'raɪtə/ *noun* a person whose job is to write books or articles for money

**writing** /'raɪtɪŋ/ *noun* something that has been written ○ *to put the agreement in writing* ○ *He has difficulty in reading my writing.*

**writing paper** /'raɪtɪŋ ,peɪpə/ *noun* good-quality paper used for writing letters

**written permission** /,rɪt(ə)n pə 'mɪʃ(ə)n/ *noun* a document which allows somebody to do something

**wrong font** /,rɒŋ 'fɒnt/ *noun* a correction mark to a printer to show that a character is in the wrong font. Abbr **wf**

**wrong-reading** /,rɒŋ 'ri:dɪŋ/ *adjective* relating to film or text which reads from right to left when viewed from the emulsion side, so that when printed it will be the right way round. Also called **flopped**, **reverse-reading**

**wrong-reading film** /,rɒŋ 'ri:dɪŋ/ *noun* film which reads in the wrong way, from right to left, when viewed from the emulsion side

**www** *abbreviation* World Wide Web

**WYSIWYG** /'wɪzi:wɪg/ *noun* a system in which the text and graphics on a computer screen are exactly the same as what will be printed out. Full form **what you see is what you get**

# XYZ

**xerographic** /,zɪərəʊ'græfɪk/ *adjective* relating to xerography

**xerographic copier** /,zɪərəʊgræfɪl 'kɒpiə/ *noun* a plain paper copier, where the image of the original is transferred to the copy paper by electrostatic means

**xerographic printer** /,zɪərəʊgræfɪk 'prɪntə/ *noun* a printer such as a photocopier where copies are made by electrostatic means, i.e. ink is attracted to charged areas of a picture

**xerography** /zɪə'rɒgrəfi/ *noun* a copying method that relies on powdered ink being attracted to charged areas of an image

**Xerox** /'zi:rɒks/ a trade name for a type of photocopier ■ *verb* to photocopy a paper or document ■ *noun* a photocopy made with a Xerox machine ○ *to send the other party a xerox of the contract* ○ *We have sent xeroxes to each of the agents.*

**XGA** /,eks dʒi: 'eɪ/ *noun* a standard for a PC colour video graphics adapter, developed by IBM, which has a resolution of 1,024 x 768 pixels with 256 colours on an interlaced display. Full form **extended graphics array**

**XGA-2** /,eks dʒi: eɪ 'tu:/ *noun* a form of XGA which provides a resolution of 1,024 x 768 pixels with 64,000 colours

**x height** /'eks haɪt/ *noun* the height of the main central part of a printed character such as the letter x, which does not have an ascender or descender

**x line** /'eks laɪn/ *noun* a line marking the top of the main part of a printed character such as the letter x

**XML** /,eks em 'el/ *noun* a programming language designed for web documents which allows for the creation of customised tags for individual information fields. Full form **Extensible Markup Language**

**X-Y** /,eks 'waɪ/ *noun* coordinates for drawing a graph, where X is the vertical and Y the horizontal value

**X-Y plotter** /,eks 'waɪ ,plɒtə/ *noun* a plotter which plots to supplied coordinates, by moving the pen in two planes while the paper remains stationary

**yankee machine** /'jæŋki mə,ʃi:n/ *noun* a papermaking machine which has a machine glazing cylinder

**yapp binding** /'jæp ,baɪndɪŋ/ *noun* binding with a material whose edges project over the trimmed pages, used often for Bibles

**year** /jɪə/ *noun* a period of twelve months

**yearbook** /'jɪəbʊk/ *noun* a book published once a year with details and information about a particular organisation or profession ○ *the education yearbook*

**year end** /,jɪə 'end/ *noun* the end of the financial year, when a company's accounts are prepared

**yellow** /'jeləʊ/ *noun* one of the three process colours (the others are cyan and magenta) ■ *verb (of paper)* to turn yellow when exposed to the light

'Only as I flicked through a childhood copy of *The Wind in the Willows* did horror strike. The book was disintegrating before my eyes. The once vivid, stiff cover was curling and fading... pages were yellowing and the paper so fragile you fear it would tear if you cast it a cross look. What on earth are these books made of? Are they the literary equivalent of the biodegradable coffin?' [*The Herald*]

**yellowing** /'jeləʊɪŋ/ *noun* the tendency of some paper to turn yellow when exposed to the light

**Yellow Pages** /,jeləʊ 'peɪdʒɪz/ *noun* a telephone directory printed on yellow paper, which is organised alphabetically

according to the trade or business of the subscribers

**yellow press** /'jeləʊ pres/ *noun* a popular name for tabloid sensational newspapers

**YMCK** /,waɪ em si: 'keɪ/ *adjective* full form **yellow-magenta-cyan-black** (NOTE: Normally written as CMYK.)

**young adult book** /,jʌŋ 'ædʌlt ,bʊk/ *noun* a book written for adults but considered suitable for adolescents

**zero-rated** /,ziərəʊ 'reɪtɪd/ *adjective* having a VAT rate of 0%

**zero-rating** /'ziərəʊ ,reɪtɪŋ/ *noun* the rating of an item at 0% VAT

**zinc etching** /'zɪŋk ,etʃɪŋ/ *noun* a block used to print illustrations with no tones such as line drawings

**zinc**, **zincograph** *noun* a letterpress line block made of zinc

**zine** /zi:n/ *noun* a self-published paper, Internet magazine or other periodical which is issued at irregular intervals and usually appeals to a specialist readership

**.zip** /zɪp/ *suffix* a file extension for a zip file

**zip-a-tone** /'zɪp ə ,təʊn/ *noun* a mechanical tint on self-adhesive film, used when preparing artwork

**zip file** /'zɪp faɪl/ *noun* a computer file with the extension '.zip' containing data that has been compressed for storage or transmission.

**zone** /zəʊn/ *noun* a region or part of a screen defined for specialised printing

**zoom** /zu:m/ *verb* to enlarge an area of text on a computer screen so that it is easier to work on

## **SUPPLEMENTS**

Proofreading Marks  
Copyright Law in the UK  
Copyright Resources on the Web  
UK Publishers  
Book Prizes and Awards  
International Book Fairs  
Greek Alphabet  
Common Diacritics  
Examples of Different Fonts  
Resources on the Web



# Proofreading Marks

Instruction	Textual mark	Margin mark
Insert (word or phrase)	a word missing <del> </del>	<del> </del> here
Insert (additional matter)	stuff <del> </del> Then insert	<del> </del> $\square$
Insert (space)	the space is <del> </del> missing	<del> </del> #
Delete	extra word <del>ed</del> here	<del>ed</del>
Delete and close up	proof <del> </del> reading	<del> </del>
Close up space	this type <del> </del> face	<del> </del>
Substitute character	proof <del> </del> reading	o
Substitute word	<del>wrong</del> word here	right
Set in capitals	<u>proofreading marks</u>	≡ ≡
Set in small caps	<u>proofreading marks</u>	= =
Set in lowercase	<u>PROOF</u> reading	<del>≡</del>
Set in italics	this should be <u>italic</u>	<i> </i>
Set in bold	this should be <b>bold</b>	<b> </b>
Change italic to roman	should not be <u>italic</u>	<del><i> </i></del>
Change bold to roman	should not be <b>bold</b>	<del><b> </b></del>
Set in superscript	E=mc <sup>2</sup> / <del> </del>	<sup>2</sup> / <del> </del>
Set in subscript	The formula is H <sub>2</sub> O/ <del> </del>	H <sub>2</sub> / <del> </del>
Insert full stop	end of a sentence <del> </del>	o
Insert comma	pause <del> </del> then carry on	o
Insert single quotes	should be in <del> </del> quotes	' '
Insert double quotes	should be in <del> </del> quotes	" "
Insert apostrophe	there's <del> </del> a mistake	'



## Proofreading Marks *continued*

Instruction	Textual mark	Margin mark
Start on new paragraph	end here. <u>Next paragraph starts</u>	└
Run on from previous paragraph	end here.) (Next paragraph starts	~
Take over	Proofreading can be done part-time <sup>E</sup>	└
Take back	<u>Proofreading can be done part-time</u>	└
Transpose words	in <u>wrong</u> the order	55
Transpose characters	this is w <u>rlg</u>	55
Wrong font	in the <u>wrong</u> font	⊗
Leave unchanged	<u>Don't change this</u>	⊙
No corrections on this page	[none]	/
Question / refer to editor	open since <u>1917</u>	?

words Over 8,000 and expressions from the ~~the~~ publishing and printing professions. └ α  
 4/9 Topics covered include editing, commissioning, ~ #  
 └ and contracts, rights, ~~desktop~~ publishing and desktop  
 g design, electronic publishing AND publishing ≠  
 ≡ 10 on the internet, typesetting, paper making, printing, c  
 ? gardening and binding 10

# Copyright Law in the UK

## **Copyright Act 1956**

set up copyright protection for all original literary, dramatic, musical or artistic works made in the UK under the control of the Government

## **Copyright, Designs And Patents Act 1988**

introduced the rights for the author of a work to be identified as such, and to not suffer harm to their reputation through mistreatment of their works

## **EU Directive 92/100 1992**

clarified intellectual property rights in relation to copying or distribution of a person's work

## **EU Directive 93/98 1993**

made copyright periods uniform throughout the EU, extending post-mortem copyright protection of a work from 50 to 70 years in the UK

## **Trademarks Act 1994**

made provision for registration of trademarks and sets out guidelines for what constitutes infringement

# Copyright Resources on the Web

## **UK Patent Office**

Information on copyrights, trademarks, patents and intellectual property.  
[www.patent.gov.uk](http://www.patent.gov.uk)

## **European Patent Office**

Information on copyright, trademarks, patents and intellectual property.  
[www.european-patent-office.org](http://www.european-patent-office.org)

## **Intellectual Property UK**

The Government site for the UK giving information on the law regarding IP.  
[www.intellectual-property.gov.uk](http://www.intellectual-property.gov.uk)

## **World Intellectual Property Organisation**

An international organisation dedicated to promoting the use and protection of intellectual property.  
[www.wipo.int](http://www.wipo.int)

## UK Publishers

AA Publishing  
[www.theaa.com/bookshop/](http://www.theaa.com/bookshop/)

ABC-Clio  
[www.abc-clio.com](http://www.abc-clio.com)

Absolute Press  
[www.absolutepress.co.uk](http://www.absolutepress.co.uk)

Ian Allan Publishing Ltd  
[www.ianallanpublishing.com](http://www.ianallanpublishing.com)

J. A. Allen  
[www.halebooks.com](http://www.halebooks.com)

Allison & Busby Ltd  
[www.allisonandbusby.com](http://www.allisonandbusby.com)

Andersen Press Ltd  
[www.andersenpress.co.uk](http://www.andersenpress.co.uk)

Anness Publishing  
[www.annesspublishing.com](http://www.annesspublishing.com)

Anova Books  
[www.chrysalisbooks.co.uk](http://www.chrysalisbooks.co.uk)

Anvil Press Poetry  
[www.anvilpresspoetry.com](http://www.anvilpresspoetry.com)

Appletree Press Ltd  
[www.appletree.ie](http://www.appletree.ie)

Arcadia Books Ltd  
[www.arcadiabooks.co.uk](http://www.arcadiabooks.co.uk)

Ashgate Publishing Ltd  
[www.ashgate.com](http://www.ashgate.com)

Aureus Publishing Ltd  
[www.aureus.co.uk](http://www.aureus.co.uk)

Aurum Press Ltd  
[www.aurumpress.co.uk](http://www.aurumpress.co.uk)

Duncan Baird Publishers  
[www.dbponline.co.uk](http://www.dbponline.co.uk)

Barefoot Books Ltd  
[www.barefootbooks.co.uk](http://www.barefootbooks.co.uk)

BBC Audiobooks Ltd  
[www.bbcaudiobooks.com](http://www.bbcaudiobooks.com)

BFI Publishing  
[www.bfi.org.uk](http://www.bfi.org.uk)

Black & White Publishing Ltd  
[www.blackandwhitepublishing.com](http://www.blackandwhitepublishing.com)

A & C Black Publishers Ltd  
[www.acblack.com](http://www.acblack.com)

Black Ace Books  
[www.blackacebooks.com](http://www.blackacebooks.com)

BlackAmber Books Ltd  
[www.blackamber.com](http://www.blackamber.com)

Blackstaff Press Ltd  
[www.blackstaffpress.com](http://www.blackstaffpress.com)

Blackwell Publishing Ltd  
[www.blackwellpublishing.com](http://www.blackwellpublishing.com)

Bloomsbury Publishing plc  
[www.bloomsbury.com](http://www.bloomsbury.com)

Marion Boyars Publishers Ltd  
[www.marionboyars.co.uk](http://www.marionboyars.co.uk)

Breedon Books Publishing Co. Ltd  
[www.breedonbooks.co.uk](http://www.breedonbooks.co.uk)

British Library Publications  
[www.bl.uk](http://www.bl.uk)

Cadogan Guides  
[www.cadoganguides.com](http://www.cadoganguides.com)

Calder Publications UK Ltd  
[www.calderpublications.com](http://www.calderpublications.com)

Cambridge University Press  
[www.cambridge.org](http://www.cambridge.org)

Canongate Books Ltd  
[www.canongate.net](http://www.canongate.net)

Carcanet Press Ltd  
[www.carcanet.co.uk](http://www.carcanet.co.uk)

Cavendish Publishing Ltd  
[www.cavendishpublishing.com](http://www.cavendishpublishing.com)

Chambers Harrap Publishers Ltd  
[www.chambersharrap.co.uk](http://www.chambersharrap.co.uk)

## UK Publishers *continued*

The Chicken House  
[www.doublecluck.com](http://www.doublecluck.com)

James Clarke & Co. Ltd  
[www.lutterworth.com/jamesclarke/](http://www.lutterworth.com/jamesclarke/)

Colourpoint Books  
[www.colourpoint.co.uk](http://www.colourpoint.co.uk)

Constable & Robinson Ltd  
[www.constablerobinson.com](http://www.constablerobinson.com)

Continuum Books  
[www.continuumbooks.com](http://www.continuumbooks.com)

The Crowood Press  
[www.crowood.com](http://www.crowood.com)

Dedalus Ltd  
[www.dedalusbooks.com](http://www.dedalusbooks.com)

Dorling Kindersley  
[www.dk.com](http://www.dk.com)

Gerald Duckworth & Co. Ltd  
[www.ducknet.co.uk](http://www.ducknet.co.uk)

Edinburgh University Press  
<http://www.eup.ed.ac.uk/>

Egmont Books  
[www.egmont.co.uk](http://www.egmont.co.uk)

Elliott & Thompson  
[www.elliottthompson.com](http://www.elliottthompson.com)

Elsevier Ltd  
[www.elsevier.com](http://www.elsevier.com)

Encyclopaedia Britannica UK Ltd  
[www.britannica.co.uk](http://www.britannica.co.uk)

Evans Brothers Ltd  
[www.evansbooks.co.uk](http://www.evansbooks.co.uk)

Faber & Faber Ltd  
[www.faber.co.uk](http://www.faber.co.uk)

Flame Tree Publishing  
[www.flametreepublishing.com](http://www.flametreepublishing.com)

Folens Publishers  
[www.folens.com](http://www.folens.com)

W. Foulsham & Co. Ltd  
[www.foulsham.com](http://www.foulsham.com)

David Fulton Publishers Ltd  
[www.fultonpublishers.co.uk](http://www.fultonpublishers.co.uk)

The Gallery Press  
[www.gallerypress.com](http://www.gallerypress.com)

Garnet Publishing Ltd  
[www.garnetpublishing.co.uk](http://www.garnetpublishing.co.uk)

Granta Publications  
[www.granta.com](http://www.granta.com)

Harcourt Education Ltd  
[www.harcourteducation.co.uk](http://www.harcourteducation.co.uk)

Harlequin Mills & Boon Ltd  
[www.millsandboon.co.uk](http://www.millsandboon.co.uk)

HarperCollins Publishers  
[www.harpercollins.co.uk](http://www.harpercollins.co.uk)

Haynes Publishing  
[www.haynes.co.uk](http://www.haynes.co.uk)

Hodder Headline Ltd  
[www.hodderheadline.co.uk](http://www.hodderheadline.co.uk)

Icon Books Ltd  
[www.iconbooks.co.uk](http://www.iconbooks.co.uk)

Ilex  
[www.ilex-press.com](http://www.ilex-press.com)

Insight Guides/Berlitz Publishing  
[www.insightguides.com](http://www.insightguides.com)

Irish Academic Press Ltd  
[www.iap.ie](http://www.iap.ie)

The Ivy Press Ltd  
[www.ivypress.co.uk](http://www.ivypress.co.uk)

Jane's Information Group  
[www.janes.com](http://www.janes.com)

The Kenilworth Press Ltd  
[www.kenilworthpress.co.uk](http://www.kenilworthpress.co.uk)

Laurence King Publishing Ltd  
[www.laurenceking.co.uk](http://www.laurenceking.co.uk)

## UK Publishers *continued*

Kingfisher Publications plc  
[www.kingfisherpub.com](http://www.kingfisherpub.com)

Letts Educational  
[www.lettsed.co.uk](http://www.lettsed.co.uk)

LexisNexis UK  
[www.lexisnexis.co.uk](http://www.lexisnexis.co.uk)

Frances Lincoln Ltd  
[www.frances-lincoln.com](http://www.frances-lincoln.com)

Liverpool University Press  
[www.liverpool-unipress.co.uk](http://www.liverpool-unipress.co.uk)

Lonely Planet Publications  
[www.lonelyplanet.com](http://www.lonelyplanet.com)

McGraw-Hill Education  
[www.mcgraw-hill.co.uk](http://www.mcgraw-hill.co.uk)

Macmillan Publishers Ltd  
[www.macmillan.co.uk](http://www.macmillan.co.uk)

Manchester University Press  
[www.manchesteruniversitypress.co.uk](http://www.manchesteruniversitypress.co.uk)

Merrell Publishers Ltd  
[www.merrellpublishers.com](http://www.merrellpublishers.com)

Methuen Publishing Ltd  
[www.methuen.co.uk](http://www.methuen.co.uk)

Michelin Travel Publications  
[www.viamichelin.com](http://www.viamichelin.com)

Nelson Thornes Ltd  
[www.nelsonthornes.com](http://www.nelsonthornes.com)

New Holland Publishers UK Ltd  
[www.newhollandpublishers.com](http://www.newhollandpublishers.com)

Oberon Books  
[www.oberonbooks.com](http://www.oberonbooks.com)

The Octagon Press Ltd  
[www.octagonpress.com](http://www.octagonpress.com)

Oneworld Publications  
[www.oneworld-publications.com](http://www.oneworld-publications.com)

The Orion Publishing Group Ltd  
[www.orionbooks.co.uk](http://www.orionbooks.co.uk)

Peter Owen Ltd  
[www.peterowen.com](http://www.peterowen.com)

Oxford University Press  
[www.oup.com](http://www.oup.com)

Pearson Education  
[www.pearsoned.co.uk](http://www.pearsoned.co.uk)

Pen & Sword Books Ltd  
[www.pen-and-sword.co.uk](http://www.pen-and-sword.co.uk)

Penguin Group (UK)  
[www.penguin.co.uk](http://www.penguin.co.uk)

Phaidon Press Ltd  
[www.phaidon.com](http://www.phaidon.com)

Piatkus Books  
[www.piatkus.co.uk](http://www.piatkus.co.uk)

Plexus Publishing Ltd  
[www.plexusbooks.com](http://www.plexusbooks.com)

Pluto Press  
[www.plutobooks.com](http://www.plutobooks.com)

Polity Press  
[www.polity.co.uk](http://www.polity.co.uk)

Poolbeg Press Ltd  
[www.poolbeg.com](http://www.poolbeg.com)

Profile Books Ltd  
[www.profilebooks.co.uk](http://www.profilebooks.co.uk)

Quadrille Publishing  
[www.quadrille.co.uk](http://www.quadrille.co.uk)

Random House Group Ltd  
[www.randomhouse.co.uk](http://www.randomhouse.co.uk)

Reaktion Books  
[www.reaktionbooks.co.uk](http://www.reaktionbooks.co.uk)

Reynolds & Hearn Ltd  
[www.rhbooks.com](http://www.rhbooks.com)

Ryland Peters & Small  
[www.rylandpeters.com](http://www.rylandpeters.com)

SAGE Publications Ltd  
[www.sagepub.co.uk](http://www.sagepub.co.uk)

## UK Publishers *continued*

Salariya Book Company Ltd  
[www.salariya.com](http://www.salariya.com)

Scala Publishers  
[www.scalapublishers.com](http://www.scalapublishers.com)

Schofield & Sims Ltd  
[www.schofieldandsims.co.uk](http://www.schofieldandsims.co.uk)

Scholastic Ltd  
[www.scholastic.co.uk](http://www.scholastic.co.uk)

Shepherd-Walwyn (Publishers) Ltd  
[www.shepherd-walwyn.co.uk](http://www.shepherd-walwyn.co.uk)

Short Books Ltd  
[www.shortbooks.co.uk](http://www.shortbooks.co.uk)

Simon & Schuster  
[www.simonsays.co.uk](http://www.simonsays.co.uk)

Springer-Verlag Ltd  
[www.springeronline.com](http://www.springeronline.com)

Stenlake Publishing Ltd  
[www.stenlake.co.uk](http://www.stenlake.co.uk)

Stride Publications  
[www.stridebooks.co.uk](http://www.stridebooks.co.uk)

Sussex Academic Press  
[www.sussex-academic.co.uk](http://www.sussex-academic.co.uk)

Sutton Publishing Ltd  
[www.suttonpublishing.co.uk](http://www.suttonpublishing.co.uk)

Sweet & Maxwell  
[www.sweetandmaxwell.co.uk](http://www.sweetandmaxwell.co.uk)

Taschen UK Ltd  
[www.taschen.co.uk](http://www.taschen.co.uk)

Taylor & Francis Books Ltd  
[www.tandf.co.uk/books/](http://www.tandf.co.uk/books/)

Thames & Hudson Ltd  
[www.thamesandhudson.com](http://www.thamesandhudson.com)

Time Warner Book Group UK  
[www.twbg.co.uk](http://www.twbg.co.uk)

Titan Books  
[www.titanbooks.com](http://www.titanbooks.com)

Transworld Publishers  
[www.booksattransworld.co.uk](http://www.booksattransworld.co.uk)

Usborne Publishing Ltd  
[www.usborne.com](http://www.usborne.com)

V&A Publications  
[www.vandashop.co.uk](http://www.vandashop.co.uk)

Virgin Books Ltd  
[www.virginbooks.com](http://www.virginbooks.com)

University of Wales Press  
[www.wales.ac.uk/press](http://www.wales.ac.uk/press)

Walker Books Ltd  
[www.walkerbooks.co.uk](http://www.walkerbooks.co.uk)

Ward Lock Educational Co. Ltd  
[www.wardlockeducational.com](http://www.wardlockeducational.com)

The Watts Publishing Group Ltd  
[www.wattspublishing.co.uk](http://www.wattspublishing.co.uk)

Websters International Publishers Ltd  
[www.websters.co.uk](http://www.websters.co.uk)

Which? Ltd  
<http://bookshop.which.co.uk>

Whittet Books Ltd  
[www.whittetbooks.com](http://www.whittetbooks.com)

Wiley Europe Ltd  
<http://eu.wiley.com>

Philip Wilson Publishers Ltd  
[www.philip-wilson.co.uk](http://www.philip-wilson.co.uk)

The Women's Press  
[www.the-womens-press.com](http://www.the-womens-press.com)

Woodhead Publishing Ltd  
[www.woodhead-publishing.com](http://www.woodhead-publishing.com)

Yale University Press  
[www.yalebooks.co.uk](http://www.yalebooks.co.uk)

Zoë Books Ltd  
[www.zoebooks.co.uk](http://www.zoebooks.co.uk)

## Book Prizes and Awards

### **American Book Award**

An annual award given in recognition of literary achievement by an American author, intended to be more open in terms of age, sex, race and genre of writing than other awards.

### **Australian/Vogel Literary Award**

A prize given by Australian publishers Allen and Unwin for an outstanding unpublished manuscript by an author under the age of 35.

### **Author's Club Awards**

Two awards made annually for outstanding works of literature, one for a first work of fiction and the other for a non-fiction work on architecture and the arts, each of £1,000.

### **BA/Book Data Author Of The Year Awards**

A prize of £1,000 given to a British or Irish published author who has made the most impact over the course of the year according to a survey of bookshops.

### **BBC4 Samuel Johnson Prize**

A prestigious prize for non-fiction writing, running since 1999. Each finalist receives £2,500 and the winner £30,000.

### **Betty Trask Awards**

A total prize fund of £25,000, administered by the Society of Authors, for authors of an outstanding first novel 'of a romantic or traditional nature'.

### **Booktrust Early Years Awards**

A prize given for outstanding illustrated books for pre-school children, running since 1999.

### **Bram Stoker Awards**

A set of prizes honouring 'superior achievement' in horror writing, given for novels, short stories and anthologies by the Horror Writer's Association.

### **British Academy Book Prize**

An award that honours academic books on the humanities and social sciences, which are written to appeal to a non-specialist audience.

### **Caldicott Medal**

A prestigious award given by the American Library Association to the writer of an outstanding American illustrated book for children.

### **Carnegie Medal**

An award made by CILIP to the writer of an outstanding book for children, written in English and published during the previous year in the UK.

### **Cholmondley Award**

A prize of £2,000 given to each of four poets each year, running since 1966.

### **Commonwealth Writer's Prize**

Awards up to £10,000 each for outstanding books and first novels from the Commonwealth areas, Africa, the Caribbean, Canada and South-East Asia.

## Book Prizes and Awards *continued*

### **David Cohen British Literature Prize**

An award given for lifetime achievement in the field of literature, administered by the Arts Council. The prize includes money to be used to fund further work.

### **Duff Cooper Award**

A prize of £3,000 given for the best work of history, biography or political science published in English or French.

### **Dundee Book Prize**

An award of £6,000 and the chance of publication, awarded every two years for an unpublished manuscript.

### **Elizabeth Longford Prize for Historical Biography**

Awards a prize of £3,000 for a work of historical biography published in the year preceding the awards.

### **Encore Award**

A prize of £10,000 administered by the Society of Authors, given for an outstanding second novel published in the English language in the UK.

### **Eric Gregory Trust Fund Awards**

A total prize fund of £24,000, to be shared between 4-6 authors of a published or unpublished collection of poetry.

### **George Orwell Memorial Prize**

An award of £1,000 given for a political book, either fiction or non-fiction, which is accessible to a non-academic audience.

### **Guardian Award**

A prestigious award for works of children's literature published in the UK during the preceding year, given by the Guardian Newspaper.

### **Guardian First Book Award**

A prize for an outstanding piece of new writing published in the UK during the preceding year, given by the Guardian Newspaper.

### **Hans Christian Andersen Awards**

An international prize presented every other year to authors and illustrators who have made a 'lasting contribution' to children's literature. Winners receive a gold medal.

### **Hawthornden Prize**

An award given for 'a work of imaginative literature'. It is one of the oldest awards, running since 1919.

### **Hemingway Foundation/PEN Awards**

A prize given to a first novel or book of short stories by an American author, founded by Ernest Hemingway's widow Mary in 1976.

### **Independent Foreign Fiction Prize**

An award now administered by the Arts Council which honours works translated into English and published in the UK. The winning author and translator both receive £5,000.



## Book Prizes and Awards *continued*

### **James Tait Black Memorial Prizes**

Two awards given annually for works of fiction and biography, worth £3,000 each. It is one of the oldest literary awards still in operation, running since 1919.

### **John Llewellyn Rhys Prize**

An award of £3,000 funded by the Mail on Sunday, given to an outstanding British or Commonwealth author under the age of 35.

### **John Newbery Medal**

A prestigious award given by the American Library Association for an outstanding American work of children's literature.

### **J. R. Ackerley Prize for Autobiography**

A prize of £1000 and a silver Dupont pen given for an outstanding work of autobiography by a British author, published in English.

### **Kate Greenaway Medal**

An award made by CILIP to the writer of an outstanding illustrated book for children. The book must be written in English and have been published in the United Kingdom during the year preceding the presentation of the award.

### **Kerrie Group Irish Fiction Award**

An annual prize of EUR10,000 for a published Irish author.

### **Kiriyama Prize**

A double award given annually for the best fiction and non-fiction works which promote inter-cultural understanding between the West and the countries of South Asia.

### **Man Booker Prize for Fiction** (also known as **The Booker Prize**)

A highly-prestigious award given to an author in the UK or Commonwealth, including a cash prize of £50,000 and also assuring some degree of literary success.

### **Man Booker International Prize**

The international partner of the Man Booker Prize, given to an outstanding author whose work is generally available in English translation, with a cash prize of £60,000.

### **Manchester Book Award**

A recently-established award for children's literature by a UK-resident author, which is judged by school library reading groups.

### **McKitterick Prize**

A prize of £4,000 given for an exceptional first novel by an author over the age of 40.

### **Miles Franklin Literary Award**

A prize of AU\$28,000 given annually for an adult work of fiction depicting Australian life and culture.

## Book Prizes and Awards *continued*

### **National Book Awards**

An annual honour given in four categories of literary works, administered by the National Book Foundation in the US. The prize is \$10,000 and a crystal sculpture.

### **Nestlé Smarties Books Prize**

An award organised by Booktrust, given for children's books in 3 age categories.

**Nobel Prize in Literature** An immensely prestigious award given each year to an international author, with nominations made to the Swedish Academy. The prize, amounting to more than £720,000, is presented to the winner by the King of Sweden.

### **O. Henry Awards**

Annual American awards given to exceptional short stories, especially those which have made a 'lasting contribution' to the art of short story writing.

### **Orange Prize for Fiction**

An award given for an outstanding original novel by a female author of any nationality, published in the UK. The prize for the winner is £30,00 and a bronze sculpture.

### **Prix Décembre**

A prize given for French literary works at the end of the year, generally for less conventional, 'mainstream' works than the Prix Goncourt.

### **Prix des Deux Magots**

An annual French literary prize which is awarded for new fiction, running since 1933.

### **Prix Femina**

An award given for an outstanding literary work in the French language, awarded by an exclusively female jury and sponsored by woman's magazine Femina.

### **Prix Goncourt**

A highly-prestigious prize given annually by the Académie Goncourt for 'imaginative prose' in the French language.

### **Pulitzer Prizes**

Annual awards given for works in fiction, non-fiction, history, poetry and biography by American authors, preferably written on an American theme.

### **Queen's Gold Medal for Poetry**

An award given for an outstanding book of verse by a UK or Commonwealth citizen. The committee is chaired by the Poet Laureate.

### **Red House Children's Book Award**

An annual prize for children's literature, judged by readers, which also generates a Pick of the Year list of recommended titles.

## Book Prizes and Awards *continued*

### **Royal Society of Literature Ondaatje Award**

An honour given to a published work by a UK or Commonwealth author, fiction or non-fiction, which best evokes the spirit of a place.

### **Saga Award for Wit**

Awards a prize of £20,000 for a literary work by an author aged 50 or over which displays wit and humour.

### **Sagittarius Prize**

A prize of £4,000 given for an exceptional first novel by an author over the age of 60.

### **Somerset Maugham Award**

A prize of £6,000 to be spent on travel, awarded to an outstanding published British author under the age of 35.

### **Stonewall Book Award**

An award given to literary works with a gay, lesbian, bisexual or transgendered (GLBT) theme, administered by the American Library Association.

### **Sunday Times Young Writer of the Year**

Awards a purse of £5,000 to a published author in the UK under the age of 35.

### **Tir Na N-og Awards**

An award in three categories celebrating Welsh-language literary works in fiction and non-fiction and for English language fiction by a Welsh author.

### **Wheatley Medal**

A collaborative award administered by CILIP and sponsored by The Society of Indexers and Nielsen BookData, given for an outstanding printed index in a reference work.

### **Whitbread Book Awards**

A set of literary awards given in 5 categories for best novel, first novel, children's book, poetry and biography, each winner receiving £5,000 and the overall winner receiving £25,000.

### **William Hill Sports Book of the Year Award**

A prize given for a book with a sporting theme (excluding almanacs and listings), with a cash prize of £15,000 and other prizes worth £5,000.

### **WH Smith Literary Award**

An annual honour given in the UK for literary works in English, including those in translation and by international authors, running since 1959.

# International Book Fairs

<b>Name of Fair</b>	<b>Month</b>	<b>Place</b>
Cairo International Book Fair	January	Cairo (Egypt)
Calcutta Book Fair	January	Calcutta (India)
World Book Fair	February	New Delhi (India)
Feria Internacional del Libro	February	Mexico City (Mexico)
Jerusalem International Book Fair	February	Jerusalem (Israel)
London International Book Fair	March	London (UK)
Salon du Livre	March	Paris (France)
Bologna Children's Book Fair	March/April	Bologna (Italy)
Salon International du Livre	April/May	Geneva (Switzerland)
Feria Internacional del Libro	April/May	Bogota (Colombia)
Feria Internacional del Libro	April/May	Buenos Aires (Argentina)
Warsaw International Book Fair	May	Warsaw (Poland)
BookExpo America	May	Various cities (USA)
Singapore International Book Fair	May/June	Singapore
BookExpo Canada	June	Toronto (Canada)
Hong Kong Book Fair	July	Hong Kong
Tokyo International Book Fair	July	Tokyo (Japan)
Philippine Book Fair	September	Manila (Philippines)
Beijing Book Fair	September	Beijing (China)
Moscow International Book Fair	September	Moscow (Russia)
Liber	October	Barcelona/Madrid (Spain)
Frankfurt Book Fair	October	Frankfurt (Germany)
Salon du Livre	November	Montreal (Canada)
Antwerp Book Fair	November	Antwerp (Belgium)

# Greek Alphabet

Uppercase	Lowercase	Name	Roman equivalent
A	α	Alpha	A
B	β	Beta	B
Γ	γ	Gamma	G
Δ	δ	Delta	D
E	ε	Epsilon	E
Z	ζ	Zeta	Z
H	η	Eta	H
Θ	θ	Theta	Th
I	ι	Iota	I
K	κ	Kappa	K
Λ	λ	Lambda	L
M	μ	Mu	M
N	ν	Nu	N
Ξ	ξ	Xi	X
O	ο	Omicron	O
Π	π	Pi	P
P	ρ	Rho	R
Σ	σ	Sigma	S
T	τ	Tau	T
Υ	υ	Upsilon	U
Φ	φ	Phi	Ph
X	χ	Chi	Ch
Ψ	ψ	Psi	Ps
Ω	ω	Omega	O

## Diacritics

Acute accent	é	Horn	ı́
Bar	đ	Macron	ā
Breve	ă	Ogonek	ą
Cedilla	ç	Ring	å
Circumflex	â	Slash	ø
Double acute	ű	Tilde	ñ
Grave accent	è	Umlaut	ü

## Fonts:

Examples of commonly-used serif fonts:

Times:

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)  
abcdefghijklmnopqrstuvwxy1234567890 £\$%&@[]{}

Book Antiqua

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)  
abcdefghijklmnopqrstuvwxy 1234567890 £\$%&@[]{}

Bookman Old Style

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)  
abcdefghijklmnopqrstuvwxy 1234567890£\$%&@[]{}

Century

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)  
abcdefghijklmnopqrstuvwxy 1234567890 £\$%&@[]{}

Garamond

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)  
abcdefghijklmnopqrstuvwxy 1234567890 £\$%&@[]{}

Georgia

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)  
abcdefghijklmnopqrstuvwxy 1234567890 £\$%&@[]{}

Nimrod

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)  
abcdefghijklmnopqrstuvwxy 1234567890 £\$%&@[]{}

Palatino

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)  
abcdefghijklmnopqrstuvwxy 1234567890 £\$%&@[]{}

(All fonts shown in 10pt typesize)

## Fonts *continued*:

Examples of commonly-used sans-serif fonts:

Arial:

ABCDEFGHIJKLMNOPQRSTUVWXYZ(,,:;!?)  
abcdefghijklmnopqrstuvwxyz1234567890 £\$%&@[]{}

Helvetica:

ABCDEFGHIJKLMNOPQRSTUVWXYZ(,,:;!?)  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Frutiger:

ABCDEFGHIJKLMNOPQRSTUVWXYZ(,,:;!?)  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Century Gothic:

ABCDEFGHIJKLMNOPQRSTUVWXYZ(,,:;!?)  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Trade Gothic

ABCDEFGHIJKLMNOPQRSTUVWXYZ(,,:;!?)  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Univers:

ABCDEFGHIJKLMNOPQRSTUVWXYZ(,,:;!?)  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Verdana:

ABCDEFGHIJKLMNOPQRSTUVWXYZ(,,:;!?)  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{} }

Trebuchet MS:

ABCDEFGHIJKLMNOPQRSTUVWXYZ(,,:;!?)  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

(All fonts shown in 10pt typesize)

## Fonts *continued*:

Examples of commonly-used monospaced fonts:

Courier:

ABCDEFGHIJKLMNOPQRSTUVWXYZ ( , . ; : ! ? )  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[ ] { }

Luci da Consol e:

ABCDEFGHIJKLMNOPQRSTUVWXYZ ( , . ; : ! ? )  
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[ ] { }

OCR-A:

ABCDEFGHIJKLMNOPQRSTUVWXYZ ( , . ; : ! ? )  
abcdefghijklmnopqrstuvwxyz  
1234567890 £\$%&@[ ] { }

OCR-B:

ABCDEFGHIJKLMNOPQRSTUVWXYZ ( , . ; : ! ? )  
abcdefghijklmnopqrstuvwxyz  
1234567890 £\$%&@[ ] { }

Examples of display and specialist fonts:

Wingdings:



Webdings:



EuropeanPi:



(All fonts shown in 10pt typesize)



## Resources on the Web

### Publishing (associations):

#### **Association of Learned and Professional Society Publishers**

The international trade association for not-for-profit publishers in the UK.  
[www.alpsp.org](http://www.alpsp.org)

#### **International Publishers Association**

An organisation of book and journal publishers world-wide, with consultative relations with the United Nations.  
[www.ipa-uae.org](http://www.ipa-uae.org)

#### **Publishing Association**

“The leading trade organisation serving book, journal and electronic publishers in the UK.”  
[www.publishers.org.uk](http://www.publishers.org.uk)

#### **Society of Young Publishers**

An organisation open to people aged 18-35 working in the publishing trade. Offers newsletters, speakers meeting, a job database and more.  
[www.thesyp.org.uk](http://www.thesyp.org.uk)

#### **Women in Publishing**

Career development and support specifically aimed at women working in publishing.  
[www.wipub.org.uk](http://www.wipub.org.uk)

### Publishing (resources):

#### **BookFind-Online**

A subscription service run by Nielsen BookData, offering a fully searchable, web based bibliographic tool with content-rich data updated daily.  
[www.bookfind-online.com](http://www.bookfind-online.com)

#### **The Bookseller**

A leading information service for those in the book business.  
[www.thebookseller.com](http://www.thebookseller.com)

#### **Media Guardian**

A print and online news service for media professionals, including a recruitment section.  
<http://media.guardian.co.uk>

#### **Nielsen BookData**

Bibliographic data services for booksellers, publishers and librarians.  
[www.bookdata.co.uk](http://www.bookdata.co.uk)

#### **Publishers Weekly (US)**

The online version of the print journal, serving US publishers and booksellers.  
[www.publishersweekly.com](http://www.publishersweekly.com)

#### **Publishing Central (US)**

An information resource on all aspects of print and electronic publishing.  
[www.publishingcentral.com](http://www.publishingcentral.com)

## Resources on the Web *continued*

### **Publishing News**

A leading information service for those in the book business.

[www.publishingnews.co.uk](http://www.publishingnews.co.uk)

### **PubList**

Internet-based reference for information on domestic and international print and electronic publications.

[www.publist.com](http://www.publist.com)

## Editorial and proofreading:

### **Bookcraft**

Provides publishing consultancy, editorial, design, proofreading and training services.

[www.bookcraft.co.uk](http://www.bookcraft.co.uk)

### **Chapterhouse**

An editorial training centre which offers distance learning, classroom and bespoke in-house classes developing skills such as proofreading.

[www.chapterhousepublishing.co.uk](http://www.chapterhousepublishing.co.uk)

### **Copyediting.co.uk**

A blog website which offers first-hand advice on breaking into freelance copyediting and proofreading work.

[www.copyediting.co.uk](http://www.copyediting.co.uk)

### **The Publishing Training Centre at Book House**

Offers distance learning courses in all aspects of publishing, including copyediting, proofreading, IT skills, production, marketing and rights.

[www.train4publishing.co.uk](http://www.train4publishing.co.uk)

### **Society for Editors and Proofreaders**

A UK membership organisation which provides accredited training in proofreading and editorial services.

[www.sfep.org.uk](http://www.sfep.org.uk)

## Printing:

### **British Printing Industries Federation**

A membership organisation for those working in the print industry, with technical and training advice.

[www.britishprint.com](http://www.britishprint.com)

### **The British Association for Print and Communication**

A trade organisation representing the interests of the printing industry.

[www.bapc.co.uk](http://www.bapc.co.uk)

### **International Printers' Network**

“The world’s foremost global alliance of leading edge companies in the printing, visual communications and graphic arts industry.”

[www.ipn.cc](http://www.ipn.cc)

## Resources on the Web *continued*

### **Printers' Charitable Corporation**

A benevolent society which provides financial aid to those in the print industry.  
[www.britnett.net/pcc](http://www.britnett.net/pcc)

### **PrintWeek**

The online home of the journal, serving printing professionals in the UK.  
[www.printweek.com](http://www.printweek.com)

### **Vision in Print**

An organisation dedicated to improving performance in the printing industry.  
[www.visioninprint.co.uk](http://www.visioninprint.co.uk)

## Papermaking:

### **Confederation of European Paper Industries**

A non-profit-making organisation, representing some 900 pulp, paper and board-producing companies across Europe.  
[www.cepi.org](http://www.cepi.org)

### **Confederation of Paper Industries**

"The authoritative and effective voice of the UK's paper-related industries."  
[www.paper.org.uk](http://www.paper.org.uk)

### **Paper Online**

An educational site covering all aspects of papermaking.  
<http://www.paperonline.org>

### **Pira**

A leading commercial consultancy for industries such as packaging, paper, printing and publishing.  
[www.piranet.com](http://www.piranet.com)

### **TAPPI**

The technical association for the pulp and paper industry worldwide.  
[www.tappi.org](http://www.tappi.org)

## Online reference tools:

### **Bartleby**

Free searchable online access to major reference works.  
[www.bartleby.com](http://www.bartleby.com)

### **The British Library**

Online research services and collection information from the UK's national library.  
<http://www.bl.uk>

### **European Library**

"A portal which offers access to the combined resources (books, magazines, journals... both digital and non-digital) of the 45 national libraries of Europe."  
[www.theeuropeanlibrary.org](http://www.theeuropeanlibrary.org)

## Resources on the Web *continued*

### **KnowUK**

A digital reference library with access to more than 100 reference books.

[www.knowuk.co.uk](http://www.knowuk.co.uk)

### **Xrefer**

A digital reference library offering online access to over 200 reference books to subscribers.

[www.xrefer.com](http://www.xrefer.com)

### Other related links:

#### **Adobe**

Software for producing high-quality print and electronic documents.

[www.adobe.com](http://www.adobe.com)

#### **Book Aid International**

A UK charity which supports literacy, education, training and publishing initiatives in developing countries.

[www.bookaid.org](http://www.bookaid.org)

#### **Bookseller's Association**

Representing book retail outlets in the UK.

[www.booksellers.org.uk](http://www.booksellers.org.uk)

#### **Consortium of Research Libraries in the UK**

An organisation campaigning for the development of distributed libraries through the use of electronic publishing.

[www.curl.ac.uk](http://www.curl.ac.uk)

#### **Institute of Bookbinding and Associated Trades**

An information resource and discussion forum for the bookbinding trade.

[www.hewit.com/sd4-ibat.htm](http://www.hewit.com/sd4-ibat.htm)

#### **Journal of Electronic Publishing**

A searchable online archive of articles from the print journal.

[www.press.umich.edu/jep](http://www.press.umich.edu/jep)

#### **Society of Authors**

A UK organisation which aims “to protect the rights and further the interests of authors”.

[www.societyofauthors.org](http://www.societyofauthors.org)

#### **Society of Indexers**

Promoting “indexing, the quality of indexes and the profession of indexing”.

[www.indexers.org.uk](http://www.indexers.org.uk)

#### **World Wide Web Consortium**

Developing standards and guidelines for publishing on the Web

[www.w3.org](http://www.w3.org)

