

Dictionary of
Publishing
and Printing

third edition

OVER 8,000 TERMS
CLEARLY DEFINED

Dictionary of
Publishing
and Printing

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Dictionary of
**Publishing
and Printing**

third edition

A & C Black • London

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

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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
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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:vɪ'eɪʃ(ə)n/ *noun* a short form of a word

able /'eɪb(ə)l/ *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)l/ *plural noun* money owed by a company

accounts receivable /ə,kauntz rɪ 'si:vəb(ə)l/ *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)l/ *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 ,editə/ **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 /,ædæpt'eɪf(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,bæɪnəl/ *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 ,kʌlə 'mɪksɪŋ/ *noun* the mixing of different colours to give the final colour that is wanted

additive colours /'ædɪtɪv ,kʌləz/, **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 ,ʃɪ:n/ *noun* a machine which puts addresses on envelopes automatically

address label /ə'dres ,leɪb(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'hi:ʒ(ə)n/ *noun* ability to stick

adhesive /əd'hi:sɪv/ *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,hi:sɪv '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,hi:sɪv '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 'ɪndɪzɪn/ 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'lə: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**¹

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 drɪ'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 ,pæŋ(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.*

AI¹ /,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**

AI² *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 'leɪkʃən/ *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 /'ænalɪst/ *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 ,bræktɪs/ *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 /'ænlɪn fɔɪl/ *noun* a foil used in blocking covers, which contains aniline dyes

aniline ink /'ænlɪn 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 /,æɾəbɪk 'nju:mərəl/, **Arabic numbers** /,æɾəbɪk 'nʌmbəz/, **Arabic figures** /,æɾəbɪk 'fɪgəz/ *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 /'æɾəʊ/ *noun* a printing sign which points in a particular direction

arrowhead /'æɾəʊhed/ *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 mə'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,bɒgrəfi/, **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 bar'ɪŋgrəfi/ *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:'θɔ:ri'ti/ *noun* an expert in the field

author promotion tour /'ɔ:θə prə ,məʊʃ(ə)n ,tʊə/ *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 interfacing code *noun* full form of **ASPIC**

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

autobiography /,ɔ:təʊbar'ɪŋgrəfi/ *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,tʊ: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 mə,ʃi: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 ˈlaɪnɪŋ/ *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 ˈmɑːdʒɪn/ *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 ˈbʊk/ *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 ˈbæk/ *adjective* printing on the back of a printed sheet

back up /,bæk ˈʌp/ *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 kəmˈpætəb(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 ˈbaɪ/ *noun* something bought which was not worth the money paid for it

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

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

bad sheets /,bæd ˈʃiːts/ *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 ˈɪmɪdʒ/ *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 ˈfɔːwəd/, **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 ˈhænd/ *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 flimsies

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:tɹwɜ: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 ˌrəʊləz/ *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 lɪst/ *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 /'bɪbliəʊ/ *noun* bibliographic details printed on the back of the title page

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

bibliographic /,bɪbliə'græfɪk/, **bibliographical** /,bɪbliə'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 /,bɪbliə'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 /,bɪbli'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 /'bɪbliəfaɪl/ *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 məʃi:n/ *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)l/ *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 mæp/, **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 'fəʊtəgrə: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 /'bɒdlɪən/ *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 /ˌbrɪtɪʃ bʊks ɪn ˈprɪnt/ *noun* a publication containing bibliographical details of all published books in the UK. Abbr **BBIP**

British National Bibliography /ˌbrɪtɪʃ 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 /ˌbrɪtɪʃ ˈprɪntɪŋ ˌɪndʌstriːz ˌfedəreɪʃ(ə)n/ *noun* full form of **BPIF**

British Society of Indexers /ˌbrɪtɪʃ səʊsəti əv ˈɪndeksəz/ *noun* a support association for professional indexers. Abbr **BSI**

British Standards Institution /ˌbrɪtɪʃ 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 /ˌbrɪtɪʃ 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 /ˌbrɔʊkən ˈlaɪn/ *noun* a line made of a series of dashes

broken ream /ˌbrɔʊkən 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 /keɪkt/ *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)/ *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'leɪf(ə)n/ *noun* an instruction to say that something is no longer needed

cancellation clause /,kænsə'leɪf(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)/ *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'zeɪf(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 /'kæptʃə/ *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 /kæskæ'ri:diŋ 'sti:lʃi: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 typesetter, 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 ɪˈpʌblɪ'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)rɪ/ *noun* a division or class in a system used to group items according to their type

cateter for /'keɪtə fɔ:/ *verb* to provide what people need

cathode ray tube /,kæθəʊd 'reɪ ɪtʃu:b/ *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'.)

cc¹ /,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**

cc² *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: ɪˈbɜ: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)ljuz/ *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 /,sentrəlaɪˈzeɪʃ(ə)n/, **centralization** *noun* organisation of everything from a central point

centralise /ˈsentrəlaɪz/, **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 /,sentrəl ˈprəʊsesɪŋ ˈju:ni:t/ *noun* the circuits which form the main part of a computer. Abbr **CPU**

central purchasing /,sentrəl 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 ɛɪʃ '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 ˌdɪdʒɪt/ *noun* a number added to a numeric code to enable a computer program to detect any errors in the code

check into /,tʃek ˈɪntʊ/ *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 ˈgəʊstɪŋ/ *noun* faint images which appear on printed sheets, as an effect of the chemicals in the ink

chemically pure paper /,kemɪkli ˌpjuə ˈpeɪpə/ *noun* paper which is acid-free, used to repair or protect old books or maps

chemical paper /'kemɪk(ə)l ˌpeɪpə/ *noun* paper made from chemical pulp

chemical pulp /'kemɪk(ə)l ˌpʌlp/ *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 əˌkaʊnt/ *noun* a bank account which allows the customer to write cheques

cheque paper /'tʃek ˌpeɪpə/ *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 ɪgˈzekjʊtɪv/ *noun* an executive director in charge of a company

Chief Executive Officer /,tʃi:f ɪgˈzekjʊtɪv ˈɒfɪsə/ *noun* US a director in charge of all a company's operations. Abb **CEO**

children's annual /'tʃɪldrənz ˌænjʊəl/ *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 ˌedɪtə/ *noun* a person responsible for publishing books for children

children's fiction /'tʃɪldrənz ˌfɪkʃən/ *noun* stories for children

china clay /'tʃaɪnə ˌkleɪ/ *noun* kaolin, fine white clay used for loading and coating paper

chinagraph pencil /'tʃaɪnəgrɑ:f ˌpens(ə)/ *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 ˌnʌmbə/ *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 ˈgɪft ˌbʊk/ *noun* a special book which is given as a present at Christmas

Christmas list /'krɪsməs ˌlɪst/ *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)l/ *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 'sɪɡnɪtʃəl/ *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'læbəreɪt/ *verb* to work together ○ *She collaborated with a French film star on a book on the cinema.*

collaboration /kə,læbə'reɪʃ(ə)n/ *noun* working together ○ *Their collaboration on the project was very profitable.*

collaborator /kə'læbəreɪtə/ *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 ˌsɪlɪndə/ *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 tʃɑːdʒ/, **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 'ɔːθəʃɪp/ *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 /ˌkɒlɪdʒ 'bʊkstɔː/ *noun* a specialised bookshop attached to a college, where the students can buy books

College electro /ˌkɒlɪdʒ 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 /'kɒləfən/ *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 bɑː/ *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 tʃɑːt/ *noun* a chart showing different colours available for printing

colour coding /'kʌlə ˌkəʊdɪŋ/ *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 ˌprɪnt/ *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/ *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 ,laɪn 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 ,hɑ: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 ,kɒlɪdʒ/ *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 ,eɪdʒənt/ *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 'lɔː/ *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 ɡɑːd/ *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 fɜːmz/ *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 'kɒləz/ *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:tʍɜ: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'pjju: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 dɪˈzain/ *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 dɪˈzain/ *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:tərəɪzɪd/, **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 məɡəˌzi: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'ælɪti/ *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,sɒlɪ'deɪʃ(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 list/ *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 /'kɒntrɑːstɪ/ *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 /kənˈtrɪbjʊ:tɪd 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 /ˌkɒntrɪˈbjʊ:f(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 grʊ:p/ *noun* a small group which is used to check a sample group

control key /kənˈtrəʊl ki:/ *noun* a key on a computer which works part of a program

controlled circulation magazine /kənˌtrəʊld ˌsɜ:kjʊleɪf(ə)n ˌmæɡəˈzi:n/ *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 stri:p/ *noun* a colour control bar which is printed on the edge of colour proofs

control systems /kənˈtrəʊld ˌsɪstəmz/ *plural noun* systems used to check that a computer system is working correctly

control target /kənˈtrəʊld ˈtɑ:ɡɪt/ *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 /kənˈvɜ:ʃ(ə)n/ *noun* a change from one computer system to another

conversion price /kənˈvɜ:ʃ(ə)n praɪs/, **conversion rate** /kənˈvɜ:ʃ(ə)n reɪt/ *noun* the rate at which a currency is changed into a foreign currency

conversion table /kənˈvɜ:ʃ(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 /kənˈvɜ:t/ *verb* to change money of one country for money of another ○ *We converted our pounds into Swiss francs.*

convertibility /kənˌvɜ:təˈbɪləti/ *noun* the ability of a currency to be exchanged easily for another

convertible currency /kənˌvɜ:təb(ə)l ˈkʌrənsi/ *noun* a currency that can be exchanged for another easily

converting /kənˈvɜ:tɪŋ/ *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 /'kɒpraɪt ækt/ *noun* an Act of Parliament making copyright legal, and controlling the copying of copyright material

copyright deposit /,kɒpraɪt 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 /'kɒpraɪt fi:/ *noun* money paid to the holder of a copyright for permission to use their work

copyright holder /'kɒpraɪt ,həʊldə/ *noun* a person or company who holds the

copyright in a published work. Also called **copyright owner**

copyright infringement /'kɒpraɪt 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 /'kɒpraɪt lɔ:/ *noun* a law which protects the rights to copyright

copyright lawyer /'kɒpraɪt ,lɔ:jə/ *noun* a person who specialises in the law concerning copyright

copyright legislation /'kɒpraɪt ,ledʒɪsleɪʃ(ə)n/ *noun* laws concerning copyright

copyright licence /'kɒpraɪt ,laɪs(ə)ns/ *noun* official permission to produce, copy and sell works that are protected by copyright law

copyright notice /'kɒpraɪt ,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 /'kɒpraɪt ,əʊnə/ *noun* same as **copyright holder**

copy typing /'kɒpi ,taɪpɪŋ/ *noun* the typing of documents from handwritten originals, not from dictation

copywriter /'kɒpraɪtə/ *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 ,rəʊndɪŋ 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,kəʊntɪŋ/ *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 rəʊl/ *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 'ɒrɪdʒɪn/ *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 ,bjʊərəʊ/ *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,tʀəʊl/ *noun* the process of checking that customers pay on time and do not exceed their credit limits

credit controller /'kredit kən,tʀəʊlə/ *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 'meɪʒə/ *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:tai/ *noun* a brief summary of somebody's personal details, education and career. Abbr **CV**

curtive /'kɜ:stɪv/ *noun* a typeface which is similar to handwriting, in that each letter flows on to the next, though without being completely joined

cursor /'kɜ:ɪsə/ *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'lektɹəʊz/, **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 /ˌkʌstəmə ˈprəʊfaɪl/ *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 /ˌkʌstəmə 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 /ˌkʌstəmə ˈsɜ: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 /ˌkʌstəm ˈmeɪd/ *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 /ˌkʌstəmz ˈentri pɔɪnt/ *noun* a place at a border between two countries where goods are declared to customs

customs formalities /'kʌstəmz fɔ: ˌmæltɪz/ *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 /ˌkʌt ən ˈpeɪst/ *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 /ˌkʌt 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 /ˌkʌt 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

cutline /'kʌtlaɪn/ *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 ˌrʌbə/ *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 ˌfi: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 ˌeɪdʒənsi/, **cutting service** /'kʌtɪŋ ˌsɜ: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 ˌsɪlɪndə/ *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 ˌjeləʊ 'ki:/ *adjective* full form of **CMYK**

cyberlaw /'saɪbələʊ/ *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**

cyclopedia /,saɪklə'pi:diə/ *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 /'deɪtɪt ˌbæləns/ *noun* a balance in an account showing that more money is owed than has been received

debit column /'deɪtɪt ˌkɒləm/ *noun* the left-hand column in accounts showing the money paid or owed to others

debit entry /'deɪtɪt ˌentri/ *noun* an entry on the debit side of an account

debit note /'deɪtɪt nəʊt/ *noun* a note showing that a customer owes money

debit side /'deɪtɪt 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 kəˌleɪʃən/ *noun* the collection of money that is owed

debt collection agency /'det kəˌleɪʃən ˌeɪdʒənsi/ *noun* a company that collects debts for a commission

debt collector /'det kəˌleɪtə/ *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 'djuː/ *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 /dɪˌsaɪdɪŋ '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 ˌsɪstəm/ *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 ˌpeɪpə/ *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 'wɜːd ˌprəʊsesə/ *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)rɪ 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)rɪ nəʊt/ *noun* a list of goods being delivered, given to the customer with the goods

delivery order /dɪ'lɪv(ə)rɪ ˌɔːdə/ *noun* instructions given by the customer to the person holding the goods, to tell them to deliver

delivery tapes /dɪ'lɪv(ə)rɪ teɪps/ *plural noun* broad ribbons which hold the printed sheets as they come out of the press

delivery time /dɪ'lɪv(ə)rɪ taɪm/ *noun* the number of days before something will be delivered

delivery van /dɪ'lɪv(ə)rɪ 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'mɑːnd/ *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'tɑːvəʊ/ *noun* a book format, formerly 8 3/4 x 5 inches, now 216 x 138mm

demy quarto /,demi ˈkwɔːtəʊ/ *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'pɑːtmənt/ *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'priːʃiət/ *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 /di:'stɒk/ *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'mætɪkli/ *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 /'daɪələʒ/ *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'ri:sis/ *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 /,dɪfərənsjəl 'speɪsɪŋ/ *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 /daɪ'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 /dɪˈspleɪ keɪs/ *noun* a glass box which protects items but allows them to be seen

display character /dɪˈspleɪ 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 /dɪˈspleɪ kənˌtrəʊlə/ *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 /dɪˈspleɪd 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 /dɪˈspleɪ feɪs/ *noun* a large typeface used for posters, headings in bookwork, etc. Also called **display type**

display format /dɪˈspleɪ ˌfɔːmət/ *noun* the number of characters that can be displayed on a screen, given as lengths of rows and columns

display highlights /dɪˈspleɪ ˌhaɪlaɪts/ *plural noun* the emphasis of particular words or paragraphs by changing the colour of the display

display line /dɪˈspleɪ laɪn/ *noun* the horizontal printing position for the characters in a line of text

display material /dɪˈspleɪ məˌtɪəriəl/ *noun* items that can be used for an exhibition

display matter /dɪˈspleɪ ˈmætə/ *noun* typeset material in a display face such as a poster

display mode /dɪˈspleɪ məʊd/ *noun* a way of referring to the character set to be used, usually graphics or alphanumeric

display pack /dɪˈspleɪ pæk/ *noun* an attractive box for showing goods for sale

display panel /dɪˈspleɪ ˌpæn(ə)/ *noun* a flat area for displaying goods in a shop window

display paper /dɪˈspleɪ ˌpeɪpə/ *noun* thick paper used to print posters

Display PostScript /dɪˈspleɪ ˌpəʊstskript/ 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 /dɪˈspleɪ ˌredʒɪstə/ *noun* a register that contains character or control or graphical data that is to be displayed

display resolution /dɪˈspleɪ ˌrezəluːʃ(ə)n/ *noun* the number of pixels per unit area that a display can show clearly

display screen /dɪˈspleɪ skriːn/ *noun* the physical part of a visual display unit or monitor, which allows the user to see characters or graphics

display size /dɪˈspleɪ saɪz/ *noun* a character size greater than 14 points, used in headlines rather than normal text

display space /dɪˈspleɪ speɪs/ *noun* the available memory or amount of screen for showing graphics or text

display stand /dɪˈspleɪ stænd/ *noun* a portable board which can be set on legs and used to display information

display type /dɪˈspleɪ taɪp/ *noun* same as **display face**

display unit /dɪˈspleɪ 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 /dɪˈspleɪ wɜːk/ *noun* the printing of posters, headings, etc.

dissect /daɪˈsekt/ *verb* to remove the type which is to be printed in another colour, such as highlighted words in a children's dictionary

disseminate /dɪˈsemɪneɪt/ *verb* to spread news and information widely

dissemination /dɪˌsemɪˈneɪʃ(ə)n/ *noun* the act of distributing something such as information throughout an area

distribute /dɪˈstrɪbjʊːt/ *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 /'dɒsiəri/ *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 ˌriːprə'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'lʃuə/ 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/ *verb* to make holes in the margins of leaves for loose-leaf binding

drilled and strung /,driɪd 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 ˌʃɪpmənt/ *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 /ˌdjuːəl 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 /ˌdʌk 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 /ˌdʌl 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 /ˌdʌmi 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:tɪəb(ə)l 'gʊdz/, **dutiable items** *plural noun* goods on which a customs duty has to be paid

duty /'dju:tɪ/ *noun* a tax which has to be paid

duty-free /,dju:tɪ '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 /dwel/ *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 /'editɪŋ/ *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 /'editɪŋ ˌsɪmb(ə)l/ *noun* a character on microfilm to aid positioning, cutting and editing of the frames

editing terminal /'editɪŋ 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 /'edit kiː/ *noun* a key which starts a function that makes an editor easier to use

editor /'editə/ *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'tɔːriəl/ *noun* the main article in a newspaper, written by the editor
 ■ *adjective* relating to an editor

editorial board /,edɪ'tɔːriəl ˌbɔːd/ *noun* a group of people with the power to make decisions about the contents of documents

editorial content /,edɪ'tɔːriəl ˌkɒntent/ *noun* creative copy produced for use in a publication

editorial department /,edɪ'tɔːriəl dɪ ˌpɑːtmənt/ *noun* a department in a publishing company which deals with the in-house editing of books

editorial duties /,edɪ'tɔːriəl ˌdjuːz/ *noun plural* the work of an editor or copy editor

editorial process /,edɪ'tɔːriəl ˌprəʊses/ *noun* all the stages of work involved in checking and editing a piece of copy

editorial schedule /,edɪ'tɔːriəl 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'tɔːriəl ˌsɜːvɪsɪz/ *noun* work that can be done by an outside person or company, producing or checking editorial content

editorial team /,edɪ'tɔːriəl 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 /'edit ˌwɪndəʊ/ *noun* an area of the screen in which the user can display and edit text or graphics

EDP *abbreviation* electronic data processing

educational /,edjuː'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 /,edjuː'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 /,edjuː'keɪʃ(ə)nəl lɪst/ *noun* a group of books published by one publisher for the educational market

educational publisher /,edjuː'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 /,edjuː'keɪʃ(ə)nəl ˌreprɪzəntətɪv/, **educational rep** *noun* a publisher's representative who visits schools and colleges to show books to teachers

educational showroom /,edjuː'keɪʃ(ə)nəl ˌʃəʊruːm/ *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 /,edjuː'keɪʃ(ə)nəl səˌplaɪə/ *noun* a wholesaler who specialises in supplying educational equipment or books to schools

edutainment /,edjuː'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:niŋ/ *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 **electro-type**

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 /,elektɹɒnɪk 'peɪmənt ,sɪstəm/ *noun* a means of making payments over an electronic network such as the Internet

electronic point of sale /,elektɹɒnɪk ,pɔɪnt əv 'seɪl/ *noun* full form of **EPOS**

electronic publishing /,elektɹɒnɪk '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 /,elektɹɒnɪk 'redʒɪstə kən,trəʊl/ *noun* control of the register on web-fed presses, using electronic devices

electronic rights /,elektɹɒnɪk 'raɪts/ *plural noun* the right to publish and sell copyright material using electronic devices such as CD-ROM or the Internet

electronic scanner /,elektɹɒnɪk 'skænə/ *noun* a machine that produces colour separations by scanning colour artwork

electrophotography /,ɪ,lektɹəʊfə '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 ,lektɹəʊstætɪk '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'lektɹəʊtaɪp/ *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'ɪpsɪs/ *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,bɛdɪd 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

encyclopedist /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 /'kwɪp/ *verb* to provide with machinery ○ *to equip a printing works with new machinery* ○ *The office is fully equipped with word processors.*

equipment /'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 /'rɒniəs/ *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 /,erʊ'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:zɒl/ *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 /,estɪ'meɪʃ(ə)n/ *noun* an approximate calculation

estimator /'estɪmɪtə/ *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 ˌdʒu:ti/ *noun* a tax on particular goods produced in a country, e.g. alcohol

exclamation mark /,ɪksklə'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 /,ɪksklu:'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 /,ɪksɪ'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 /,ɪksɪ'bɪʃ(ə)n/ *noun* a collection of objects displayed in a public place

exhibition room /,ɪksɪ'bɪʃ(ə)n stænd/, **exhibition hall** /,ɪksɪ'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 /,ɪksɪ'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 /,ɪks '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 ˌtaɪpeɪsɪz/ *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 /,ɪkspə'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 /,ɪkspɔ:'teɪʃ(ə)n/ *noun* the act of sending goods to foreign countries for sale

Export Credit Guarantee Department /,ɪkspɔ:t ,kredɪt ,gærən'ti: dɪ ,pɔ:t'mənt/ *noun* a British government department which insures exports sold on credit. Abbr **ECGD**

export department /'ekspɔ:t dɪ ,pɔ:t'mənt/ *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)rɪ/ *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 /'ekstrənet/ *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 ,dʒen(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'tɔːrɪəl/ *noun* advertising space opposite editorial matter, charged at a higher rate than normal advertising space

facing pages /fə'feɪsɪŋ ˈpeɪdʒɪz/ *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 ,dʒenəreɪtə/ *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 ˌfɑːndɪŋ/ *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 'bluː/ *noun* a blue used to mark CRC, which does not show up on film

fade-out halftone /,feɪd aʊt 'hɑːftəʊn/ *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 'diːl/ *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 ,ɛdɪtə/ *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 ɛdʒ/ *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:stʊ: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 /'faɪlɪŋ/ *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 'reɪt/ *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

flog /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 'leɪtɪd/, **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 ,mænɪdʒmənt ,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 /fəˈbrɪdən 'bʊk/ *noun* a book that has been forbidden by a censor
fore and aft /ˌfɔː ən 'ɑːft/ *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**

foreedge /'fɔːredʒ/, **fore-edge** /'fɔːr 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.

foreedge margin /'fɔːredʒ ˌmɑːdʒɪn/ *noun* the margin along the foreedge of a book. Compare **gutter**

foreedge painting /'fɔːredʒ ˌpeɪntɪŋ/ *noun* painting along the foreedge 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 /'fɔːgraʊnd/ *noun* the front part of an illustration which seems nearest to the viewer

foreground colour /ˌfɔːgraʊnd 'kʌlə/ *noun* the colour of characters and text displayed on a videotext screen

foreign /'fɔːrɪn/ *adjective* belonging to or originating from a different country

foreign exchange /ˌfɔːrɪn ɪks'tʃeɪndʒ/ *noun* the act of exchanging the money of one country for that of another

foreign exchange transfer /ˌfɔːrɪn ɪks'tʃeɪndʒ ˌtrænsfɜː/ *noun* the sending of money from one country to another

foreign language /ˌfɔːrɪn ˌlæŋɡwɪdʒ/ *noun* a language which is spoken by people of another country

foreign-language edition /ˌfɔːrɪn ˌlæŋɡwɪdʒ ɪˌdɪʃ(ə)n/ *noun* an edition of an English-language text in translation

foreign language rights /ˌfɔːrɪn ˌlæŋɡwɪdʒ ˌraɪts/ *plural noun* rights to translate a book into foreign languages

foreign rights /ˌfɔːrɪn ˌraɪtʒ/ *plural noun* rights to sell an English-language book in other countries as licensed editions, translations or bilingual editions

foreign trade /ˌfɔːrɪn ˌtreɪd/ *noun* trade with other countries. Also called **external trade, overseas trade**

foreword /'fɔːwɜːd/ *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 /'fɔːfɪt/ *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 /'fɔːfɪt ˌklaʊz/ *noun* a clause in a contract which says that goods or a deposit will be taken away if the contract is not fulfilled

forge /'fɔːdʒ/ *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 /'fɔːdʒə/ *noun* a person who forges a document

forgery /'fɔːdʒəri/ *noun* 1. a false copy made with the intention to deceive 2. the act of making things intended to deceive

fork-lift truck /ˌfɔːk lɪft ˌtrʌk/ *noun* a type of small tractor with two metal arms in front, used for lifting and moving pallets

form /'fɔːm/ *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 /'fɔːmæt/ *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 /'fɔːˌmeɪʃ(ə)n/ *noun* the way in which fibres in paper appear when the paper is held against the light

formatter /'fɔːmætə/ *noun* hardware or software that arranges text or data according to certain rules

formatting program /'fɔːmætɪŋ ˌprəʊɡræm/ *noun* a program for automatically putting a computer text into a certain page format

forme /'fɔːm/, **form** /'fɔːm/ *noun* a complete set of metal type or blocks, assembled in a chase ready for printing

forme rollers /'fɔːm ˌrəʊləz/ *plural noun* rollers which apply ink to the forme

form feed /'fɔːm fiːd/ *noun* a command to a printer to move to the next sheet of paper

form handling equipment /'fɔːm ˌhændlɪŋ ɪˌkwɪpmənt/ *noun* peripherals such as a decollator, which deal with output from a printer

form letter /'fɔːm ˌletə/ *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 /,fəʊl bɪl əv 'leɪdɪŋ/ *noun* a bill of lading which says that the goods were in bad condition when received by the shipper

foul copy /,fəʊl 'kɒpi/ *noun* a badly written manuscript or typescript with many illegible changes

foul proof /,fəʊl '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 'prəʊses/ *noun* printing using the four process colours to give a full range of colours at the same time

four-colour reproduction /fɔː ,kʌlə ,riːprə'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 /'fræŋkfɜːt '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 /,frentʃ '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 /,frentʃ 'gru:v/, **French joint** *noun* same as **American groove**

French sewing /,frentʃ '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 /'fraɪə/ *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 /'gæzət'ɪr/ *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:drɪt/ *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/

gentleman'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 /'ɡəʊst ˌraɪtə/ *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 /'glɑːsiːn/ *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 ˈpɑːtɪmənt/ *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

gm², g/m² *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 /'gəʊθɪk/ *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**.)

GPMM *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 treɪˈni:/ *noun* a person who has graduated in one subject and is receiving further training in a specialist skill

graduate training scheme /ˌɡrædʒuət ˈtreɪnɪŋ ski:m/ *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 ʃɔ:t/ *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 /ˌɡrænɪjəˈlærɪti/ *noun* the number of separate components in a system such as a web page

graph /ɡrɑ:f/ *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 ˈɑ:tɪst/,

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 ˌrezɒlu:ʃ(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 /'grɛɪvəl/ *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)rətʃəl/ *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 /hæf/ *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 'meʒə/ *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:li/ *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)/ *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 ɒlp/ *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. **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:z/ *noun* a decorative design at the beginning of a chapter. Compare **tailpiece**

head up /,hed 'ʌp/ *verb* to be in charge of a group *o 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 *o a book printed in heavy type*

heavy equipment /,hevi 'ɪkwɪpmənt/ *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'lʊ: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 ,revənju: 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 ,eɪtɪə/ *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 mægəˌziːn/ *noun* same as **house journal**

house organ /'haʊs ,ɔːgən/ *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 'stɑɪl/ *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 '' 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'ʃɪ: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 ,laɪs(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:tɪs/ *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:sɪv 'tʃɑ:dʒ/ *noun* a charge which includes all items

inclusive type area /ɪn,klu:sɪv 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: CO₂. Inferior letters are also sometimes used, as in NO_x (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 ,su:pə'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 'haʊs/ *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 haʊs '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 'mɑ: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 /ɪˌɪnpʊt/ *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.

insetted book /'ɪnsetɪd bʊk/ *noun* a book with insets added in the middle of signatures

insetted 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 /,ɪnstəʊˌleɪʃ(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 /,ɪntəræktɪv 'prəʊsesɪŋ/ *noun* a computer mode that allows the user to enter commands, programs or data and receive immediate responses

interactive system /,ɪntəræktɪv 'sɪstəm/ *noun* a computer system where the operator and the computer can communicate with each other

interactive video /,ɪntəræktɪv '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 /'ɪntəli:f/ *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:t'mənt/, **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:t'mənt/ *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:ɡənəzaɪzɪʃ(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 ,prəʊtəkɒl ə'dres/ *noun* a unique, 32-bit number which identifies each computer connected to a TCP/IP network. Abbr **IP address**

Internet service provider /,ɪntənɛt 'sɜ:vis prə,vaidə/ *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 /ɪn,tɜ:peɪʃ(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 /ɪn'tɜ:prɪt/ *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 /ɪn'tɜ:prɪtə/ *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 /ɪn,tərə'geɪʃ(ə)n ,mɑ:k/ *noun* same as **question mark**

interstitial /,ɪntə'stiʃ(ə)n/ *noun* a page of advertising which is inserted into a website

Intertype /'ɪntətəɪp/ a trade name for a hot metal typesetting machine which casts slugs of type

interword spacing /,ɪntəwɜ:d 'speɪsɪŋ/ *noun* variable spaces between words used to justify line endings

intranet /'ɪntrənɛt/ *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 /'ɪntrəʊ/ *noun* the first section of a text. Full form **introduction**

introduce /,ɪntrə'dju:s/ *verb* to make somebody get to know a new person or thing

introduction /,ɪntrə'dʌkʃ(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 'ɒfə/ *noun* a special price offered on a new product to attract customers

introductory paragraphs /,ɪntrə 'dʌkt(ə)rɪ ,pærəgrɑ:fz/ *plural noun* paragraphs which introduce a subject or paragraphs at the beginning of a text

inventory /'ɪnvənt(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 /'ɪnvənt(ə)rɪ kən ,trəʊl/ *noun* a system of checking that there is not too much stock in a warehouse, but just enough to meet requirements

inversion /ɪn'vɜ:ʃ(ə)n/ *noun* the act of changing something into its opposite

invert /ɪn'vɜ:t/ *verb* to turn something upside down

inverted commas /ɪn,vɜ:tɪd 'kɒməz/ *noun* punctuation marks (' ') indicating speech or quotations

investigate /ɪn'vestɪgeɪt/ *verb* to examine something which may be wrong

investigative journalism /ɪn ,vestɪgətɪv 'dʒɜ:nəlɪz(ə)m/ *noun* a type of journalism where reporters try to find out and publish the truth about corruption or government mismanagement, etc.

invisible /ɪn'vɪzɪb(ə)n/ *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 /'ɪnvɔɪs/ *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 /'ɪnvɔɪs praɪs/ *noun* the price of something as given on an invoice, including discount and VAT

invoicing /'ɪnvɔɪsɪŋ/ *noun* the sending of invoices ○ *Our invoicing is done by the computer.*

invoicing department /'ɪnvɔɪsɪŋ dɪ ,pɑ:tmənt/ *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 /h'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 ,saɪz/ *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 /h'tæɪlɪk/ *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,tæɪlɪsaɪ'zeɪʃ(ə)n/, **italicization** *noun* the act of putting text into italics

italicise /h'tæɪlɪsaɪz/, **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 fəʊtə,græfɪks '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 /,dʒʉvə'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:fs/ *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 ,kaʊnt/ *noun* a tally of each keystroke made, often used to calculate keyboarding costs

keystroke verification /,ki:stɹəʊk ,verɪfɪ'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 'kɒntekst/ *noun* full form of **KWAC**

keyword in context /,ki:wɜ:d ɪn 'kɒntekst/ *noun* full form of **KWIC**

keyword out of context /,ki:wɜ:d aʊt əv 'kɒntekst/ *noun* full form of **KWOC**

kg *abbreviation* kilogram □ **1kg** 1000 grams

kick copy /'kɪk ,kɒpi/ *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 ,kætɪŋ/ *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 ,fəʊldə/ *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 ,kɒpi/ *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 'ʌp/ *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 ,trænsfɜ:/ *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 ,laɪnə/ *noun* strong paper made largely of sulphate, used to line corrugated containers

kraft paper /'krɑ:ft ,peɪpə/ *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 'I' 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:dn̩/ *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 'pɑːti/ *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 ʃi:t/ *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

lead¹ /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.*

lead² /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

leading¹ /'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.

leading² /'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,pəzɪt/ *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 fl, 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)nɪ/ *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)nɪ/, **limp edition** /'lɪmp ɪ ˌdɪʃ(ə)nɪ/ *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 /'lɪni:dʒ/ *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 'təʊn 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 ˌkʌlə/ *noun* a coloured illustration made by printing line drawings in different colours

line conversion /'laɪn kənˌvɜːʃ(ə)n/ *noun* the process by which continuous tones are converted into lines

line copy /'laɪn ˌkɒpi/ *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 ˌpeɪpə/ *noun* paper with thin lines printed on it

line drawings /'laɪn ˌdrɔːɪŋz/ *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 ˌedɪtə/ *noun* a piece of software that allows the operator to modify one line of text from a file at a time

line ending /'laɪn ˌendɪŋ/ *noun* a character which shows that a line has ended

line endings /'laɪn ˌendɪŋz/ *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 ɪnˌɡreɪvɪŋ/ *noun* same as **line block**

line folding /'laɪn ˌfəʊldɪŋ/ *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 ɪlˌstreɪʃ(ə)nz/ *plural noun* same as **line drawings**

line increment /'laɪn ɪŋkriːmənt/ *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 ˌmæniʒmənt/ *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 ˌmeɪʒə/ *noun* the length of a line of typeset characters

linen /'lɪnɪn/ *noun* cloth made from the flax plant

linen finish /'lɪnɪn ˌfɪnɪʃ/ *noun* paper or board grained to look like linen

linen paper /'lɪnɪn ˌpeɪpə/ *noun* strong paper used for banknotes

linen tester /'lɪnɪn ˌtestə/ *noun* a magnifying glass used by printers

line of business /ˌlaɪn əv ˈbɪznɪs/, **line of work** *noun* a type of business or work

line of product /ˌlaɪn əv ˈprɒdʌkt/ *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 ˌfɪɡəz/, **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 ˌpeɪpəz/ *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 'eɪʃ(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 /'lɪt 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 prep/ *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. ♦ **filler 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)/ *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 ○ *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 /ˌlɒŋ ˈdɪskaʊnt/ *noun* a trade discount or discount from a manufacturer to a retailer

long grain /ˈlɒŋ greɪn/ *noun* paper where the grain runs parallel to the longer side of the sheet

longhand /ˈlɒŋhænd/ *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 /ˈlɒŋ ɪŋks/ *plural noun* viscous inks, that is, inks which flow relatively easily (NOTE: The opposite is **short inks**.)

long page /ˌlɒŋ ˈpeɪdʒ/ *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 /ˈlɒŋ rʌn/ *noun* a print run which is longer than normal

long s /ˌlɒŋ ˈes/ *noun* a letter ‘s’ in the form of an ‘f’, used in books printed before the end of the 18th century

long-term /ˌlɒŋ ˈtɜːm/ *adjective* concerning a long period of time ○ *The long-term plans include the development of a music library.*

long ton /ˌlɒŋ ˈtʌn/ *noun* a measure of weight equalling 1016 kilos

look and feel /ˌlʊk ən ˈfiːl/ *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 /ˌlʊkə ˈaʊt/ *noun* a person who looks out books in a warehouse

look out /ˌlʊk ˈaʊt/ *verb* to find books in a warehouse, according to the picking list

lookthrough /ˈlʊk θruː/ *noun* how paper looks when it is held up to the light to examine it for finish or opacity

look up /ˌlʊk ˈʌp/ *verb* to search for information, e.g. by consulting a reference book

look-up table /ˈlʊk ʌp ˈteɪb(ə)l/ *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 /lʊːp/ *noun* a series of actions that are performed repeatedly until the procedure has been completed

loose insert /ˌlʊːs ɪnˈsɜːt/ *noun* an insert which is not bound into the magazine

loose-leaf book /ˌlʊːs liːf ˈbʊk/ *noun* a book with loose pages which can be taken out and fixed back again on metal rings in a special binder

lorem ipsum /ˌlɔːrəm ˈɪpsəm/ *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 /ˈlɒs ˌliːdə/ *noun* an article which is sold very cheaply to attract customers

lossless compression /ˌlɒsləs kəm ˈpreʃ(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 /ˌlɒsi kəm ˈpreʃ(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 /ˌləʊə ˈkeɪs/ *adjective* relating to small letters such as a, b, c, as opposed to upper case A, B, C. Abbr **lc**

low-level /ˌləʊ ˈlev(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 /ˌləʊ ˈlev(ə)l kəm ˈpjʊːtə ˌlæŋɡwɪdʒ/ *noun* a programming language similar to machine code

low opacity paper /ˌləʊ əʊ ˈpæsɪti ˌpeɪpə/ *noun* transparent paper

low-res *abbreviation* low-resolution

low resolution /ˌləʊ ˈrezəˈluːʃ(ə)n/ *adjective* relating to the ability to display preset shapes on the screen rather than individual pixels. Abbr **low-res**

low-resolution graphics /ˌləʊ ˈrezə ˌluːʃ(ə)n ˈɡræfɪks/, **low-res graphics** /ˌləʊ rez ˈɡræfɪks/ *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 /'laɪŋ 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 ˌpeɪpəl/ *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 ˌpeɪpəl/ *noun* paper that has been finished by passing through calenders on the papermaking machine. Abbr **MF paper**

machine-glazed paper /mə'ʃi:n gleɪzd ˌpeɪpəl/ *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 ,ri: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)l/ *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 : foredge : 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)l/ *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)l/ *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:nɪtiz/ *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 /'mɑ:sthed/ *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 ,meɜ:ə/ *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 /'mi:n laɪn/ *noun* the height of lower case characters without ascenders

measure /'meɜ:ə/ *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 /'meɜ:əmənt/ *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 ˌbaɪndɪŋ/ *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 ˌkɒmpə'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 ˈəʊvəleɪ/ *noun* an overlay which is cut out by a machine

mechanical paper /mɪ'kæɪnɪk(ə)l ˈpeɪpə/ *noun* paper made from untreated wood, used in printing newspapers and paperbacks

mechanical pulp /mɪ'kæɪnɪk(ə)l ˌpʌlp/ *noun* pulp made from ground untreated wood which still contains impurities

mechanical pulp board /mɪ'kæɪnɪk(ə)l ˈpʌlp ˌbɔːd/ *noun* card made from mechanical pulp

mechanical reproduction /mɪ'kæɪnɪk(ə)l ˌriːprə'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 ˈskriːn/, **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 ˌsepə'reɪʃ(ə)n/ *noun* using a separate mechanical for each colour to be printed

mechanical stipple /mɪ'kæɪnɪk(ə)l ˈstɪp(ə)l/ *noun* stipple which is preprinted and can be applied to the design by the designer

media /'miːdiə/ *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 /'miːdiə əˌnæləsɪs/ *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 /'miːdiə kənˌvɜːtə/ *noun* a multi-disk reader device which can read data from various sizes and formats of disk

media coverage /'miːdiə ˌkʌv(ə)rɪdʒ/ *noun* the number of reports about a situation or event in the newspapers, radio or television

media research /'miːdiə rɪˌsɜːtʃ/ *noun* same as **media analysis**

medical /'medɪk(ə)l/ *noun* relating to the study or treatment of illness

medical certificate /'medɪk(ə)l sə ˌtɪfɪkət/ *noun* a certificate from a doctor to show that an employee has been ill

medical publishing /'medɪk(ə)l ˌpʌblɪʃɪŋ/ *noun* the publishing of books on medical subjects

medium /'miːdiəm/ *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 /'miːdiəm feɪs/ *noun* a typeface which is halfway between bold and light

medium octavo /ˌmiːdiəm ɒk'tɑːvəʊ/ *noun* a traditional book format of 9 x 5 3/4 inches

medium screen /'miːdiəm skriːn/ *noun* a halftone screen about 90–120 lines per inch

medium-term /ˌmiːdiəm ˈtɜːm/ *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 10²² 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: sɪ'lekʃən/ *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)n,daɪzɪŋ/ *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)l ,fi: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)l 'ru: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]leɪf(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,fɪ:f/ *noun* a small sheet of photographic film on which information is stored in very small print

microfiche reader /'maɪkrəʊfɪ:f ,rɪ: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 /'maɪkrən/ *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'greɪf(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:tɪmənt/ *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 ɔːdə/ *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 /,mɒnəʊˌlɪŋɡwəl/ *adjective* using only one language ○ a *monolingual dictionary*

Monophoto /'mɒnəʊfəʊtəʊ/ a trade name for a computerised phototypesetting system

monospacing /'mɒnəʊspeɪsɪŋ/ *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 bɔːrd/ *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'kʌlə/ *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 ,ri:dɪŋ ,fɪlm/ *noun* film where the colours are reversed

negotiation /nɪ,gəʊʃi'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 ,gri:mənt/ *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 ,fləʊ/ *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 'mɑ:dʒɪn/ *noun* a percentage difference between received price and all costs, including overheads

net price /,net 'prɑ:s/ *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 'tɜ:mz/ *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 /'netwɜ:k/ *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 /,netwɜ:k 'ɑ:kɪtektʃə/ *noun* the method in which a network is constructed, e.g. the layers in an OSI system

networked system /,netwɜ:kt 'sɪstəm/ *noun* a system in which several computers are linked together so that they all draw on the same database

networking /'netwɜ:kɪŋ/ *noun* the act of linking computers so that users can exchange information or share access to a central store of information

network of distributors /,netwɜ:k əv dɪs'trɪbjʊtəz/ *noun* same as **distribution network**

net worth /,net 'wɜ:θ/ *noun* same as **net assets**

net yield /,net 'jɪ:ld/ *noun* profit from investments after deduction of tax

new edition /,nju: 'ɪdɪʃ(ə)n/ *noun* a book that has recently been reprinted with some updating and changes

new paragraph /,nju: 'pærəgrɑ:f/ *noun* an editing mark to show the typesetter that the text should start a new paragraph

new release /,nju: rɪ'li:s/ *noun* a new book or record put on the market

news /nju:z/ *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 /'nju:z ,eɪdʒənsi/ *noun* an office that has reporters who write news reports which are then distributed to newspapers and television companies

newsagent /'nju:zɛɪdʒənt/, **news dealer** *noun* a person who runs a shop selling newspapers and magazines. ◊ **CTN**

newsboard /'nju:z bɔ:d/ *noun* grey cardboard made from waste newspapers

news bulletin /'nju:z ,bʊlɪtɪn/ *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**

newsstall /'nju:zstɔ:l/ *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 tu ,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,reɪndʒɪŋ '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)/ *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 /'ɒbəlʊs/ *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 ,pʌblɪ '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 ,pʌblɪ'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 /,əʊdʰ 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'tɜ: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 'ækses/ *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:s/ *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 'el/ *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 ,mænʒʊəl/ *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 ,rekəg'nɪf(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** /,ɒpʃ(ə)n 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 fʊlˌfɪlmənt/ *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 /ˌɔ:ɡənəɪˈzeɪʃ(ə)n tʃɑ:t/ *noun* a diagram showing how a company or an office is organised

orientation /ˌɔ: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 /ˌɔ:riəntɪd ˌpɒliˈprəʊpəlɪn/ *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)l/ *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 ɪˌkwɪpmənt 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'ɒrɪdʒɪˈneɪʃ(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 /ˌɔ:nəməntɪd 'taɪpfeɪs/ *noun* a typeface where the letters have extra decoration

ornithological atlas /ˌɔ: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 /ˌɔ:θəʊkrəʊmætɪk 'fɪlm/ *noun* film which is sensitive to colours other than red

orthography /ˌɔ:'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 /ˌaʊtə 'fɔ:m/ *noun* a forme which carries one side of the sheet, including the first and last pages

outer margin /ˌaʊtə 'mɑ:dʒɪn/ *noun* the margin on the foreedge of a page

out-house /ˌaʊt '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 dɪ,vɪs/ *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:f(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

outsourcing /'aʊtsɔ:sɪs/ *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 'detʃs/ *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:tʃs/, **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'ɒksəʊz/ *verb* to expose film for too long a time, so that it is too pale

overexposure /,əʊvə'ɒksəʊzəl/ *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 ,læŋɡwɪdʒ/ *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 ˈsaɪzɪz/ *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 ˌriːdə/ *noun* a machine which reads perforated paper tape. Abbr **PTR**

paper throw /ˌpeɪpə θrəʊ/ *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 /ˌpærəlel/ *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 ˌtaɪt(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 /'pɜ:fəreit/ *verb* to make holes in something so that it can be torn easily ○ *Sheets of stamps are perforated.*

perforating machine /'pɜ:fəreitɪŋ mə'ʃi:n/ *noun* a machine that makes perforations in paper

perforations /,pɜ:fə'reɪf(ə)nz/ *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 /'pɜ:fəreitə/ *noun* a machine that punches holes

performance fees /pə'fɔ:məns fi:z/ *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'fɔ:mɪŋ 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)/ *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 /'pɜ:mənəns/ *noun* the ability of paper not to yellow or become brittle with age

permanent /'pɜ:mənənt/ *adjective* expected to last for ever or for a very long time

permanent ink /,pɜ:mənənt 'ɪŋk/ *noun* ink that will not fade

permanent paper /,pɜ:mənənt 'peɪpə/ *noun* acid-free paper

permission /pə'mɪʃ(ə)n/ *noun* the fact of being allowed to do something

permit *noun* /'pɜ:mɪt/ 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 /,pɜ: 'prəʊ/ *phrase* with the authority of ○ *The assistant signed per pro the manager.* Full form **per procurement**

personal assistant /,pɜ:s(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 /,pɜ:s(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 /,pɜ:s(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 /,pɜ:sə'nel dɪ ,pɜ:tmənt/ *noun* the section of a company dealing with staff and recruitment issues

pH /,pi: '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 /,pi: '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 /'fəʊtəʊkəmˌpəʊzɪʃ(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 /'fəʊtəʊmɪkæɪnɪk(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 /'fəʊtəʊpɒlɪməˌreɪzɪn/ *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 'peɪpə ,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 ,sɪrkwəns/ *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

/ˌpɒlijuəriθeɪn ˈbaɪndɪŋ/ noun a strong adhesive binding used for heavy reference books offering good open-flat qualities. Abbr **PUR**

polyvinyl acetate */ˌpɒlɪvɪnəl ˈæstɪeɪt/ 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).

POS 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 ə: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'pəʊnmənt/ *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 /pri'lɪmɪn(ə)ri/ *adjective* early or happening before anything else

preliminary discussion /prɪ ,lɪmɪn(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:lɪmz/ *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 ,pruːf/ *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 /pri: 'sel/ *verb* to sell a book before its official publication date

presensitised /pri:'sensɪtaɪzd/, **presensitized** *adjective* with a sensitive coating ready for processing

presentation /,prez(ə)n'teɪʃ(ə)n/ *noun* a talk about a specific subject given to provide information

presentation copy /,prez(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 /,prez(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 /,pri: 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:fz/ *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:əl/ *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 ˈkɒntrɑːst ˌreɪʃiəʊ/ *noun* the difference between the brightest and darkest areas of an image

print control character /prɪnt kən ˈtrəʊl/ *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 ɪˈfemərə/ *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 ˈhed/ *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 ˈhed/ *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 ˈɪndeks/ *noun* an alphabetical list of words used in a text

printed matter /ˈprɪntɪd ˌmætə/ *noun* anything that is printed and can be read

printer /ˈprɪntə/ *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 /ˈprɪntə 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 ˈtrəʊl ˌkæriktəz/ *plural noun* command characters in a text which transmit printing commands to a printer

printer driver /ˈprɪntə ˌdraɪvə/ *noun* dedicated software that converts and formats the user's commands ready for a printer

printer-plotter /ˈprɪntə ˌplɒtə/ *noun* a high-resolution printer that is able to operate as a low-resolution plotter

printer quality /ˈprɪntə ˌkwɒlɪti/ *adjective* relating to the standard of printed text from a particular printer

printer's corrections /ˈprɪntəz 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 ˈdevɪl/ *noun* an apprentice or young helper in a printing workshop

printer's error /ˈprɪntəz ˌerə/ *noun* a mistake made by the printer, usually an error in typesetting. Abbr **PE**

printer's flowers /ˈprɪntəz ˌflaʊəz/ *plural noun* ornaments available in metal type or transfer lettering. Also called **flowers**

printer's imprint /,prɪntəz ˈɪmprɪnt/ *noun* a special mention of the name and address of the printer on the inside of a book or periodical

printer's pie /ˈprɪntəz paɪ/ *noun* type which has become mixed up and is meaningless

print formatter /ˈprɪnt ˌfɔːmətə/ *noun* software that converts embedded codes and print commands to printer control signals

printhead /ˈprɪnthed/ *noun* a metal form of a character that is pressed onto an inked ribbon to print the character on paper

printing /ˈprɪntɪŋ/ *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 /ˈprɪntɪŋ ˌsɪlɪndə/ *noun* a cylinder on a press which carries the printing plate

printing down /,prɪntɪŋ ˈdaʊn/ *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 /ˈprɪntɪŋ daʊn ˌfreɪm/ *noun* a vacuum frame used for printing down when making a plate from a film

printing history /ˈprɪntɪŋ 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 ɪndʌstriːz rɪ'sɜːtʃ ə,səʊsiəf(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 ɔːdə/ *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 ˌsiːkwəns/ *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 wɜːks/ *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 ˌmiːdiə/ *noun* newspapers, books, journals, magazines, leaflets etc which carry print in a hard copy format

print modifiers /'prɪnt ˌmɒdɪfaɪəz/ *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'mɑːnd/ *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 ɔːdə/ *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 'pɔːz/ *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 /'prɪntwiːl/ *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 wɜːks/ *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,pɑ: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 **engineer** /,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 mə:ks/ *plural noun* marks used to indicate changes on proofs such as deletions, additions or more space

proof corrections /pru:f kə'rekʃ(ə)nz/ *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 'tem/ *adjective* for the time being or temporarily

protest /'prəʊtest/ *noun* a statement or action to show that you do not approve of something ○ *to make a protest against high prices*

protest literature /'prəʊtest ,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 ,mæniʒɜ:/ *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 /,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 /,pʌblɪk 'laɪbrəri/ *noun* a library that serves the general public in a city, town or village

public library system /,pʌblɪk 'laɪbrəri ,sɪstəm/ *noun* a system of public libraries covering the whole country

Public Limited Company /,pʌblɪk ,lɪmɪtɪd 'kʌmp(ə)ni/ *noun* a company whose shares can be bought on the Stock Exchange. Abbr **plc**

public prints /,pʌblɪk 'prɪnts/ *plural noun* newspapers

public relations /,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 /,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)/ *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 'nɜːz/ *noun* a British weekly magazine dealing with publishing matters

publishing programme /'pʌblɪʃɪŋ ,prɒɡræm/ *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 ,menjuː/ *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 bɔːd/, **pulp card** /'pʌlp kɑːd/ *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 mɑːk/ *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 /'pɜːtʃɪs ,ledʒə/ *noun* a book in which expenditure is noted. Also called **bought ledger**

purchase order /'pɜːtʃɪs ,ɔːdə/ *noun* an official paper which places an order for something

pure paper /ˌpɜːə '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 /,kwɔ: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 /'kwɪktɑɪm/ 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'eɪf(ə)n ˌdraɪɪŋ/ *noun* the process of drying ink by ultraviolet and infrared radiation

radiation drying unit /ˌreɪdɪ'eɪf(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 ˌraɪt/ *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 /,rændəm 'æksɪs/ *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 /,rændəm 'æksɪs 'mem(ə)rɪ/ *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 /,rændəm 'æksɪs 'stɔ:ɪdʒ/ *noun* memory that allows access to any location in any order

random check /,rændəm 'tʃek/ *noun* a check on items taken from anywhere within a group without any special choice being made

random sample /,rændəm 'sɑ:mpəl/ *noun* a sample for testing taken without any choice being made

random sampling /,rændəm 'sɑ:mpəlɪŋ/ *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 /,reɪndʒd 'nɜ:ɹm(ə)rəlz/, **ranging numerals** *plural noun* Arabic figures which are all of even height

range left /'reɪndʒ left/ *verb* to align text with a straight left-hand edge (NOTE: The US term is **flush left**.)

range right /,reɪndʒ 'raɪt/ *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 /,reə 'bʊks/ *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 /'ræstə ˌgræfɪks/ *plural noun* graphics where the image is built up in lines running across the screen or page

raster image processor /,ræstə 'ɪmɪdʒ ˌprəʊsesə/ *noun* full form of **RIP** 2

raster scanning /'ræstə 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 kɑ:d/ *noun* a list of charges for advertisements in a newspaper or magazine, or for commercials on TV or radio

rate of exchange /,reɪt əv ɪks 'tʃeɪndʒ/ *noun* same as **exchange rate**

rate of production /,reɪt əv prə 'dʌkʃən/ *noun* same as **production rate**

rate of sales /,reɪt əv 'seɪlz/ *noun* the speed at which units are sold

rattle /'ræt(ə)/ *noun* the noise made by paper when it is handled, giving an indication of its stiffness

raw /rɔ:/ *adjective* in the original state or not processed

raw materials /,rɔ: mə'tɪəriəlz/ *plural noun* substances which have not been manufactured such as wool, wood or sand

raw stock /'rɔ: stɒk/ *noun* paper which is to be coated

RC paper /,ɑ: 'sɪ: ˌpeɪpəl/ *abbreviation* resin-coated paper

read /ri:d/ *verb* to look at and understand what is written down

readability /,ri:də'bɪləti/ *noun* the quality of being easy or pleasant to read ○ *the readability of a novel* ○ *the readability of a typeface*

readable /'ri:dəb(ə)/ *adjective* able to be read, also implies well written and interesting

reader /'ri:də/ *noun* a person that reads written or printed texts

reader-printer /'ri:də ˌprɪntəl/ *noun* a device that reads a microfilm and then puts out a copy

readership /'ri:dəʃɪp/ *noun* the number of people who read a publication

reader's marks /'ri:dəz mə:ks/ *plural noun* proof correction marks used to indicate changes to the text

reader's proof /'ri:dəz pru:f/ *noun* a proof sent to a proofreader and marked with their corrections

reading /'ri:dɪŋ/ *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:diŋ eɪdʒ/ *noun* a child's competence in reading, measured against the average competence of children of the same age

reading copy /'ri:diŋ ,kɒpi/ *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:diŋ fi:/ *noun* money paid to somebody for reading a manuscript and commenting on it

reading group /'ri:diŋ 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:diŋ list/ *noun* a list of recommended books on a specific subject

read only memory /,ri:d ,əʊnli '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 ,sɪmp(ə)l ,sɪndɪ'keɪʃ(ə)n/ *noun* full form of **RSS**

real time credit card processing /,ri:əl taɪm 'kredɪt kɑ:d ,prəʊsesɪŋ/ *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 bʊk/ *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 ,breɪkɪŋ/ *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:'fɔːmæt/ *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,dɪʃ(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'neɪʃ(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'zɪʃ(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:ɪtʃənt/ *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 /rɪ:'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 /rɪ:'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 /rɪ'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 /rɪ'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 /rɪ'petɪtɪv 'letə/ *noun* a standard letter which is reprinted with a different name and address each time

rep finished paper /'rep ˌfɪnɪʃt ˌpeɪpə/ *noun* US paper with a ribbed finish. Also called **repped paper**

replace /rɪ'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 /rɪ'pleɪs məʊd/ *noun* an interactive computer mode in which new text entered replaces any previous text

reply coupon /rɪ'plɑɪ ˌku:pən/ *noun* a form attached to a coupon ad, which must be filled in and returned to the advertiser

report /rɪ'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 /rɪ'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 ˌpeɪpə/ *noun* same as **rep finished paper**

represent /ˌreprɪ'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 /ˌreprɪzən'teɪʃ(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 /ˌreprɪ'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 /rɪ'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 /ˌri:prə'dju:s/ *verb* to produce copies of an item

reproduction /ˌri:prə'dʌkʃ(ə)n/ *noun* the act of making a copy of something

reproduction fee /ˌri:prə'dʌkʃ(ə)n ˌfi:/ *noun* a fee paid to the copyright owner for permission to reproduce a copyright text or picture

reproduction rights /ˌri:prə'dʌkʃ(ə)n raɪts/ *plural noun* the right to allow a picture or text to be reproduced in a printed work

reprography /rɪ'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'zɪdʒuəl 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 ,dɪlə/ *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 prəˌvɪʒ(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'vaɪsd '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* /'ri: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 ,ri: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 ,ri: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 gravure 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 ,ætləs/ *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.*)

roman¹ /'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.

roman² /rəʊ'mɒn/ *noun* French word meaning a novel

Roman /'rɒmən/ *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 /,rɒmənəɪ'zeɪf(ə)n/, **romanization** *noun* transliteration of a non-Western script into roman characters

romanise /'rɒmənəɪz/, **romanize** *verb* to transliterate a non-Western script into roman characters ○ *a romanised version of Chinese*

Roman numerals /,rɒmən '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 /ˌɑː 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 /ˈrʌbəl/ *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 /ˈrʌbəl 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 /ˈrʌbəl 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 /ˈruːld ˈbɔːdə/ *noun* a frame to a page made up of a straight line round the edge

ruled paper /ˈruːld ˌpeɪpəl/ *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 /rʌn 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 /rʌn 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 /rʌnəˈbɪlɪti/ *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 /ˈrʌnɪŋ 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 /ˈrʌnɪŋ 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'bɪləti/ *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 ,mi: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 reprɪˌzentətɪv/, **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 /'skæni/ *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 di'vaɪs/ *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:liŋ/ *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 ,æŋg(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 ,edɪtə/ *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 ,fɔ: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 ,prɪntɪŋ/, **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 ,ru: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 /ˈskʌmɪŋ/ *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 /sɜːtʃ/ *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 /ˌsɜːtʃ ən rɪˈpleɪs/ *noun* a facility on a word processor which allows the user to find words or strings of characters and change them

search directory /ˈsɜːtʃ daɪˌrekt(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 /ˈsɜːtʃ ˌendʒɪn/ *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 /ˈsɜːtʃ ˌendʒɪn redʒɪˌstreɪf(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 /ˈsɜːtʃ ruːˌtiːn/ *noun* software which allows the user to search for an item in a database

secondary colours /ˈsekənd(ə)rɪˈkʌləz/ *plural noun* colours formed by mixing primary colours

secondary education /ˌsekənd(ə)rɪˌedʒuˈkeɪʃ(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 /ˌsekənd(ə)rɪˈpʌblɪʃɪŋ/ *noun* publishing books for use in secondary schools

second colour /ˌsekənd ˈkʌlə/ *noun* the colour which is printed second in two-colour work

second cover /ˌsekənd ˈkʌvə/ *noun* the inside front cover of a magazine

second half /ˌsekənd ˈhɑːf/, **second half-year** /ˌsekənd ˈhɑːf ʒiː/ *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 /ˌsekəndˈhænd/ *adjective* relating to something that has been previously owned by somebody else

second quarter /ˌsekənd ˈkwɔːtə/ *noun* a period of three months from April to the end of June

second serial rights /ˌsekənd ˈsɪəriəl ˌraɪts/ *plural noun* the right to publish sections of a book in a magazine or newspaper after the book has been published

secret /ˈsiːkrət/ *noun* a piece of information that is known only to a few people and is intentionally withheld from general knowledge

section /ˈsekʃən/ *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 /ˈsektə/ *noun* a division of a group or area which is also part of a larger one

secure server /sɪˌkjʊə ˈsɜːvə/ *noun* an Internet server that allows for the encryption of data and thus is suitable for use in e-commerce

Secure Sockets Layer /sɪˌkjʊə ˈsɒkɪts ˌleɪə/ *noun* a secure format for sending documents which are encrypted and decrypted using two special keys. Abbr **SSL**

secure system /sɪˌkjʊə ˈsɪstəm/ *noun* a system that cannot be accessed without the permission of the owner

secure website /sɪˌkjʊə ˈwebsaɪt/ *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 /sɪˈkjʊəɪti/ *noun* measures taken to make a place or person safe from attack or danger

security paper /sɪˈkjʊəɪti ˌpeɪpə/ *noun* paper with a special watermark to prevent it being imitated

security printer /sɪˈkjʊəɪti ˌprɪntə/ *noun* a printer who prints paper money, company reports, secret government documents, etc.

see copy /ˌsiː ˈkɒpi/ *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:tɪsmənt/ *noun* an advertisement inside a box in the classified advertisements section of a newspaper

semiliterate /,semi'lɪt(ə)rət/ *adjective* **1.** unable to read or write properly **2.** US having only limited understanding of a particular subject, especially a technical one

sensitize /'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 'stɔ:ri:dʒ/ *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 nʌmbə/ *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 /,seksətəʊ'desɪməʊ/ *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 /,sekʃuəl 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 ,eəriə/ *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 'peɪpəl/ *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 wobblers /'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 /,ɪʃɒp '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 /,ɪʃɔ:t 'ænd/ *noun* a printing sign (&) which means 'and'

short column /,ɪʃɔ:t 'kɒləm/ *noun* a column that has been printed with fewer lines than the other columns in the same book

short credit /,ɪʃɔ: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 /,ɪʃɔ: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 /,ɪʃɔ: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 /,ɪʃɔ:t 'stɔ:ri/ *noun* a piece of fiction between three and ten pages long

short-term /,ɪʃɔ:t 'tɜ:m/ *adjective* only relevant to the near future

short ton /,ɪʃɔ: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 ,prəʊtəkəl/ *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)'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 /'sɪksɪːnməʊ/ *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 /,sɪksɪ '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 'ziərəʊ/ *noun* a printed sign (Ø) which puts an oblique stroke through zero to distinguish it from the letter O

sleepers /'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 /'slɪpkets/ *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:fs/ *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 ədɜz/ *plural noun* short private advertisements in a newspaper selling small items, asking for jobs, etc.

small capitals /,smɔ:l 'kæpɪt(ə)lɜz/, **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 /'səʊləs/, **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 /,spesɪfɪ'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 /'spesɪfaɪ/ *verb* to state in detail what is required

specimen /'spesɪmɪn/ *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 /,spesɪmɪn '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 /'spekjuleɪt/ *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 /ˈspeltʃek/ *verb* to check the spelling in a text by comparing it with a dictionary held in the computer

spellchecker /ˈspeltʃekə/, **spelling checker** /ˈspeliŋ 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 /ˈspeliŋ/ *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 /ˈspain brɑːs/ *noun* a stamp with the words to be used on a spine

spine lettering /ˈspain ˌlet(ə)rɪŋ/ *noun* the printing of the title and other details on the spine of a book

spinner /ˈspɪnə/ *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 /ˈspɪnɒf/ *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 /ˈspairəl 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 /ˈspairəl 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 /ˈsplɪt bɔːdz/ *plural noun* binding boards which are split to take the edge of a waste sheet and tapes in hard-bound books

split duct /ˈsplɪt 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 ˈfrækfən/ *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 /ˈsplɪt 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 /ˈspɔɪlɪdʒ/ *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 /ˈspɒnsə/ *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 /ˈspɒnsərɪŋ 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 /ˈspɒnsəʃɪp/ *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 judged 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 ðɪ '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 ɛkʃɪ '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 /'stɪpjʊleɪt/ *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 /ˌstɪpjʊˈleɪʃ(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 ˌeɪʃ(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 rɪˌtʃɜ: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 /ˈstɒk ˈtɜ:nəʊvə/ *noun* the total value of stock sold in a year divided by the average value of goods held in stock

stock up /ˈstɒk 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/ *noun* *plural* *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/ *noun* *plural* 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 /strəʊk/ *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 ˌbaɪndɪŋ/ *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 /'stʌdi 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 ˌmænʒʊəl/ *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 ˌeɪdʒənsi/ *noun* a small agency which is part of a large agency

sub-agent /'sʌb ˌeɪdʒənt/ *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 ˌneɪm/ *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 bɪbliˌɒɡrəfi/ *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 indicates 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 manuscript or synopsis that is submitted to a publisher

submit /sʌbˈmɪt/ *verb* **1.** to put something 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 manuscript 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 periodical, 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 something 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 chemical formulae: CO₂.)

subscription /sʌbˈskrɪpʃən/ *noun* **1.** money paid to become a member of an organisation or to receive regular publications **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 publication 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 /sʌbˈskrɪpʃən 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/ *plural noun* 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 /sʌbˌsɪdiəri 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'tɪtju: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 pʌlp/ *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:pə'ɪmpəʊz *verb* to place something on top of something else

superimposition

ˌsu:pə'ɪmpəʊz *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**¹². 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 font 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 ˌtaɪm/*, **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 ˌletəz/ 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 /'tæb 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 /'tæbjʊleɪt/ *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 ɹɑ:kəz/ *plural noun* symbols displayed in word processing to indicate the position of tabulation stops

tabulator /'tæbjʊleɪtə/ *noun* part of a computer which sets words or figures automatically in columns

TAC /tæk/ *abbreviation* total area coverage

tack value /'tæk ɹælju:z/, **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 ɹeɪpə/ *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: / *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 /'telɪɔ: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 /'telɪˌprəʊsesɪŋ/ *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 ˌpʌblɪʃə/ *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 ˌeditɪŋ fəˌsɪlɪtɪz/ *noun* a word-processing system that allows the user to add, delete, move, insert and correct sections of text

text-editing function /'tekst ˌeditɪŋ ˌfʌŋkʃ(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 ˌeditə/ *noun* a piece of software used to enter and correct text or modify programs under development

text figure /'tekst ˌfɪɡə/ *noun* an illustration in a book, especially a line drawing which is printed as part of the text

text formatter /'tekst ˌfɔːmətə/ *noun* a program that arranges a text file according to pre-set rules such as line width and page size

text illustrations /'tekst ˌɪləstreɪʃ(ə)nz/ *plural noun* illustrations printed on the text pages, and not on separate paper

text index /'tekst ˌɪndeks/ *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 ˌmænɪdʒmənt/ *noun* facilities that allow text to be written, stored, retrieved, edited and printed

text manipulation /'tekst mənɪˌpjuːleɪʃ(ə)n/ *noun* computer facilities that allow text editing, changing, inserting and deleting

text pages /'tekst ˌpeɪdʒɪz/ *plural noun* printed pages with the main text of a book, not including the prelims, specially printed plates, maps, etc.

text paper /'tekst ˌpeɪpə/ *noun* paper with a textured surface, such as laid paper

text processing /'tekst ˌprəʊsesɪŋ/ *noun* same as **word processing**

text retrieval /'tekst rɪˌtriːv(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 ˌwɪndəʊ/ *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 ˈbʊksələ/ *noun* a British weekly magazine dealing with publishing and bookselling matters

The Index /ˌdiː ˈɪndeks/ *noun* same as **Index Librorum Prohibitorum**

thermal paper /ˌθɜːm(ə)l ˈpeɪpə/ *noun* paper which is chemically coated so that it can be used with a thermal printer

thermal printer /ˌθɜːm(ə)l ˈprɪntə/ *noun* a printing machine which uses heat-sensitive paper

thermal transfer /ˌθɜːm(ə)l trænˈsɜː/ *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 /ˌθɜːməʊgræfɪk ˈkɒpiə/ *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 /ˌθɜːməʊgræfɪk ˈprɪntɪŋ/, **thermography** /θɜːˈmɒgrəfi/ *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 /ˌθɜːməʊ mɪˈkænɪk(ə)l ˌpʌlp/ *noun* pulp made from wood chips which have been heated

thermoplastic /ˌθɜːməʊˈplæstɪk/ *adjective* becoming soft when heated

thermoplastic binding /ˌθɜːməʊ ˈplæstɪk ˌbaɪndɪŋ/ *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:ɾəs/ *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 ˌdʒɛnə'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 /'θrəʊəweɪ/ *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 ,rekɔ: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 ,kætəlɒg/ *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/ *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 'pleɪt/ *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* teletypesetting

tub-sized paper /'tʌb saɪzɪd ,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 /ˌtɜːn 'əʊvə/ *verb* to have a particular amount of sales ○ *We turn over £20,000 a week.*

turnover /ˌtɜːnəʊvə/ *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 /ˌtɜːnraʊnd/ *noun* the value of goods sold during a year divided by the average value of goods held in stock

TV *abbreviation* television

TV rights /ˌtiː 'viː ,raɪts/ *plural noun* same as **television rights**

TV spot /ˌtiː 'viː ,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 /ˌtwelvəməʊ/ *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 /ˌtwenti 'fɔːməʊ/ *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 /ˌtwɑːs 'ʌp/ *adjective* drawn twice the size that it will be when printed. Also called **two-up**

twin-wire fourdrinier /ˌtwɪn ,waɪə fɔː 'drɪniə/ *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 /ˌtwɪn ,waɪə ,peɪpə/ *noun* smooth paper made on a twin-wire fourdrinier

two-colour press /ˌtuː 'kʌlə ,pres/ *noun* a printing press which can print two colours at the same time

two-colour process /ˌtuː 'kʌlə ,prəʊses/ *noun* a process involving separating artwork for printing in two colours

two-line drop capital /ˌtuː laɪn drɒp 'kæpɪt(ə)l/ *noun* an initial capital letter which occupies two lines, sometimes used decoratively at the beginning of a chapter

two revolution printing /ˌtuː ,revə 'luːf(ə)n ,prɪntɪŋ/ *noun* a letterpress

process where the cylinder rotates twice for each impression

two set /ˌtuː 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 /ˌtuː ʃɒt 'baɪndɪŋ/ *noun* adhesive binding using both hot melt and cold PVA glues

two-sidedness /ˌtuː 'saɪdɪdnəs/ *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 /ˌtuː 'wʌp/ *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 /ˌtɪmpæn/ *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 /ˌtaɪp ,eəriə/ *noun* the space on a page which is occupied by the printed text, including headings

typecasting /ˌtaɪpkɑːstɪŋ/ *noun* the process of casting type in hot metal

typesetter /ˌtaɪpkætə/ *noun* a person who cuts the punches to make the matrices to cast type

typeface /ˌtaɪpfeɪs/ *noun* the size and style of printing used, measured in 'points' which refer to the height of the characters

type family /ˌtaɪp ,fæm(ə)li/ *noun* various forms of the same typeface such as roman, bold, italic or condensed

typesetter /ˌtaɪpfaʊndə/ *noun* a person who casts metal type

typesfoundry /ˌtaɪpfaʊndri/ *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 'krɑ: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 ɪ ,mʊ:v(ə)n/ *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 /,ʌndək'spəʊzd/ *adjective* not having been exposed for long enough and so too dark

underexposure /,ʌndək'spəʊzə/ *noun* failure to expose a photograph long enough, with the result that it is dark

underfold /'ʌndəfəʊld/ *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 ,lɪ(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 /'ʌndəʀʌn/ *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'ekspəʒətɪd/ *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 /,ʌnfʊlʃɪd '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. ◊ **lead² 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 ,mænʃuəl/ *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 'ti:, 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 'skrɔ:liŋ/ *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 /'vɪdiəʊtekst/ *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,zəɪn/ *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:ɡju:l/ *noun* an oblique stroke or solidus (the printing sign: /)

virtual learning environment /,vɜ:tʃʊəl 'lɜ:nɪŋ ɪn,vəɪrənmənt/ *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 /'weɪstˌpeɪpə/ *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)nˌtest/ *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 ,peɪpə/, **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 ,mænɪdʒmənt/ *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 ,peɪpə/ *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:kɒp ,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'drɔ:/ *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 ju: em 'el/ *abbreviation* COMPUT wireless markup language

women's magazine /'wɪmɪnz məɡə ,zɪ:n/ *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 /'wʊdfri: ,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 ,fɜ:niʃə/ *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 /wɜ:d/ *noun* a separate item of language, which is used with others to form speech or writing that can be understood

wordage /'wɜ:dɪdʒ/ *noun* the number of words in a text, used often as a method of payment for work such as keyboarding or translation

word break /'wɜ:d breɪk/ *noun* the point where a long word can be divided by a hyphen at the end of a line

word count /'wɜ:d kaʊnt/ *noun* the process of counting the number of words in a text ○ *The word-processing program has a word count facility.*

word division /'wɜ:d dɪ,vɪʒ(ə)n/ *noun* a way of splitting words at the ends of lines, by inserting a hyphen

wording /'wɜ:dɪŋ/ *noun* a series of words ○ *Did you read the wording on the contract?*

word-process /,wɜ:d 'prəʊses/ *verb* to edit, store and manipulate text using a computer

word processing /,wɜ:d '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 /'wɜ:d ,prəʊsesɪŋ ,pækɪdʒ/ *noun* software on a program disk with an instruction manual, which enables word processing to be carried out

word processor /,wɜ:d 'prəʊsesə/ *noun* a computer that will run a word-processing program, usually used to create text

word space /'wɜ:d speɪs/ *noun* a white space left between two words in continuous text

word spacing /'wɜ:d ,speɪsɪŋ/ *noun* spaces between words which are made

wider or narrower to fit the characters into a fully justified line

words per minute /ˌwɜːdz pɜː 'mɪnɪt/ *noun* a method of measuring the speed of a printer or a keyboard. Abbr **WPM**

word wrap /'wɜːd 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 'tʌmb(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 'tɜːn/ *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 'twɪst/ *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 /'wɜːkbuːk/ *noun* a textbook with exercises and spaces for the answers to be written in

working /'wɜːkɪŋ/ *noun* a single pass through a printing machine which will complete the printing of a sheet

working capital /'wɜːkɪŋ ˌkæpɪt(ə)l/ *noun* money that is available immediately and not tied up in investments, property or equipment

work in hand /ˌwɜːk ɪn 'hænd/ *noun* work which is in progress but not finished

work in progress /ˌwɜːk ɪn 'prɒʊgrɛs/ *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 /'wɜːkləʊd/ *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 'ref(ə)rəns/ *noun* an important and well-known reference book ○ *It is the standard work of reference on tropical diseases.*

work permit /'wɜːk ˌpɜːmɪt/ *noun* an official document which allows somebody who is not a citizen to work in a country

workspace /'wɜːkspeɪs/ *noun* memory space available on a computer for temporary work

work station /'wɜːk ˌsteɪʃ(ə)n/ *noun* a desk with a computer, keyboard and sometimes a printer

workup /'wɜːkʌp/ *noun* a black mark on a printed sheet caused by a piece of lead which has moved and caught the ink

world rights /ˌwɜːld ˌraɪts/ *plural noun* the right to sell copies of a book anywhere in the world

World Wide Web /ˌwɜːld ˌwɑːd 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 'rɪ: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 'rɪ: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 /ˌzɪərəʊ'græfɪk/ *adjective* relating to xerography

xerographic copier /ˌzɪərəʊgræfɪl 'kɒpiə/ *noun* a plain paper copier, where the image of the original is transferred to the copy paper by electrostatic means

xerographic printer /ˌzɪərəʊgræfɪk '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 /zɪər'ɒgrəfi/ *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 /ˌeks 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 /ˌeks 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 /ˌeks 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 /ˌeks 'waɪ/ *noun* coordinates for drawing a graph, where X is the vertical and Y the horizontal value

X-Y plotter /ˌeks 'waɪ ˌplɒtə/ *noun* a plotter which plots to supplied coordinates, by moving the pen in two planes while the paper remains stationary

yankee machine /'jæŋki məʃi:n/ *noun* a papermaking machine which has a machine glazing cylinder

yapp binding /'jæp ˌbaɪndɪŋ/ *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 /ˌjɪə '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 /ˌjeləʊ '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

zinco, 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	
Insert (additional matter)	stuff Then insert	
Insert (space)	the space is missing	
Delete	extra word here	
Delete and close up	proof reading	
Close up space	this type face	
Substitute character	proof reading	
Substitute word	wrong word here	
Set in capitals	<u>proofreading marks</u>	
Set in small caps	<u>proofreading marks</u>	
Set in lowercase	<u>PROOF</u> reading	
Set in italics	this should be <u>italic</u>	
Set in bold	this should be <u>bold</u>	
Change italic to roman	should not be <u>italic</u>	
Change bold to roman	should not be <u>bold</u>	
Set in superscript	E=mc ²	
Set in subscript	The formula is H ₂ O	
Insert full stop	end of a sentence	
Insert comma	pause then carry on	
Insert single quotes	should be in quotes	
Insert double quotes	should be in quotes	
Insert apostrophe	there's 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 ^E	└
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. └

4/9 Topics covered include editing, commissioning, ~

└ and contracts rights, ~~desktop~~ publishing and #

g design, electronic publishing AND publishing desktop

≡ 10 on the internet typesetting, paper making, printing, ≠

? gardening and binding ?

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

European Patent Office

Information on copyright, trademarks, patents and intellectual property.
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

World Intellectual Property Organisation

An international organisation dedicated to promoting the use and protection of intellectual property.
www.wipo.int

UK Publishers

AA Publishing
www.theaa.com/bookshop/

ABC-Clio
www.abc-clio.com

Absolute Press
www.absolutepress.co.uk

Ian Allan Publishing Ltd
www.ianallanpublishing.com

J. A. Allen
www.halebooks.com

Allison & Busby Ltd
www.allisonandbusby.com

Andersen Press Ltd
www.andersenpress.co.uk

Anness Publishing
www.annesspublishing.com

Anova Books
www.chrysalisbooks.co.uk

Anvil Press Poetry
www.anvilpresspoetry.com

Appletree Press Ltd
www.appletree.ie

Arcadia Books Ltd
www.arcadiabooks.co.uk

Ashgate Publishing Ltd
www.ashgate.com

Aureus Publishing Ltd
www.aureus.co.uk

Aurum Press Ltd
www.aurumpress.co.uk

Duncan Baird Publishers
www.dbponline.co.uk

Barefoot Books Ltd
www.barefootbooks.co.uk

BBC Audiobooks Ltd
www.bbcaudiobooks.com

BFI Publishing
www.bfi.org.uk

Black & White Publishing Ltd
www.blackandwhitepublishing.com

A & C Black Publishers Ltd
www.acblack.com

Black Ace Books
www.blackacebooks.com

BlackAmber Books Ltd
www.blackamber.com

Blackstaff Press Ltd
www.blackstaffpress.com

Blackwell Publishing Ltd
www.blackwellpublishing.com

Bloomsbury Publishing plc
www.bloomsbury.com

Marion Boyars Publishers Ltd
www.marionboyars.co.uk

Breedon Books Publishing Co. Ltd
www.breedonbooks.co.uk

British Library Publications
www.bl.uk

Cadogan Guides
www.cadoganguides.com

Calder Publications UK Ltd
www.calderpublications.com

Cambridge University Press
www.cambridge.org

Canongate Books Ltd
www.canongate.net

Carcanet Press Ltd
www.carcanet.co.uk

Cavendish Publishing Ltd
www.cavendishpublishing.com

Chambers Harrap Publishers Ltd
www.chambersharrap.co.uk

UK Publishers *continued*

The Chicken House
www.doublecluck.com

James Clarke & Co. Ltd
www.lutterworth.com/jamesclarke/

Colourpoint Books
www.colourpoint.co.uk

Constable & Robinson Ltd
www.constablerobinson.com

Continuum Books
www.continuumbooks.com

The Crowood Press
www.crowood.com

Dedalus Ltd
www.dedalusbooks.com

Dorling Kindersley
www.dk.com

Gerald Duckworth & Co. Ltd
www.ducknet.co.uk

Edinburgh University Press
<http://www.eup.ed.ac.uk/>

Egmont Books
www.egmont.co.uk

Elliott & Thompson
www.elliottthompson.com

Elsevier Ltd
www.elsevier.com

Encyclopaedia Britannica UK Ltd
www.britannica.co.uk

Evans Brothers Ltd
www.evansbooks.co.uk

Faber & Faber Ltd
www.faber.co.uk

Flame Tree Publishing
www.flametreepublishing.com

Folens Publishers
www.folens.com

W. Foulsham & Co. Ltd
www.foulsham.com

David Fulton Publishers Ltd
www.fultonpublishers.co.uk

The Gallery Press
www.gallerypress.com

Garnet Publishing Ltd
www.garnetpublishing.co.uk

Granta Publications
www.granta.com

Harcourt Education Ltd
www.harcourteducation.co.uk

Harlequin Mills & Boon Ltd
www.millsandboon.co.uk

HarperCollins Publishers
www.harpercollins.co.uk

Haynes Publishing
www.haynes.co.uk

Hodder Headline Ltd
www.hodderheadline.co.uk

Icon Books Ltd
www.iconbooks.co.uk

Ilex
www.ilex-press.com

Insight Guides/Berlitz Publishing
www.insightguides.com

Irish Academic Press Ltd
www.iap.ie

The Ivy Press Ltd
www.ivypress.co.uk

Jane's Information Group
www.janes.com

The Kenilworth Press Ltd
www.kenilworthpress.co.uk

Laurence King Publishing Ltd
www.laurenceking.co.uk

UK Publishers *continued*

Kingfisher Publications plc
www.kingfisherpub.com

Letts Educational
www.lettsed.co.uk

LexisNexis UK
www.lexisnexis.co.uk

Frances Lincoln Ltd
www.frances-lincoln.com

Liverpool University Press
www.liverpool-unipress.co.uk

Lonely Planet Publications
www.lonelyplanet.com

McGraw-Hill Education
www.mcgraw-hill.co.uk

Macmillan Publishers Ltd
www.macmillan.co.uk

Manchester University Press
www.manchesteruniversitypress.co.uk

Merrell Publishers Ltd
www.merrellpublishers.com

Methuen Publishing Ltd
www.methuen.co.uk

Michelin Travel Publications
www.viamichelin.com

Nelson Thornes Ltd
www.nelsonthornes.com

New Holland Publishers UK Ltd
www.newhollandpublishers.com

Oberon Books
www.oberonbooks.com

The Octagon Press Ltd
www.octagonpress.com

Oneworld Publications
www.oneworld-publications.com

The Orion Publishing Group Ltd
www.orionbooks.co.uk

Peter Owen Ltd
www.peterowen.com

Oxford University Press
www.oup.com

Pearson Education
www.pearsoned.co.uk

Pen & Sword Books Ltd
www.pen-and-sword.co.uk

Penguin Group (UK)
www.penguin.co.uk

Phaidon Press Ltd
www.phaidon.com

Piatkus Books
www.piatkus.co.uk

Plexus Publishing Ltd
www.plexusbooks.com

Pluto Press
www.plutobooks.com

Polity Press
www.polity.co.uk

Poolbeg Press Ltd
www.poolbeg.com

Profile Books Ltd
www.profilebooks.co.uk

Quadrille Publishing
www.quadrille.co.uk

Random House Group Ltd
www.randomhouse.co.uk

Reaktion Books
www.reaktionbooks.co.uk

Reynolds & Hearn Ltd
www.rhbooks.com

Ryland Peters & Small
www.rylandpeters.com

SAGE Publications Ltd
www.sagepub.co.uk

UK Publishers *continued*

Salariya Book Company Ltd
www.salariya.com

Scala Publishers
www.scalapublishers.com

Schofield & Sims Ltd
www.schofieldandsims.co.uk

Scholastic Ltd
www.scholastic.co.uk

Shepherd-Walwyn (Publishers) Ltd
www.shepherd-walwyn.co.uk

Short Books Ltd
www.shortbooks.co.uk

Simon & Schuster
www.simonsays.co.uk

Springer-Verlag Ltd
www.springeronline.com

Stenlake Publishing Ltd
www.stenlake.co.uk

Stride Publications
www.stridebooks.co.uk

Sussex Academic Press
www.sussex-academic.co.uk

Sutton Publishing Ltd
www.suttonpublishing.co.uk

Sweet & Maxwell
www.sweetandmaxwell.co.uk

Taschen UK Ltd
www.taschen.co.uk

Taylor & Francis Books Ltd
www.tandf.co.uk/books/

Thames & Hudson Ltd
www.thamesandhudson.com

Time Warner Book Group UK
www.twbg.co.uk

Titan Books
www.titanbooks.com

Transworld Publishers
www.booksattransworld.co.uk

Usborne Publishing Ltd
www.usborne.com

V&A Publications
www.vandashop.co.uk

Virgin Books Ltd
www.virginbooks.com

University of Wales Press
www.wales.ac.uk/press

Walker Books Ltd
www.walkerbooks.co.uk

Ward Lock Educational Co. Ltd
www.wardlockeducational.com

The Watts Publishing Group Ltd
www.wattspublishing.co.uk

Websters International Publishers Ltd
www.websters.co.uk

Which? Ltd
<http://bookshop.which.co.uk>

Whittet Books Ltd
www.whittetbooks.com

Wiley Europe Ltd
<http://eu.wiley.com>

Philip Wilson Publishers Ltd
www.philip-wilson.co.uk

The Women's Press
www.the-womens-press.com

Woodhead Publishing Ltd
www.woodhead-publishing.com

Yale University Press
www.yalebooks.co.uk

Zoë Books Ltd
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

Name of Fair	Month	Place
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	ı̇
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 (,,:!?)
abcdefghijklmnopqrstuvwxyz1234567890 £\$%&@[]{}

Book Antiqua

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Bookman Old Style

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)
abcdefghijklmnopqrstuvwxyz 1234567890£\$%&@[]{}

Century

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Garamond

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Georgia

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Nimrod

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)
abcdefghijklmnopqrstuvwxyz 1234567890 £\$%&@[]{}

Palatino

ABCDEFGHIJKLMNOPQRSTUVWXYZ (,,:!?)
abcdefghijklmnopqrstuvwxyz 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

International Publishers Association

An organisation of book and journal publishers world-wide, with consultative relations with the United Nations.
www.ipa-uite.org

Publishing Association

“The leading trade organisation serving book, journal and electronic publishers in the UK.”
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

Women in Publishing

Career development and support specifically aimed at women working in publishing.
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

The Bookseller

A leading information service for those in the book business.
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

Publishers Weekly (US)

The online version of the print journal, serving US publishers and booksellers.
www.publishersweekly.com

Publishing Central (US)

An information resource on all aspects of print and electronic publishing.
www.publishingcentral.com

Resources on the Web *continued*

Publishing News

A leading information service for those in the book business.

www.publishingnews.co.uk

PubList

Internet-based reference for information on domestic and international print and electronic publications.

www.publist.com

Editorial and proofreading:

Bookcraft

Provides publishing consultancy, editorial, design, proofreading and training services.

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

Copyediting.co.uk

A blog website which offers first-hand advice on breaking into freelance copyediting and proofreading work.

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

Society for Editors and Proofreaders

A UK membership organisation which provides accredited training in proofreading and editorial services.

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

The British Association for Print and Communication

A trade organisation representing the interests of the printing industry.

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

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

PrintWeek

The online home of the journal, serving printing professionals in the UK.
www.printweek.com

Vision in Print

An organisation dedicated to improving performance in the printing industry.
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

Confederation of Paper Industries

"The authoritative and effective voice of the UK's paper-related industries."
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

TAPPI

The technical association for the pulp and paper industry worldwide.
www.tappi.org

Online reference tools:

Bartleby

Free searchable online access to major reference works.
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

Resources on the Web *continued*

KnowUK

A digital reference library with access to more than 100 reference books.
www.knowuk.co.uk

Xrefer

A digital reference library offering online access to over 200 reference books to subscribers.
www.xrefer.com

Other related links:

Adobe

Software for producing high-quality print and electronic documents.
www.adobe.com

Book Aid International

A UK charity which supports literacy, education, training and publishing initiatives in developing countries.
www.bookaid.org

Bookseller's Association

Representing book retail outlets in the UK.
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

Institute of Bookbinding and Associated Trades

An information resource and discussion forum for the bookbinding trade.
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

Society of Authors

A UK organisation which aims “to protect the rights and further the interests of authors”.
www.societyofauthors.org

Society of Indexers

Promoting “indexing, the quality of indexes and the profession of indexing”.
www.indexers.org.uk

World Wide Web Consortium

Developing standards and guidelines for publishing on the Web
www.w3.org

