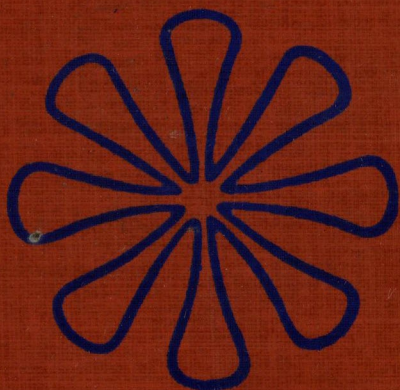


**THE
BOOKMAN'S**



GLOSSARY

FIFTH EDITION

THE BOOKMAN'S GLOSSARY
FIFTH EDITION

THE BOOKMAN'S GLOSSARY

FIFTH EDITION

Edited by Jean Peters
Librarian, R. R. Bowker Company



R. R. BOWKER COMPANY
A Xerox Education Company
New York & London, 1975

Published by R. R. Bowker Co. (A Xerox Education Company)
1180 Avenue of the Americas, New York, N.Y. 10036
Copyright © 1975 by Xerox Corporation
All Rights reserved.
Printed and bound in the United States of America

Library of Congress Cataloging in Publication Data
Main entry under title:

The Bookman's glossary.

I. Book industries and trade—Dictionaries.
2. Printing—Dictionaries. 3. Bibliography—
Dictionaries. I. Peters, Jean, 1935- ed.
II. Bowker (R. R.) Company, New York.
Z118.B75 1975 010'.3 74-28432
ISBN 0-8352-0732-3

010.3
FEB 4

157130
3/5/88
1.7.89
A. Naghian

PREFACE

It has been fifty years since *The Bookman's Glossary* made its first appearance, in serial form, in the July 12, 1924, issue of *Publishers Weekly*. After appearing in installments throughout that summer, the *Glossary* was issued the following year in book form under the authorship of John A. Holden. In the half century since, it has gone through four editions, each revised and enlarged to reflect the expanding and changing terminology of the book trade. This fifth edition has been completely revised, the number of terms expanded, and the format enlarged. Its objective, like that of its predecessors, is to provide a practical guide to the terminology used in the production and distribution of books—not necessarily the technical language of the trade, but rather the words in common usage in a bookstore, in a publisher's office, in a library, or among book collectors. In this edition, the printing terminology has been broadened to include the area of computer typesetting.

The various editions of the *Glossary* have been compiled by different methods, ranging from the single authorship of the first two editions, to compilation by a committee of Bowker staff members in the third, to a single editor with subject advisors in the fourth. This fifth edition, under the direction of a general editor, has been revised by subject specialists. The terminology of the antiquarian book trade has been revised by Edward J. Lazare, former editor and publisher of *American Book Prices Current*. Paul Doebler, management consultant in printing and publishing and contributing editor to *Publishers Weekly*, revised the bookmaking terms and prepared the new definitions in the area of computer typesetting. The printing definitions have been revised by Victor Strauss, printing management consultant, and the publishing and book-selling terms, by Chandler B. Grannis, Editor-at-large, *Publishers Weekly*. The terminology in the field of library science has been revised by the editor, and the proper names revised by the editor with the help of Edward Lazare and Chandler Grannis. The subject specialists have made extensive revisions in the entries of the previous edition; they have deleted a number of terms no longer in use, and have added many new terms that have come into use in the industry in the fourteen years since the last edition.

Generally, the orientation of the book remains the same. Certain limits in the scope of the earlier editions have been retained. For example, terminology that might be used by the printer but not encountered by anyone else, has been omitted. The library science terminology has been limited to the vocabulary that would most likely be used in the publishing community—largely the terminology of research, bibliography, indexing, and to some extent, acquisitions. On the other hand, the scope of the proper names, which in previous editions had been limited to those of historic importance in the graphic arts, has been enlarged to include also those who have made a significant contribution to the world of book publishing and who have in various ways changed the industry.

The section on foreign book trade terms that appeared in the two preceding editions of the *Glossary* has been omitted from this edition. For these terms there are three separate dictionaries available from the Bowker Company: *The Publishers Practical Dictionary in 20 Languages*, edited by Dr. Imre Mora, 1974; *The Librarian's Practical Dictionary in 22 Languages*, edited by Dr. Zoltan Pipics, sixth edition, 1974; and *Manual of European Languages for Librarians*, edited by C. G. Allen, 1974. Each of these dictionaries provides far more complete coverage of the language of the foreign book trade than could be attempted by *The Bookman's Glossary*.

This edition of *The Bookman's Glossary* could not have been possible without the help of many people. The editor is especially grateful to Edward Lazare, Paul Doebler, Victor Strauss, and Chandler Grannis, all of whom gave generously of their time and knowledge to help with the revision of this edition, and also to Terry Belanger and Robert Frase for advice and assistance.

Grateful acknowledgment is made to the authors and publishers of the reference works most frequently consulted: *A New Introduction to Bibliography*, by Philip Gaskell (Oxford University Press); *Principles of Bibliographical Description*, by Fredson T. Bowers (Russell & Russell); *ABC for Book Collectors*, by John Carter (Knopf); *An Encyclopedia of the Book*, by Geoffrey Glaister (World); and other books included in the Reading List.

THE BOOKMAN'S GLOSSARY

AAs Author's alterations (*q.v.*).

AAP Association of American Publishers (*q.v.*).

AAUP Association of American University Presses (*q.v.*).

AB Abbreviation for *Antiquarian Bookman, The Weekly Magazine of the Antiquarian Booktrade*. Started by the R. R. Bowker Company and published by them from 3 January 1948 through June 1953. Since 1 July 1953, the serial has been owned and published by its editor from the start, Sol M. Malkin. It is currently issued as *AB Bookman's Weekly*. Annual numbers (*AB Bookman's Yearbook*) have been issued since 1949.

ABA American Booksellers Association (*q.v.*).

a.c.s.; a.d.s.; a.l.s.; a.ms.s.; a.n.s. Abbreviations for—autograph card, signed; autograph document, signed; autograph letter, signed; autograph manuscript, signed; and autograph note, signed. Each piece entirely in the handwriting of the signer. *See also* holograph.

ad.; advt.; advert. (British) Abbreviations for advertisement.

ALA American Library Association (*q.v.*).

AV materials *See* audiovisual materials.

access time Time taken by a computer to find the place in its memory or storage area at which data is stored or is to be stored. Two types are *read time* and *write time*. Read time is the interval required for the computer to enter data into memory; write time is the interval required to extract something from memory.

accession Addition (of books or other materials) made by a library to its collection.

added entry In cataloging, a secondary entry. Cf. main entry. Where author is used as main entry, there may be added entries for title, subjects, series, editors, translators, etc.

A SELECTED READING LIST

THE ART AND HISTORY OF THE BOOK

- Aldis, Harry Gidney. *The Printed Book*. Rev. ed. by John Carter and E. S. Crutchley. Cambridge University Press, 1951. o.p.
- Berry, W. Turner, and H. Edmund Poole. *Annals of Printing: A Chronological Encyclopaedia from Earliest Times to 1950*. University of Toronto Press, 1967. \$16.50.
- Clair, Colin. *A Chronology of Printing*. Praeger, 1969. \$12.50.
- Diringer, David. *The Hand-produced Book*. Philosophical Library, 1953. o.p.
- Glaister, Geoffrey. *An Encyclopedia of the Book*. World, 1960. o.p.
- Greenhood, David, and Helen Gentry. *Chronology of Books and Printing*, rev. ed. Macmillan, 1936. o.p.
- Kenyon, Frederic G. *Books and Readers in Ancient Greece and Rome*. West, reprint of 1951 ed. 1973. \$10.00.
- McMurtrie, Douglas C. *The Book: The Story of Printing and Bookmaking*, 3rd rev. ed. Oxford University Press, 1943. \$17.50.
- Oswald, John Clyde. *A History of Printing: Its Development during Five Hundred Years*. Library Press, 1928. o.p.
- Ransom, Will. *Private Presses and Their Books*. Bowker, 1929. o.p.
- Vervliet, Hendrik D. L., ed. *The Book: Through Five Thousand Years*. Phaidon, 1972. \$60.00.
- Wroth, Lawrence C., ed. *A History of the Printed Book; being Number Three of The Dolphin*. Limited Editions Club, 1938. o.p.

BIBLIOGRAPHY AND BOOK COLLECTING

- Bowers, Fredson T. *Principles of Bibliographical Description*. Princeton University Press, 1949; reprinted, Russell & Russell, 1962. \$20.00.
- Carter, John. *ABC for Book Collectors*. 5th ed. Knopf, 1973. \$5.95.
- Carter, John. *Books and Book-Collectors*. Dufour, 1957. \$5.95.
- Gaskell, Philip. *A New Introduction to Bibliography*. Oxford University Press, 1972. \$9.50.

- McKerrow, Ronald B. *An Introduction to Bibliography for Literary Students*. Oxford University Press, 1927. \$12.75.
- Winterich, John T., and David A. Randall. *A Primer of Book Collecting*. Crown, 1966. \$5.95.

COPYRIGHT

- Bogsch, Arpad. *The Law of Copyright under the Universal Convention*. 3d ed. Bowker, 1969. \$32.50.
- Kent, Allen, ed. *Copyright: Current Viewpoints on History, Laws, Legislation*. Bowker, 1972. \$12.50.
- Nicholson, Margaret. *Manual of Copyright Practice for Writers, Publishers, and Agents*. 2d ed. Oxford University Press, 1956. \$7.50.
- Pilpel, Harriet F., and Morton D. Goldberg. *A Copyright Guide*. 4th ed. Bowker, 1969. \$5.50.
- Rogers, Joseph W. *U.S. National Bibliography and the Copyright Law: An Historical Study*. Bowker, 1960. \$5.25.

EDITORIAL

- Bernstein, Theodore. *The Careful Writer*. Atheneum, 1965. \$10.00.
- Gross, Gerald, comp. *Editors on Editing*. Grosset & Dunlap, 1962. \$2.65.
- Manual of Style*. 12th ed. University of Chicago Press, 1969. \$10.00.
- Skillin, Marjorie E., and Robert M. Gay. *Words Into Type*. Appleton, 1964. \$7.90.
- Strunk, William, Jr., and E. B. White. *Elements of Style*. 2d ed. Macmillan, 1972. \$3.50; paper. \$1.25.

PAPER, PRINTING, AND PRODUCTION

- Bland, David. *A History of Book Illustration: The Illuminated Manuscript and the Printed Book*. 2nd rev. ed. University of California Press, 1969. \$28.75.
- Comparato, Frank E. *Books for the Millions: A History of the Men whose Methods and Machines Packaged the Printed Word*. Stackpole, 1971. \$12.50.
- Diehl, Edith. *Bookbinding: Its Background and Technique*. Kennikat, 1947. \$27.50.
- Grannis, Chandler, ed. *The Heritage of the Graphic Arts*. Bowker, 1972. \$18.75.
- Hunter, Dard. *Papermaking: The History and Technique of an Ancient Craft*. 2d ed. Knopf, 1947. \$20.00.
- Lee, Marshall. *Bookmaking: The Illustrated Guide to Design and Production*. Bowker, 1965. \$15.95.
- Melcher, Daniel, and Nancy Larrick. *Printing and Promotion Handbook; How to Plan, Produce, and Use Printing, Advertising and Direct Mail*. 3rd. ed. McGraw-Hill, 1966. \$15.95.






























- Penrose Annual*, edited by Herbert Spencer. Hastings House, 1973. \$22.50.
- Simon, Oliver. *Introduction to Typography*. Transatlantic Arts, 1949. \$7.50.
- Strauss, Victor. *The Printing Industry: An Introduction to Its Many Branches, Processes and Products*. Bowker, 1967. \$29.75.
- Udpike, Daniel Berkeley. *Printing Types: Their History, Forms and Use*. 3d ed. Harvard University Press, 1962, 2 vols. \$18.00.

PUBLISHING AND THE BOOK TRADE

- Bailey, Herbert S., Jr. *The Art and Science of Book Publishing*. Harper, 1970. \$7.95.
- Bingley, Clive. *The Business of Book Publishing*. Pergamon, 1972. \$9.50.
- The Bowker Annual of Library and Book Trade Information*. Bowker, 1974.
- Cheney, O. H. *Economic Survey of the Book Industry*. Bowker, 1931. Reprinted 1960 with introduction by Robert Frase. o.p.
- Dessauer, John P. *Book Publishing: What It Is, What It Does*. Bowker, 1974.
- Grannis, Chandler B., ed. *What Happens in Book Publishing*. 2d ed., Columbia University Press, 1967. \$10.00.
- Gross, Sydney, and Phyllis B. Steckler, eds. *How to Run a Paperback Bookshop*. Bowker, 1963. \$8.50.
- Hackett, Alice Payne. *Seventy Years of Best Sellers: 1895-1965*. Bowker, 1967. \$9.95.
- Kerr, Chester. *A Report on American University Presses*. University of Oklahoma Press, 1949. \$.50.
- Lehmann-Haupt, Hellmut, Lawrence C. Roth, and Rollo G. Silver. *The Book in America*. rev. ed. Bowker, 1951. \$16.75.
- Mott, Frank Luther. *Golden Multitudes: A Study of Best Sellers, 1662-1945*. Bowker, 1960. \$10.95.
- Mumby, Frank A., and Ian Norrie. *Publishing and Bookselling: A History from Earliest Times to the Present Day*. 5th ed. Bowker, 1974. \$33.50.
- Nemeyer, Carol A. *Scholarly Reprint Publishing in the United States*. Bowker, 1972. \$13.50.
- Schick, Frank L. *The Paperbound Book in America: The History of Paperbacks and Their European Background*. Bowker, 1958. o.p.
- Tebbel, John. *A History of Book Publishing in the United States*. 3 vols. Vol. 1: *The Creation of an Industry, 1640-1865*. Vol. 2: *The Expansion of an Industry, 1865-1919*. Bowker, 1972, 1975. \$29.95 per vol.
- Unwin, Sir Stanley. *The Truth about Publishing*. 7th rev. ed. Bowker, 1960. \$3.25.

Proofreader's Marks

The symbols shown here are revised to accord with the *American National Standard Proof Corrections*, Z39.22-1974. Copyright by the American National Standards Institute, 1974.

Marginal Mark	Instruction	Mark in Text	Corrected Text
	Delete	Morison f	Morison
	Delete and close up	bibliography	bibliography
	Insert additional material in margin	Nicolas ^	Nicholas
	Retain crossed out material	Edwin and Robert Grabhorn	Edwin and Robert Grabhorn
	Broken type	bookseller	bookseller
	Straighten line	a foolish consistency is	a foolish consistency is
	Align vertically	Caslon Bodoni Janson	Caslon Bodoni Janson
	Start new paragraph	in 1474. <u>In the next few years</u>	in 1474. In the next few years
	Run on. No new paragraph	engraver and printer. He was one of	engraver and printer. He was one of
	Transpose words or letters indicated	Let <u>not me</u> to the marriage	Let me not to the marriage
	Invert letter indicated*	editor	editor
	Close up. No space	hornbook	hornbook
	Use ligature	an ever-fixed mark	an ever-fixed mark
	Insert space	bookclub	book club
	Push down space to avoid printing*	A famous printer	A famous printer
	Insert en quad	1. The first item	1. The first item
	Indent one em	Hickory	Hickory
	Indent two ems	Dickory	Dickory
	Indent three ems	Dock	Dock
	Center	Tick-Tock	Tick-Tock
	Move to the right	mountain peak,]	mountain peak,
	Move to the left	[From the snow	From the snow
	Lower to proper position	true minds	true minds
	Raise to proper position	admit impediment	admit impediment
	Is this correct?	not impossible	not possible
	Capitals	william shakespeare	William Shakespeare
	Lower case	Havre de Grace	Havre de Grace
	Small capitals	Berne Convention	BERNE CONVENTION
	Capitals and small capitals	Berne Convention	BERNE CONVENTION

Marginal Mark	Instruction	Mark in Text	Corrected Text
<i>rom</i>	Roman	<u>first</u> printing	first printing
<i>ital</i>	Italic	in the <u>Times</u>	in the <i>Times</i>
bf	Bold face	Extra	Extra
bf ital	Bold face italic	<i>Illustrations</i>	<i>Illustrations</i>
↑	Insert comma	composition, printing and binding	composition, printing and binding
;/	Insert semicolon	given, it is also	given; it is also
:/	Insert colon	divided as follows:	divided as follows:
⊙	Insert period	in all fields.	in all fields.
?/	Insert question mark	to a summer's day.	to a summer's day?
!/	Insert exclamation point	Hark! Hark! the lark	Hark! Hark! the lark
/=	Insert hyphen	book-hunter	book-hunter
∨	Insert apostrophe	at Heaven's gate	at Heaven's gate
↙ ↘	Insert quotation marks	Yes, quoth I.	"Yes," quoth I.
∨	Insert superior character	in his latest book ¹	in his latest book ²
△	Insert inferior character	H ₂ O	H ₂ O
()	Insert parentheses	text, see page 5	text (see page 5)
[]	Insert brackets	n. d. 1850	n. d. [1850]
—	Insert one en dash	1900-1950	1900-1950
—	Insert one em dash	editor, the person in charge of	editor—the person in charge of
wf	Wrong font*	upon me proved	upon me proved
q#	Space evenly	nor no man ever loved	nor no man ever loved
hr#	Hair space	ANNO DOMINI	ANNO DOMINI
Ⓐ	Spell out	(4) score and (7) years	Four score and seven years
ld	Insert lead	→ If this be error and Then I never writ	If this be error and Then I never writ
out-see copy	There is an omission here. See copy	our forefathers, a new nation	our forefathers set forth upon this continent a new nation
tc	Transfer to position shown by caret	proposition con- ceived in liberty and dedicated to the	conceived in liberty and dedicated to the proposition

*These three symbols (⊙, ∨, wf) are unlikely to be needed in marking photocomposed text.