



Glossary of publishing terms

CiP	Cataloguing-in-Publication information (on reverse title/imprint page)
desktop publishing (DTP)	The creation of documents using page layout skills on a personal computer
folio	Page number
font	A complete assortment of characters of the one style and size of typeface, including upper case and lower case characters, numbers, and punctuation marks. Usually described by typeface, weight, attribute and size (e.g. Arial bold italics, 10 point)
footer	One or more identifying lines of information printed at the bottom of each page of a document. Information may be a page number, copyright notice, organization, date or other information that is required on a number of pages (also 'running footer' is the footer throughout a document)
format	The word 'format' has several meanings: <ul style="list-style-type: none">• size, shape, and general appearance of the publication, e.g. A4 portrait• text enhancement through style specifications, such as typeface, leading and line length• description of the computer platform and program used to produce a document, e.g. MS Word
hanging indent	Text format in which the first line is of full width but the following lines are indented from the left
hardcopy	Paper version of what has been produced on a computer using a software program
header	Identifying information printed at the top of each page of a document or section of a document (also 'running head' is the header used throughout a document)
home page	The first Web document your browser displays when you begin the program, or the 'main page' of a website
HTML	Hyper Text Mark-up Language — a language used to create documents for the Web
hypertext	Text created in HTML that contains highlighted links to online documents or areas (in the same document)
Kerning	To reduce the space between characters so that they fit together snugly
landscape	The 'horizontal' orientation of a rectangular printed page, with the text or graphics running across the longest axis of the page
layout	The particular arrangement of text and graphics on a page. Elements in this design include page orientation, margin and column widths, rule guides and formatting
leading ('leding/)	The spacing between lines of type or text, measured in points. Nowadays it is included with the font point size for a baseline-to-baseline measurement. Usually applicable to page layout software programs such as Adobe InDesign
line spacing	This term is often used when referring to leading (see above) but is also frequently used in denoting single, double, and triple spacing of lines. Usually applicable to word processing software programs such as MS Word
page proofs	All text and graphics laid out in book form for checking
PDF	Portable Document Format — a file format developed by Adobe Systems Incorporated which captures formatting information from a variety of applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Acrobat Reader software, a free application distributed by Adobe Systems and available from its website . It is sometimes possible to manipulate and edit text on a PDF but not advisable. It is better to edit the original document and recreate the PDF
portrait	The 'vertical' orientation of a rectangular printed page with the text or graphics running across its shortest axis. This is the default setting in computer programs

recto	Right-hand page
reverse title (imprint) page	Reverse of the title page shows bibliographic and publisher information, copyright, printer and CiP information
style settings	A set of formatting information in a page layout software program that causes text to reformat according to the specified style. Style elements specified include font, leading, kerning, indentation and paragraph spacing
track changes	MS Word feature that tracks amendments on a document while you edit
URL	Uniform Resource Locator — the address of a particular website or page on the Internet. Many people use the term 'web address' instead of 'URL'
verso	Left-hand page
website	A collection of web documents about a particular subject at one host location
World Wide Web (WWW)	Interconnects documents stored at sites on servers. This is done with a program, generically called a browser, which permits the viewing of sites or pages on the Web. WWW is based on hypertext, written in HTML and accesses these sites through URLs
