



IMAN BOOKS

Typesetting Terms

acknowledgments:

1. The page or pages of the manuscript crediting the original publication of any parts of a book that have been published previously. In a work of fiction, the author usually will have retained the book rights to his or her work, and acknowledgments take a form like: Parts of Chapter One originally appeared in slightly different form as "Melissa at Home" in Harper's Magazine, October, 1995. However, if the work of others is included or someone else owns the book rights to the author's work, the acknowledgment requires a full recitation of the owner's copyright notice. If the work requires acknowledgments of both kinds, there should be a separate page in the manuscript for each kind.

2. In the finished book, acknowledgments if brief are often placed on the copyright page (the back -- or verso -- of the title page). If extensive, acknowledgments may appear on a page or pages styled "Acknowledgments" and incorporated in the copyright page by reference. Especially in scholarly books, a part styled "Acknowledgments" may be a kind of preface in which the author thanks those who have assisted in research and preparation of the manuscript.

advance:

Payment or payments to the author against expected royalties. The advance must be returned if the author has received it before delivery of an acceptable manuscript and the author fails to deliver an acceptable manuscript. However when the author delivers an acceptable manuscript, the advance is his or hers to keep even if royalties never amount to so much.

blind folio:

A page which does not bear its page number. Often the first page of the body of the work or the first pages of chapters are blind folios.

card page:

1. Page in a manuscript listing other books by the author.
2. This page in the finished book.

contents:

1. Page or pages in a manuscript listing the chapters or other subdivision of the work. This page should be included even if chapters are not titled.
2. Such a page in a finished book. The contents page is sometimes omitted in novels, especially if chapters are not titled.

Courier:

Courier is a type style used by typewriters and computer printers. It is a nonproportional, serif style similar to the traditional typewriter face Pica. Some graphic browsers may display this sentence in Courier or a similar style.

dedication:

1. Page in a manuscript in which the author dedicates the work to a person, persons, institution, or abstraction. The modern style is to make the dedication as brief and simple as possible.
2. This page in a finished book.

drop folio:

A page that bears its number at the bottom rather than at the top of the page. First pages of chapters are often drop folios.

epigraph:

1. A page in a manuscript with a brief quotation meant to suggest the theme, tone, or spirit of the book. Sometimes this is a quotation from the work itself. Even the briefest quotation from songs or poems that are still under copyright may require the permission of the owner of the work. Although the epigraph in the finished book is often set flush right or centered, it should be entered normally in manuscript.
2. A similar quotation introducing a chapter or other subdivision of a book. In manuscript, enter this sort of epigraph above the chapter or story title, but move the title farther down the page.
3. The page that bears the epigraph in the finished book.

folio:

1. Page number. see: blind folio, drop folio
2. Book printed four pages to each printer's sheet, two leaves being formed by folding the printer's sheet in half. Also a page half the size of a printer's sheet.
3. Editions of Shakespeare's plays produced on folio pages.

font:

Correctly a font is a set of characters all of the same style and size. Loosely, "font" is often used to refer to a style of type including various sizes and the related boldface and italic styles. In other words, strictly speaking, 12-point Times Roman is one font, and 12-point Times Roman bold is another, and 10-point Times Roman is yet another.

gothic:

1. Most laypeople think gothic is an ornate, old-fashioned type style such as Black Letter or Old English. However, in printing and publishing gothic means nearly the opposite: a sans serif style, usually with thick strokes. Good examples of gothic fonts are not available in many graphical browsers. A gothic font available in most word processors is Helvetica.
2. A genre of fiction usually involving gloomy or isolated settings; dreary, spooky old houses or castles; mysterious, bizarre, or macabre -- possibly supernatural -- occurrences; and secretive, suspicious characters. A subgenre is Southern gothic usually centering on a moldering Ante Bellum mansion and featuring unexorcised evils of slavery, the Civil War, or racism, actual or suggested incest or other sexual aberration, insanity, and often an elderly Afro-American woman who is the embodiment of long-suffering goodness and wisdom.

half-title:

A page in a finished book which bears only the title of the book and perhaps some design elements. When a half-title is included in a book, it is in addition to the title page. A half-title page, when there is one, often is the first printed page in the book, on the recto of the leaf immediately preceding the title page. Alternately, the half-title may be the last page of front matter, immediately preceding the first page of the body of the work. A half-title does not occur in manuscript.

introduction:

Front matter of a book written by someone other than the author of the main body of the work. Works of fiction seldom have introductions while the author is still living, with the exception of the few novels in which the introduction is part of the fiction and is, in fact, written by the author, but attributed to a fictional person. When an introduction is thought necessary, publishers often commission it separately.

italic:

as a noun, usually used in the plural italics:

Of a type family, a slanted -- and usually curly -- variation of the style. Italics are often used for to indicate emphasis, for editorial comments, and for citations including the titles of other works of literature. When passages are entered in italics, the relationship of italics and the normal body style (roman) is reversed and roman is used for emphasis and citations.

Some font families do not have italic versions. In such cases, some computer programs will slant the normal font to produce italics. The slanted version is seldom as attractive as true italics.

Italics are indicated in manuscripts by underlining, not by the use of an italic font.

manuscript:

the work as prepared by the author. Although the word may suggest handwriting, handwritten manuscripts are seldom considered for publication anymore. The manuscript is the author's typewritten or electronic printed version of the work. MS; plural: MSS; abbreviation for manuscript

nonproportional:

of fonts: having the quality that all letters the same horizontal space. In nonproportional fonts the following are lines are the same length:

WWWWWWWWWW

wwwwwwwwww

Nonproportional fonts are used by most typewriters and computer displays in text mode. Nonproportional fonts facilitate handwritten corrections and certain kinds of estimates of the space a work will require once set in type. For this reason, nonproportional fonts are often preferred for manuscripts.

pica:

usually capitalized in sense 2:

1. A measure equal to 12 points or approximately 1/6th of an inch, used in layout
2. The typeface used by many typewriters and related nonproportional, serif fonts available on some computers. By reference to this face, "pica-sized" means a font of ten characters per inch

pitch:

A term, unusually referring to typewriters, meaning characters per inch.

point:

a measure equal to about 1/72nd of an inch used for type. When type sizes are given in points, the measure is of the height of the characters, not of width.

preface:

A preface is introductory material by the author of the book. A preface is presumptuous in most works of fiction, although occasionally a "preface" occurs in a novel as part of the fiction. In story collections, publishers may wish a brief passage to strike the keynote of the collection, and this may or may not be styled "preface" in the finished book.

proportional:

of fonts: having the quality that some characters require more horizontal space than others. In a proportional font, typically, a capital M or W take more horizontal space than a lowercase l. If the following lines are of different lengths, you are viewing this in a proportional font:
WWWWWWWWWW
wwwwwwwwww

Proportional fonts are often considered more attractive and are used in most books, newspapers, and magazines.

recto:

The side of a leaf in a book that is seen to the reader's right in the open book. In the finished book, recto pages, when numbered, bear odd numbers. The other side of the leaf is verso. The verso of one leaf faces the recto of another. In manuscript, material is entered only on the recto side of pages.

royalty:

usually the plural is used for sense 2:

1. the rate at which payments are owed the author based on sales of the work, usually a percentage of the cover price.
2. payments to an author based on sales of a work. The amount of the advance, if any, is deducted from royalties and the author receives the excess.

sans serif, also sanserif:

lacking the short lines at the ends of the main strokes of letters such as the short horizontal lines at the top and bottom of a capital I. In some graphical browsers, this sentence will appear in a sans serif font. Sans serif faces tend to have a clean, modern appearance. Sans serif styles are often used for headlines, and because they are simpler, in charts, graphs, and documents prepared by plotters. In sans serif families, italic fonts sometimes do not contrast well with the roman font.

Compare to: serif roman, often capitalized in sense 2:

1. The usual style of body type even if this style is unlike Times Roman, the opposite of italic.
2. A type style similar to Times Roman.

serif:

Serifs are the short lines at the ends of the main strokes of letters in many type styles, and styles which have serifs are called serif styles. The short horizontal lines at the top and bottom of a capital I are serifs. In most graphical and text browsers this sentence will appear in a serif font. Serif styles are traditional and are considered more legible by many people.

Compare to: sans serif

slug line:

1. a line of type containing identifying information placed in a tray of type and intended to be removed before printing
2. a similar line at the top left corner of a manuscript (see: What is a slug line?)

Times Roman:

Times Roman is a type style used in printing and computer printing. It is a proportional, serif style. Times Roman and generic look-alikes are extremely popular in newspaper and magazine publishing. Some graphic browsers may display this sentence in Times Roman or a similar style (since this is the default font for many graphic browsers, you may not notice any difference).

title page:

1. The first page of a book manuscript, bearing the title of the book, the author's byline, a descriptive captions (such as "a novel" or "a story collection"), and contact information for the author. When the manuscript is represented by an agency, the agency's standard form may replace the author's title page.
2. The corresponding page in the finished book which may also contain the publisher's imprint and other information.

verso:

Of a leaf in a book, the side that appears to the reader's left in the open book. In the finished book, when pages are numbered, verso pages bear even numbers. The other side of the leaf is recto.