

Glossary of Bibliographical Terms

STRUCTURE

Bifolium: two conjugate leaves in a handpress book, e.g. *ll.* 1 & 4 or 2 & 3 in a quarto, or *ll.* 1 & 8, 2 & 7, 3 & 6, or 4 & 5 in an octavo.

Bolt: the fold over the top of two unopened leaves in a handpress book, e.g. *ll.* 1 & 2 or 3 & 4 in a quarto, or *ll.* 1 & 4, 2 & 3, 5 & 8, or 6 & 7 in an octavo.

Broadsheet/1° (also known as broadside): a sheet of paper printed only on one side and typically not folded.

Cancellandum/da: the leaf or leaves excised from a book and replaced with the cancellans/tia.

Cancellans/tia: the leaf or leaves inserted in a book to replace the cancellandum/da.

Conjugate: two leaves in a book that connect through the gutter.

Disjunct: two normally conjugate leaves in a book that do not connect through the gutter.

Duodecimo/12°: a format in which each sheet is typically cut and folded to produce one twelve-leaf or one four-leaf and one eight-leaf gathering (see Gaskell, Figs. 54-59).

Folio/2°: a format in which each sheet is folded to produce a two-leaf gathering (see Gaskell, Fig. 46).

Format: broadly, the relation of the initial sheet to the total number of leaves in each gathering.

Gathering: a sheet folded to produce a particular number of leaves according to the chosen format.

Gutter: the inner edge of a book where conjugate leaves come together and where typically the book is sewn.

Half-Sheet: a sheet of paper printed so that when cut in two, each half contains the same text (see Gaskell, Figs. 48, 49, 52, 53, 58, 59).

Intaglio: an illustration process in which lines are etched or engraved into a plate, ink spread across then wiped from the plate (leaving ink only in the grooves), and the plate run through a rolling-press so that the paper picks up the ink from the grooves.

Leaf: one piece of paper in a book containing a recto and verso page.

Octodecimo/18°: a format in which each sheet is typically cut and folded to produce one twelve-leaf and one six-leaf gathering (see Gaskell, Fig. 61).

Octavo/8°: a format in which each sheet is typically folded to produce one eight-leaf gathering (see Gaskell, Figs. 50-53).

Quarto/4°: a format in which each sheet is typically folded to produce one four-leaf gathering (see Gaskell, Figs. 47-49).

Quire: 1) *n.* one or more gatherings; 2) *v.* to collect multiple gatherings into a single binding unit.

Relief: an illustration process in which material is cut away from a surface to leave a protruding line image which is inked and printed onto a sheet of paper using a platen or rotary press.

Sextodecimo/16^o: a format in which each sheet is typically cut and folded to produce two eight-leaf gatherings (see Gaskell, Fig. 60).

24^o: pronounced “twenty-four-mo”; a format in which each sheet is typically cut and folded to produce two twelve-leaf gatherings (see Gaskell, Figs. 62-63).

PAPER

Chainline: the line left on a sheet of laid paper caused by the chain-stitching connecting the mould wires to the rib, typically running parallel to the short side.

Coucher: in a paper mill, the worker who transfers the wet sheet from the mould to the post, separating each new sheet with a piece of felt.

Countermark: a wire profile sewn onto the face of a mould, typically smaller than, and on the opposite side to, the watermark.

Deckle: the removable rim around the edge of a paper mould that holds the stuff in place as the water drains away.

Felt Side: the side of a sheet not in contact with the wire face of a mould and which is first laid on top of the felt below.

Laid Paper: paper made on a mould consisting of parallel wire lines supported by ribs.

Mould Side: the side of a sheet in contact with the wire face of the mould and opposite to the face first laid in contact with the felt by the coucher.

Post: a pile of alternating fresh sheets of paper and felts laid down by the coucher.

Quire: a group of 24 or 25 sheets of paper.

Ream: 20 quires of paper.

Stuff: fibers suspended in water into which the vatman dips the mould when making paper.

Tranchefile: stitching at either short end of a mould not connected with a rib but which provides added stability.

Vatman: the workman who dips the mould and deckle into the stuff and hands it to the coucher.

Watermark: a wire profile sewn onto the face of a mould.

Wireline: the small ridges and valleys left on a sheet of paper by the mould and running parallel to its long side.

Wove Paper: paper made on a mould with a face of criss-crossed mesh wire which typically shows no wirelines or chainlines.

TYPE

Body: the height of a piece or fount of type, typically measured in points or mm. per 20 lines of set type (see Gaskell, p. 15).

Chase: an iron frame containing one or more pages of set type from which one side of a sheet is printed.

Composing Stick: an “L” shaped bar used by a compositor to hold lines of type while setting.

Driving In/Out: after a compositor initially sets a line, the adding or subtraction of spaces, or the expansion or contraction of words, to justify that line.

Em: the linear space taken by a roman capital “M,” twice that of an en.

En: the linear space taken by a roman capital “N,” one-half that of an em.

Face: the system of classifying different type designs into family trees.

Forme: a group of typeset pages, imposed according to desired format, and locked into an iron chase.

Imposition: the arrangement of pages of set type in the chase so that when printed and folded according to the desired format, the resulting pages will appear in the proper order.

Justify: to adjust the spacing of a line of type so that the left, right, or both margins align.

Kern: to adjust the space between pairs of types to close the gap between them, for example V and A.

Leading: the insertion of space between lines of set text, originally with strips of type metal (hence “leading”).

Ligature: two or more characters combined into a single type to prevent possible damage caused by a part of the face extending beyond the character’s imaginary rectangular box, e.g. fi or fl.

Majuscule: capital, or upper-case letters.

Matrix: the negative impression of a letterform used with a mould into which molten type metal is poured to create individual types (see Gaskell, p. 11).

Miniscule: lower-case letters.

Mould: a two-piece metal box placed over the matrix into which molten type metal is poured to create individual types (see Gaskell, p. 11).

Sans Serif: letterforms without serifs.

Serif: block or flared extensions to strokes on a letterform.

Stereotype: printed plates cast in plater-of-Paris or paper mache molds from type originally set by hand.

TYPE PAGE

Catchword: a partial or complete word located at the lower-outer corner of a page corresponding to the first word of the first line of the following page.

Direction Line: reference information found at the bottom of a page, typically the catchword and signature, but sometimes also page or volume number, date, press mark, &c.

Headline: reference information found at the top of a page, typically the running title and pagination.

Press Figure: arbitrary arabic numeral typically placed at the bottom of a page, used either 1) to track which pressman worked on which formes, or 2) when employing multiple presses, to track press and output.

Recto: front side of a leaf.

Running-title: reference text at the top of a page, typically a short-title.

Signature: reference text at the bottom of a recto leaf identifying the gathering and leaf.

Verso: reverse side of a leaf.

GASKELL EXAMPLES

Common Press: p. 119

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Imposition: pp. 88-105

Machine Press: pp. 255, 257, 263-4

Paper-Making Machines: 217-19

Printing Type: p. 9

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