

**GUIDE**

# **Glossary**

# Glossary

**Alignment:** Positioning of text within page margins. Alignment can be ranged left, ranged right, justified, or centered.

**Body text:** The text content of a publication, sometimes referred to as 'body-copy'.

**Bullet:** A dot or special character positioned at the left of items in a list.

**DPI:** Dots per inch – the resolution of a picture or graphic. Generally 300dpi for print and 72dpi or 96dfpi for screen (website).

**Drop cap:** The initial capital letter of a paragraph set in a larger point size than the body text. It is typically equal to a few lines in depth (three is common).

**Ellipsis:** Punctuation mark consisting of three dots in a row (...) to indicate omitted text (also referred to as a three-dot leader.)

**Em dash:** The em dash (—) is used as a break in a sentence which is often used spanning text without spaces either side.

**Em, em space:** Traditionally the body width of an upper case (i.e. cap) M in any typeface and point size. It can be thought of as the point size being used, so in 12-point type, an em is 12 points.

**En dash:** The en dash (–) indicates a range of values or a break in a sentence, set with a word space either side.

**En, en space:** Traditionally the body width of an upper case (i.e. cap) N but more simply considered to be half the width of an em.

**Font:** Sometimes referred to as a collection of characters of one typeface design.

**Font Family:** Sometimes referred to as a collection of characters of one typeface design and its related variants, i.e. roman, bold, italic, etc.

**Font style:** Italic and bold etc, that make up the variants of a type family.

**Gutter:** The space between columns of text and images on a page.

**Hanging indent:** The first line of a paragraph aligned to the left margin while the remaining lines are all equally indented. Also known as an out-dent.

**Head and Foot:** The top and bottom of the page.

**Imprint:** is to mark or stamp something, like with the name of a publisher (often represented on publication covers in the form of a publisher's logo).

**Italic:** A slanting typeface variant. An upright variant is usually referred to as roman.

**Justified:** A style where text is forced to align on both the left and right margins.

**Kerning:** Adjustment to the spacing between individual characters in typesetting.

**Leading:** Inter-line spacing as the measurement, or distance, between baselines in typographic setting.

**Letter spacing:** The space between letters.

**Ligature:** Two or more letters joined together that create one character, e.g. fi, fl, ifi, ff1.

**Margin:** The space around the text or image area on a page.

**Pica:** unit of typographic measurement equal to 12pt – approximately 4.24mm or 1/6th of an inch.

**Typeface:** Letters, numbers and symbols that make up a type design.

**Typeface family:** A collection of typefaces designed to work together and usually sharing common attributes across related variants.

**Point size:** Type measurement. There are approximately 72 points to the inch.

**Leading:** Inter-line spacing as the measurement, or distance, between baselines in typographic setting.

**Justified:** A style where text is forced to align on both the left and right margins.

**Raised cap:** Where the first capital letter of a paragraph is set larger than the body text.

**Ranged Left:** Text that is aligned on the left-hand side (also referred to as ragged right).

**Ranged right:** Text that is aligned on the right-hand side (often referred to as ragged left).

**Running heads/footers:** Typically the title of the publication on the verso page and chapter title on the recto page; page and/or section references and numbers.

**Recto:** A right page.

**Sans Serif typeface:** A typeface without serifs.

**Serif typeface:** A typeface with small strokes at the ends of the main strokes of a letter.

**Set solid:** Type set without additional space between lines of text (leading), e.g. text specified as 12/12 is 12pt text with 12pt leading.

**Symbol:** A non-alphanumeric (not Latin) character.

**Typesetting:** The process of setting an article, book, or other printed matter into type.

**Verso:** A left page.