



# Glossary of Typesetting Terms (Chicago Guides to Writing, Editing, and Publishing)

*Richard Eckersley, Richard Angstadt, Charles M. Ellertson, Richard Hendel*

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*Glossary of Typesetting Terms* is an up-to-date reference book on the craft of typography. It organizes a dictionary and a style guide into a single, one-stop resource.

Prepared by a team of leading professionals—a designer, an editor, compositors, and production managers—this glossary will be valuable to anyone who works in publishing or printing for its definitions of typographical terms and concise treatment of typographical style.

The glossary adds important details to discussions of typography that are covered more generally in editorial style guides such as *The Chicago Manual of Style*. It is indispensable to anyone who prepares text for a living, including those who implement their own typesetting decisions with the aid of word-processing and page-layout software.

This manual furnishes a common technical vocabulary for specialists and nonspecialists alike. More than 900 entries provide up-to-date meanings for traditional terms like *kerning*, *bleed*, and *thumbnail* and definitions of new phrases like *global search and replace*, *H & J* (hyphenation and justification), and *idiot file* that have been developed to describe the role of computer technology in typesetting.

Eight appendixes offer additional guidance. The house style sheets of a major typesetter provide a sample checklist of items that affect the way in which words are composed into professional-quality type. Other appendixes cover families of type, the parts of a book, diagrams of the parts of a letter, coding and marking a manuscript in the precise language of typesetters, writing specifications for tables, proofreaders' marks, and special characters.

No other reference book makes the vocabulary and practices of contemporary typesetting so accessible.

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