

GLOSSARY

Reading one definition here will often require another be consulted; expect to have to search! Items marked # are definitions used in the Glossary of the Code (I.C.Z.N., 1996). We deal here with works in Western languages not with languages reading from right to left.

1/up: our abbreviation meaning numbered continuously from page 1; may apply to whole volumes, to issues or to articles within an issue. May also be used as secondary pagination when preprints or separates are made available (see, for example, *Mémoires de l'Académie Impériale des Sciences de St. Pétersbourg* p. 250).

Advance sheets: pages supplied by the printer and put into circulation, usually by an author, not demonstrably proof sheets and lacking their own date of publication but circulated ahead of general publication. The Code needs to address these. There are arguments for not regarding such circulation as publication, but if the information was made known the result of non-acceptance is that a name quickly published by one of the recipients has an unexpected authorship (as occurs if proof sheets lead to a name being adopted early). The sheets issued early for the *Proceedings of the United States National Museum* when dated, carried dates that were probably dates of printing (see p. 000), and are not preprints, in the meaning of the Code, nor are they “advance sheets” in the meaning of this Glossary; they are, instead, separates distributed in advance but like advance sheets they should be dated on the basis of the evidence of publication.

Asterisk: a typographic symbol 1) used as a signature mark singly or in multiples for preliminary or end matter; also, in the 19th century when numbers replaced letters as signature marks, attached to a signature number to indicate subsequent leaves after the first, which is marked with the number alone; 2) attached to page or plate numbers to indicate an insertion; when the insertion was an addition, the number with an asterisk usually follows the same number without one, similarly to the use of “bis” after a number in French works; when the insertion is a cancellation, the page/plate bearing a number with an asterisk is meant to replace the same-numbered page/plate without one, although sometimes the latter may still be present. See also Replacement leaf, and *Cancellans*.

Avant la lettre (also, a.l.l.): (French) literally, before the letter; referring to printed illustrations, it means before the caption and/or plate number have been added to the image on a copper-plate or lithographic stone; the abbreviation “a.l.l.” is sometimes explicitly noted on such a print, which may be considered a proof copy of the printed illustration.

Bis (Latin, used in French): a term meaning “second” attached to a page/plate number to indicate an insertion in a numerical sequence – usually the addition of material not accounted for in the original pagination or numeration. Comment: the German term ‘bis’ (= up to, until) appears once.

Bleed-through: printing ink or colouring pigments, whether in the text or an illustration, that seeps through the paper and is visible from the other side.

Board(s): see Cover.

Broadsheet: a printing format in which a sheet of paper is printed as a single leaf, usually on one side only; usually but not necessarily large, depending on the size of the sheet.

Camera lucida (Latin): literally “light room”; an optical device designed to reflect an image onto a drawing surface. In book illustrations it was sometimes used to reproduce illustrations in a smaller size.

Cancelans (plural: *cancellantia*): (Latin) a corrected leaf or set of leaves that replaces a *cancellandum*, usually bearing an asterisk or other symbol after the page number; also called a replacement leaf.

Cancellandum (plural: *cancellanda*): (Latin) one or more leaves that were (or were meant to be) deleted or replaced, usually to correct significant textual rather than typographical errors; also called a replaced leaf.

Catchword: a word printed at the right end of the direction line on a page showing the first word of the next page, intended to assist the type-setter in sequencing the pages of type so as to impose them correctly in the forme for printing.

Censor's approval: see Imprimatur.

Chain lines: in hand-made (laid, q.v.) paper, the main wires in the paper-making mould; when the rectangular mould is held for use, the chain lines run vertically, parallel to the shorter sides of the frame; they are usually slightly thicker than the wire lines, and usually about an inch apart; the web of machine-made (wove, q.v.) paper may be designed to imitate chain lines.

Chase: a rectangular metal frame containing the type-pages of the forme in the bed of the press.

Colophon: originally (in the manuscript era and in 15th century printed books) a statement at the end of the text giving the author, title, date, and sometimes the maker (for printed books, the printer) of the work; this information subsequently was moved to a title page, and the colophon as such disappeared, but in modern times it has been revived as a statement providing additional publication details, usually on the last page of the book and usually technical information (the printer if distinct from the publisher on the title page, the type face, the paper stock, the fact of stereotyping, etc.); it may sometimes include a date of publication (for example, in *Tori*).

Collation: the sequence of gatherings and their signature marks in a printed work; it is expressed in a concise notational formula which accounts for all of the letterpress contents (not plates) of the work, including blank pages, unsigned leaves or gatherings, cancels, and errors in the signature sequence.

Conjugate (adj., noun: conjugacy): applied to the leaves on either side of a spine (sewing) fold that are physically connected to each other, being part of the same sheet. For example in a simple folio format the two leaves into which the printed sheet is folded and sewn are conjugate. In smaller formats like quarto and octavo, as well as in quired folios with several bi-fold sheets stacked inside each other, there will be multiple pairs of conjugate leaves in a gathering, but the leaves in any one pair are not conjugate with those in another pair.

Copper-engraving: one of several intaglio processes for incising lines on a sheet of copper to create images for the purpose of printing multiple copies; also, the print itself produced by such a process. See also Engraving, Intaglio.

Copyright statement: a notice of ownership of the work – literally, the right to print copies – after registering it with an official body, usually printed on the verso of the title page; the requirement to include such a notice, though not the concept itself, is a 19th century innovation, varying by country.

Corrigenda# (Latin): a list of typographical corrections to the printed text, usually appended at the end of the work. See also Errata.

Countermark: in a sheet of hand-made (laid, q.v.) paper, a design attached to the wires of the mould giving the name of the mill or maker, and sometimes a year of manufacture, usually placed in the middle of one half of the full sheet opposite the watermark on the other half; the web of machine-made (wove) paper may be designed to include a countermark.

Cover: 1) for books, an external protection, whether a binding or a casing, that may be hard (called boards, originally of wood, but in modern times a thick, pressed pulp material) or limp (originally of un-supported vellum, now a thick, stiff paper, e.g., paperbacks); the cover is not part of the printed work but is attached after the sheets have been printed, folded, and sewn (or glued); 2) for journal issues, pamphlets, preprints, and separates, an external protection, usually paper, bearing printed identification of the text within. This latter is the use for which the ICZN (I.C.Z.N., 1961: 21 Recommendation 21C) urged librarians not to “remove covers that bear information relative to dates of publication and the content of the work or its parts, or to the dates of their receipt in the library”. We do not use this term for the paper wrapped around the parts of part-works; for this see Wrapper.

Deckle: the frame that fits on top of the mould in hand-made (“laid”) paper; most commonly used in the term “deckle edge”, referring to the rough, slightly irregular edges of the sheet before trimming (a routine part of the binding process, after folding and sewing the printed gatherings, especially along the head edge to minimize the infiltration of dust and along the fore-edge to facilitate turning the leaves); untrimmed deckle edges can allow inferences about the original size of the sheet.

Direction line: the bottom-most line of type on a printed page, distinct from the text proper, that may contain 1) the signature mark (on the rectos of the first half of the leaves in a gathering); 2) a date, called a gathering date (usually on the recto of the first leaf of the gathering); 3) the volume and sometimes the part in which the gathering is to be bound (usually on the recto of the first leaf of the gathering); 4) a catchword in those older works that employ them (on every page); 5) in some 20th century books the page number (on every page); and 6) a press figure (usually on the verso of the leaf) q.v.

Duodecimo: a printing format in which a sheet of paper is printed with 12 pages on each side and folded to form a 12-leaf (24-page) gathering; the position of the watermark and the direction of the chain lines are variable, depending on various impositions and methods of folding; usually rather small; abbreviated as 12mo or 12^o.

Edges: the outer boundaries of the sheet, the board (cover) or, most commonly, the printed leaf, gathering, or text-block; at the top is the head edge, the outer-most is the fore-edge, and at the bottom is the tail edge. (The inner-most is not an edge; see Margin, and Gutter.) The edges are normally trimmed as part of the binding process to create a text-block that when closed resists the infiltration of dust and when opened facilitates turning the leaves; they may be gilt or decorated (stained, sprinkled, marbled, incised, etc.).

Edition: all of the copies of a publication printed from a specific setting of type; in the hand-press period, once the desired number of copies of each sheet is printed the type is broken down and returned to the type cases for re-use, and the edition is over. An edition may include more than one state of the text, if minor corrections are made to the type-setting during the press run of a sheet; more than one issue, if some of the printed sheets remain unsold and are distributed at a later date; and more than one printing (impression), if the type is kept standing for later press runs. See also Stereotyping and Electrotyping.

Electrotyping: invented in the 1830s, a method of producing a copper mould of a page or whole forme of type, which when filled with type-metal replicates the original type-setting for use in subsequent printings of a text, as needed; this extends an edition and does not create a new edition.

End matter: printed content following the text proper that may include an index, colophon, and other material, usually paginated and signed as a continuation of the text and printed last. French books almost always put the table of contents, either in lieu of or in addition to an index, in this position. See, by contrast, Preliminary matter.

End-leaf: one or more blank leaves supplied by the binder at the front and back of the text-block, not part of the printed text produced by the printer; the leaf pasted to the inside of the cover is called the front/back paste-down end-leaf, the next is the front/back free end-leaf, and then, if present, the front/back fly-leaf. The term “fly-leaf” is more commonly but imprecisely used for any free end-leaves.

Engraving: a method for creating an illustration, or the resulting illustration itself, by incising lines into a piece of metal; although technically appropriate only for the process of carving the lines by hand, it is often used to refer collectively to all intaglio processes, including, for example, etching and aquatint, in which the lines are created by exposing the surface of the metal to an acid. Engraving (or etching) may also be used for illustrated title pages, distinct from a letterpress title page.

Errata (Latin): a list of typographical errors in the printed text to be corrected, usually appended at the end of the work. See also *Corrigenda*.

Fascicle: in part-publication a gathering or group of gatherings (or plates) issued individually over time, often in a paper wrapper identifying the part number, and intended cumulatively to form a complete work.

First Reviser#: “The first author to subsequently cite names (including different original spellings of the same name) or nomenclatural acts published on the same date and to select one of them to have precedence over the other(s). See Article 24.”

First state: see *State*.

Fly-leaf: see *End-leaf*.

Folio: a printing format in which a sheet of paper is printed with two pages on each side and folded once down the middle, forming two leaves (four pages); the watermark is positioned in the middle of one of the leaves, with the chain lines running parallel to the longer sides of the leaf; usually but not necessarily rather large, depending on the size of the sheet; abbreviated as f^o or 2^o.

Font: a style of type, used colloquially. For comparison see *fount*.

Format: the structure of a printed work as defined by the gatherings’ constituent leaves; a sheet folded once producing two leaves (four pages) is a folio, folded a second time to make four leaves (eight pages) it is a quarto, and so on. The converse, however, does not necessarily hold true: since a gathering may be made up of more (or less) than one sheet by quiring, half-sheet imposition, etc., the number of leaves in a gathering is not always indicative of the printing format and must be analysed in combination with the location of the watermark and the direction of the chain lines in the paper. See *Folio*, *Quarto*, *Octavo*, and *Duodecimo*. Note also that, although a normally large sheet of paper printed and folded as a folio will produce a relatively large book, in the hand-press period formats did not necessarily translate to any particular size; a folio printed on a small sheet produces a small book but is still a folio.

Forme: the pages of set type comprising all of the pages intended to be printed on one side of a sheet of paper, as positioned in the bed of the press to run in the correct sequence when folded into the intended format.

Fount: a set of type of a particular size; see *Type fount*.

Foxing: brownish or discoloured spots of varying sizes in a sheet or leaf of paper, thought to be caused by impurities (mould or specks of iron) in either the rags or the water used to make the paper; generally common to an entire paper stock when present, but visible to greater or lesser degrees in different copies of a publication depending on each one’s exposure to conducive environmental conditions, especially heat and humidity.

Gathering: a printed sheet, folded to form a multi-leaved sequence of pages bearing a signature mark, within a book; in some formats, several sheets may be quired and folded together to form the gathering, usually to reduce the amount of sewing required. A “short gathering” is one lacking two, four or more of its pages because the content did not need to use them. A “gathering date” is one appearing in the direction line on a page, usually the first page, of a gathering and is usually, we believe, a date of type-setting. A “gathering number” is the signature mark when it is a number.

Gutter: the inner margin of a printed page, i.e., that nearest to the spine.

Half-title (leaf): a leaf presenting an abbreviated version of the title, with the verso normally blank, originating from the need to protect the printed text-block; when present, it is usually the first printed leaf immediately following the front end-leaves and is distinct from the title page proper in that it lacks any further information (author, full title, imprint, etc.). In some works the major textual divisions may be preceded by a similar leaf, called the section title-leaf.

Headline: the top-most line of the printed page, which includes the page number and the running title, if any.

Hors série (French); also **Hors de série:** literally, outside of a series, thus an extra or supplementary publication that is not part of an established, numbered series of publications.

Impression: see Printing.

Imprimatur: a printed or stamped statement of official approval for the publication of a text, not common after the 18th century in England. Used mainly for theological work or the output of Catholic universities. Censorship dates of approval are similar in concept but such a date is often the last of several “not-before dates”.

Imprint: 1) collectively, the statement of the city, date, and agent of publication (the author, printer, bookseller, or publisher underwriting the costs) that from the 16th century forward normally appeared at the foot of the title page in printed works; 2) a name used for a division or series within a publishing house, often a name that has been retained after a merger or take-over.

Intaglio: a group of technical processes – line engraving, etching, stipple, aquatint, mezzotint – that made grooves or dot-depressions in the surface of a metal plate (originally copper, later steel) to create images for the purpose of printing multiple copies; the dominant method of book illustration in the 17th centuries; usually printed in black ink with colouring, if any, by hand after printing, but sometimes colour-printed (i.e., using coloured inks), with or without additional hand-colouring, for a softer line.

Issue: 1) all of the copies of a printed text distributed at a particular time; an edition may consist of more than one issue of the text if copies are held back or otherwise remain unsold at the time of publication and are made available, often with a new title page, at a later date; 2) the separately published parts or sections of a volume of a periodical, numbered and intended to be published at specified intervals.

Journal: 1) (English) a periodical; not normally used for a newspaper; 2) (French, German) a newspaper or periodical. For clarity, we use periodical in preference to journal or serial.

Laid paper: paper made by hand by dipping a mould into a vat of pulp; the only way of making paper until the mid-18th century and still common for quality printed books into the 19th. See, by contrast, Wove paper.

Leaf: the basic unit of the book: the piece of paper that one turns to read the text, formed by folding a sheet into a gathering and opening or trimming off the folds at the edges (determined by the printing

format); whether printed or blank, each leaf holds two pages, one on the front (the recto) and one on the back (the verso).

Letterpress: 1) the area of a page that bears printed text, surrounded by blank margins; 2) as a type of printing: the use of cast type rather than lithography or offset printing.

Lithography: the process of printing, most commonly an illustration, from the flat surface of a fine-grained block of limestone that could be treated to hold printer's ink; developed at the end of the 18th century and increasingly employed through the 19th, it offered the advantage over relief and intaglio processes (both q.v.) that the artist could draw directly onto the stone, without needing a craftsman to translate his drawing from paper to a medium that could be used for printing multiple copies. Lithography was also the first illustration technology that allowed the use of colours for broad areas of the illustration in the printing process itself, although hand-colouring was often still added after printing.

Lower case: a term meaning un-capitalized letters, deriving from the fact that type cases – large wooden trays divided into compartments to hold pieces of type – were commonly organized in pairs to hold a fount; when in use the one containing the capital letters (both large and small capitals, and often the numbers) was positioned above the other at the type-setter's table, and thus the regular letters were in the lower case.

Margin: on a printed page, the blank areas surrounding the printing; they may be divided into the head margin, the outer (or fore-edge) margin, the tail margin, and the inner margin, also called the gutter.

Masthead: the top of the first page of a newspaper or periodical that gives the title and usually the volume and issue numbers and the date.

Mihi: (Latin, dative of *ego*) meaning of me, used with scientific names in place of the author's name when it is a taxon named by himself. But may also be used in the context of a new combination i.e. a somewhat different taxonomic concept. See also *Nobis*.

Mould: 1) a wood-framed sieve with a mesh of thick vertical and thin horizontal wires (called, respectively, chain lines and wire lines), used to make sheets of paper in the hand-press period; 2) a cast of a page or more often a whole forme of type made by stereotyping or electrotyping (both q.v.).

Nobis: (Latin, dative of *nos*) meaning of us, used with a scientific name in place of the authors' names when it is a taxon named jointly by the author(s) – sometimes used by sole authors and not only Prince Bonaparte exercising the “royal prerogative”. But may also be used in the context of a new combination i.e. a somewhat different taxonomic concept. See also *Mihi*.

Nomenclatural acts# (although listed in the Glossary of the Code the term is actually not directly defined there): acts in accordance with the Code that give a scientific name to a taxon, designate a lectotype or a neotype, restrict a type locality, use the powers of “First Reviser” to determine a spelling or the priority of a name, or designate the type species of a genus.

Not-after date: our own term to indicate that publication must have occurred by such a date; these dates may be found in the form of library receipt stamps and other instances that reflect the completion of the publication process, i.e., distribution. Given the passage of time required for delivery, it is possible in all such cases that publication occurred before that date, but any earlier date would need to be demonstrated by other evidence.

Not-before date: our own term to indicate that publication could not have occurred before such a date; these dates may be found in gatherings and other situations that reflect a part of the printing process but that in and of themselves cannot be considered “proof” of official publication, since it

includes, specifically, the act of distribution. It is possible in all such cases that publication did occur on that date, but such a date alone is insufficient and needs to be supported by other evidence.

Octavo: a printing format in which a sheet of paper is printed with eight pages on each side and folded three times, forming eight leaves (16 pages); the watermark may be visible in the upper or lower corner of the inner margin (the gutter), with the chain lines running parallel to the longer sides of the leaf; abbreviated as 8vo or 8°.

Offprint#: one of three forms of separate – technically printed at the same time as the full printed work of which it may be a part.

Off-set: 1) the transfer of printing ink or colouring pigments, whether from text or plates, to the facing page; 2) a technical process in photolithography and other modern printing.

Page: one side of a leaf; the leaf holds two pages.

Parenthesis (plural, **parentheses**): a term meaning rounded brackets, like those surrounding the plural form of the word here. It is more common in the United States than in Britain to distinguish rounded brackets, called parentheses, from square brackets (e.g., [...]). Parentheses are generally used for supplementary information or explanations by the author of the work itself, while square brackets are used for interpolated comments, translations, etc. in the text by a second party; square brackets are also used in library cataloguing to indicate inferred information about the author, title, date, etc. of a publication.

Part: a section of a larger work, whether 1) an intended, permanent, intellectual and textual division of a larger work, or 2) a portion of a larger work that is published for convenience or economic reasons over a period of time (see Part-work), without any necessary textual or intellectual division, or 3) an issue of a periodical. As an intended textual division, a part may comprise multiple volumes or be a part within a single volume, depending on the nature of the work and the decision of the author and/or publisher; thus, the term may be used to refer to a significant section of the larger work (e.g., a multi-volume Zoology part of a voyage report), or to a smaller component section within a single volume (e.g., within a Zoology volume on reptiles, the section on snakes). For a list European-language words used for the physical and textual subdivisions of a work, see the list following the glossary.

Part-work or part-publication: a book or multi-volume work whose text was published in a succession of defined parts over time, usually by subscription and often with an intended frequency of appearance; distinct from a periodical which contains multiple, stand-alone articles. The method of publication in instalments has been in use since the 17th century. Evenhuis (1997) explained why both early 19th century publishers and printers had good reasons to produce works in parts. Wrappers commonly served to identify the part, to protect the gatherings, and to hold them together; some were printed with a list of the part's contents or other bibliographical information; some were dated. Complete sets of such wrappers only rarely survive, as they were usually discarded when the volume was completed and bound. See also "advance sheets" which should not be confused.

Paste-down: see End-leaf.

Periodical: an on-going publication consisting of articles, usually by various authors, usually published in discrete issues on an established schedule (monthly, quarterly, annually, etc.) eventually to comprise a volume in a numbered series, and usually produced under the auspices of a society or organization for its members or subscribers. Such publications bear many different titles – Annals, Bulletin, Journal, Memoirs, Papers, Proceedings, Review, Transactions, etc. For clarity we use periodical in preference to journal or serial.

Permission: see Imprimatur.

Planographic: a term describing a printing process (lithography, q.v.) that used a flat surface, neither relief nor intaglio (both, q.v.), most commonly for illustrations.

Plate: 1) a piece of copper (later steel) engraved or etched to produce an illustration or text for printing; more commonly (and our usage, unless preceded by the word copper to indicate the first meaning), 2) a full-page printed illustration on its own leaf, separate from the printed text, usually intaglio (engraving, etching, etc.) or planographic (lithography), produced on a specialized press and differentiated from the printed text by a separate number sequence. Before the end of the 18th century, when books were usually sold before being bound, it was up to the purchaser to decide whether the plates would be interspersed with the text, gathered at the end of a volume, or bound together in a separate volume (often called an atlas – especially in French books); thus different copies of a work may vary considerably from one another in this regard. This continued to be the case for some books, especially part-publications, well into the 19th century, although authors and publishers increasingly issued instructions to binders for the placement of plates.

Plate mark: the impression, or rather depression, left on the paper by the copper plate (see definition 1) under plate). Intaglio processes like engravings and etchings held the ink for printing in grooves or dots below the surface of the piece of copper, and it was necessary to apply considerable force to get the paper in contact with the ink; as a result, the sheet was pressed down around the edges of the copper, and the entire area of the printed illustration is usually slightly indented compared to the rest of the leaf or sheet; this indentation, or the visible edges of it, is called the plate mark. Relief processes like type or wood-cuts, and planographic processes like lithography do not produce a plate mark.

Precedence#: “The order of seniority of available names or nomenclatural acts determined (1) by application of the Principle of Priority as specified in Article 23, or (2), in the case of simultaneously published names or acts, as specified in Article 24, or (3) by a ruling of the Commission using its plenary powers.” Comment: the main distinction relevant to this book is that priority is by date, while precedence may be awarded to one of two or more competing names or acts of [apparently] identical date.

Preliminary matter (preliminaries, prelims): printed content preceding the main text, that may include a half-title leaf, title page, dedication leaf, preface, list of subscribers, table of contents, list of plates, and other material; usually designated (though unsigned) as gathering A or, especially when extensive, signed with typographic symbols, and paginated with lower-case roman numerals (e.g., i, ii, iii, etc.); in the hand-press period and for later part-publications, usually printed after the text. French part-publications, however, often printed and distributed the title page and some of the prelims with the first part. See also End matter.

Preprint# (French: *prétirage*): 1) [Code definition] “A work published, with its own specified date of publication (imprint date), in advance of its later re-issue as part of a collective or cumulative work. Preprints may be published works for the purposes of zoological nomenclature.” 2) [colloquial usage] an impression of printing, other than a proof, prior to the main printing run. Comments: under the 3rd edition of the Code a preprint was required to carry its own date of publication (I.C.Z.N., 1985: 262) and thereby advanced the date of publication. The 4th edition (I.C.Z.N., 1999) formally accepted that historically undated preprints or separates could also advance the date of publication (based on evidence of advance distribution). That does not apply after 1999. Dated preprints of books were typically “specimen” works intended to attract subscribers to a series. Dated preprints of periodicals are probably commoner.

Press figure: a number, letter, or symbol appearing in the direction line of the first leaf of a gathering near the inner margin (the gutter), or in a similar position on the verso of the leaf (so as not to be

confused with the signature mark), indicating the press on which the sheet had been printed, for calculating piece-work wages and other practical matters.

Printer's device: a small illustration, design, or symbol, comparable to a modern logo, representing a specific printer and often included on the title page of a printed work.

Printing (also, **impression**): a single press run producing printed sheets at one particular time; if type is kept standing or stereotyped or electrotyped, an edition of a text may include more than one printing.

Priority, of a name or nomenclatural act#: "Seniority fixed by the date of availability".

Proof: evidence sufficient to convince. In this context we use "proof" throughout. The plural proofs is used for proof sheets but not in the context of evidence.

Proof sheets: the first printed sheets of a text, supplied by the printer to the author for review and approval before launching the print run; if it cannot be shown that proof corrections followed and there is no evidence that they were supplied as proofs they must be considered as "advance sheets".

Quarto: a printing format in which a sheet of paper is printed with four pages on each side and folded twice, forming four leaves (eight pages); the watermark may be visible in the middle of the inner margin (the gutter), with the chain lines running parallel to the shorter sides of the leaf; abbreviated as 4to or 4°.

Quire: 1) a printed sheet folded to form a multi-leaved sequence of pages bearing a signature mark, also called a gathering; 2) stacking several sheets together for folding into such a sequence. For clarity, the term gathering is preferred for the first meaning, and quiring is reserved for the second meaning alone. 3) Also used by printers as a measure of a quantity of paper, usually one twentieth of a ream.

Recto (originally Latin): the front side of a leaf; as one holds a book open and looks at the leaf on the right side of the opening, the front of the leaf is called the recto, the back of the leaf is the verso; since texts, and therefore page-numbering, normally begin on the right side of the opening, rectos are normally odd-numbered and versos are even-numbered.

Règles: the rules promulgated by the International Commission on Zoological Nomenclature in 1905, which had been formed in 1895. Replaced in 1961 by the first Code (Melville, 1995).

Relief: an illustration process, usually employing a piece of wood (wood-cut, q.v.) but also possible with metal (metal-cut), that carves away what is not wanted to print, leaving at the surface only the lines that are meant to be inked and printed; the dominant method of book illustration in the 15th and 16th centuries, revived in the early 19th century as wood "engraving". Since type is similarly cast in relief, wood-cuts, metal-cuts, and wood "engravings" may be placed with type in the forme to be printed (and paginated, if a full-page illustration) as part of the letterpress.

Replaced leaf: a leaf (or leaves) that was (or was meant to be) deleted or replaced, usually to correct significant textual rather than simple typographical error; also called a *cancellandum*.

Replacement leaf: a corrected leaf (or leaves) that replaces a replaced leaf, usually bearing an asterisk or other symbol after the page number; also called a *cancellans*.

Reprint (noun)#: 1) see Separate (of which it is one form, the others being "Offprint" and undated reprint; 2) a product of reprinting, i.e. a second or subsequent printing of a work.

Reprint (verb): to produce a second or subsequent printing done from standing type, i.e. textually and typographically unchanged from the first printing; colloquially used without such distinctions to various later productions of a work.

Running title: in the headline of each or every other page, a word or phrase summarizing the contents of the page's text.

Second state: see State.

Separate# (noun) (Latin: *separatum*; French: *tiré à part*; German: *sonderdruck*; Italian *estratto*): "A copy (reprint or offprint) of a work contained in a periodical, book or other larger work, intended for distribution (usually privately by the author (s)) detached from the larger work which contains it but without its own specified date of publication (imprint date). The advance distribution of separates after 1999 does not constitute publication for purposes of zoological nomenclature. See preprint." Note that the Code uses the term "Separate" to specifically cover two categories – a reprint, printed after the publication itself, and an offprint, printed as a part of the printing for publication – and that a separate is to be contrasted with a preprint, printed before printing for publication, which must carry its own date of publication. This implies that a preprint without its own date of publication is a separate, in the meaning of the Code. The 1999 Code created a watershed in relation to separates: they may up to 1999 permit a date of publication to be advanced based on the Codes rules of evidence, after 1999 they may not. See also "advance sheets" which would appear to be open to judgement based on the rules for separates but need a definition in the Code and rules relating to them. Where apparent separates carry a date earlier than the date of publication in final form they are "Preprints" (i.e. even if technically offprints).

Series: (1) An explicit division or grouping in the volume numbering of a periodical that creates separate sequences of volume numbers, each beginning with vol. 1, and must be included in the citation. We use a capital S. (2) A succession of titles. (3) An overarching conceptual title, not of a periodical, that unites separately published works capable of standing alone, but also perhaps serially numbered.

Sheet: a piece of paper, originally made by hand with a mould which determined its size, on which a text is printed and which is then folded to form a gathering for binding; from the late-18th century forward it might be machine-made on a continuous web and cut to any size.

Signature, also **signature mark:** 1) a letter or number, or combination of letters and numbers, printed in the direction line at the foot of the leaves in the first half of each gathering of a book as a guide for the binder in folding and binding; 2) sometimes used by extension, without the word "mark", to indicate the printed sheet itself, so folded and bound. For clarity we use the terms signature and signature mark for the first meaning, and gathering for the second.

Sort (noun; printing terminology): an individual piece of type.

Specimen labels: as used in the quotation from the Code (Art. 9) should be understood to mean labels attached to preserved specimens.

State (noun): a specific version of a printed text, as defined by the type-setting, within an edition; an edition of a work may exist in more than one state if changes to the type-setting, such as typographical corrections, are made during the press run. Such simple cases, though they may be significant in content, rarely differ in date, since both states would normally be issued simultaneously. In periodicals and perhaps elsewhere a more complicated situation may arise where dual states exist for a portion of a page of text that was printed twice, with or without intended changes: this may be seen, first, at the end of one part or issue, in an incomplete gathering or on the back wrapper, or, second, in a new gathering that initially is short but uses the unused page space in conjunction with text for the next part or issue. Different dates of publication will apply to each. The content of the repeated text must be dated from the appearance of the "**first state**", but typographical additions or changes in the "**second state**" of the page must be attributed to its (later) date. If the original text

was re-set, the second version is technically a new edition, but this minor technical difference is not relevant to us here. We do not use the term “state” to distinguish works published in multiple formats, issues, or editions (all q.v.); each of these terms is used only as defined in this glossary to describe a specific bibliographical situation.

Stereotyping: first invented, it is thought, in the 1600s but not put into wide use until improved in the early 1800s, a method of producing a mould of a page or whole forme of type, which when filled with type-metal replicates the original type-setting for use in subsequent printings of a text, as needed; this extends an edition and does not create a new edition.

Stream (noun): applied to a periodical to describe used here to describe splits by subject published separately and in parallel, both/all retaining the original title of the periodical, but adding the subject, e.g. Botany or Life Sciences etc.

Stub: a very narrow strip (usually less than 1 inch) forming one side of a folded leaf in a sewn gathering, usually present to provide a place of attachment for plates or text insertions. In the case of replacement leaves (cancels) the stub is formed by cutting away the leaf to be replaced along its inner margin (the gutter).

Synonym#: “Each of two names of the same rank used to denote the same taxonomic taxon”.

Synonymy#: “(1) The relationship between synonyms. (2) A list of synonyms.” A name is said to be “in synonymy” when it is visibly or invisibly amongst the names that are either junior to the name in use or senior but unavailable. Available names in synonymy may be brought out from synonymy if the part of the population to which they attach is considered to be distinct enough to require recognition in its own right, splitting the taxon in two. See the Code for related terms.

Taxon (plural Taxa)#: a named population of any group size from the level of subspecies to the level of family (or even a higher order unregulated by the Code). For a fuller description see the Glossary (I.C.Z.N., 1999: 118).

Recognized taxon: a population that is determined through taxonomy to be distinct from others; applied to distinct subspecies, distinct species and distinct genera etc. (at all levels governed by the Code). The context of use here is that the name attached to this population is a valid name and that that name may have junior synonyms or even unused senior synonyms (which in principle should be unavailable). Note that recognition here is a taxonomic judgement where another scientist may disagree and use the name for a differently circumscribed population. Names are used (when available and appropriate) not recognized. If properly introduced they are available, as long as not preoccupied or suppressed; if in use for a recognized taxon they may be referred to as valid.

Text-block: the body of printed gatherings that constitute a text, within the covers of a volume.

Tip[ped] in: glued or pasted to a stub of a leaf or to the leaf itself along the inner (gutter) margin, as opposed to being sewn in; the standard method of attachment for replacement leaves (cancels) and other single leaf insertions in a text-block, and often used for plates.

Title: (1) The name given to a book by an author. (2) Any name of a periodical, which evolving through time, may use various titles each seen as the successor to the last.

Title page: the printed leaf at the front of the text-block identifying the work and usually providing the author, title, and imprint (the place and date of printing, and the name of the agent underwriting the cost, whether the author, a printer, or later a publisher); the verso may contain additional publication information, e.g., an imprimatur, copyright statement, or statement of legal deposit.

Type: the individual pieces, called sorts, of the letters of the alphabet and typographical symbols used to print text; designed and cast by hand until the late 1800s when machine-casting was developed.

Type face (font): a particular design of letter forms, comprising a complete alphabet in both upper and lower case as well as various ligature pairs, accented letters, numbers, and typographic symbols and ornaments, and eventually also including italic and bold versions; most faces were cast in multiple sizes.

Type fount: a complete set of a particular type face in a particular size (10-point, 12-point, etc.); including capitals and regular letters (but leaving out the italic or bold faces); founts usually numbered about 150 different sorts, each of which was held in numbers appropriate to its frequency in the language for which it was to be used.

Uncut: a term used to indicate either that the edges of a text-block have not been trimmed off, leaving the gatherings' folds and rough deckle edges, or that the folds of a gathering have not been opened; see the more specific and preferred terms Unopened and Untrimmed.

Unopened: a term indicating that the head or fore-edge folds of a gathering have not been cut through to allow the leaves to be turned individually.

Untrimmed: a term indicating that the edges of the text-block have not been trimmed, thus leaving the gatherings' rough deckle edges intact.

Upper case: a term meaning capital letters, deriving from the fact that type cases – large wooden trays divided into compartments to hold pieces of type – were commonly organized in pairs to hold a fount; when in use the one containing the capital letters (both large and small capitals, and often the numbers) was positioned above the other at the type-setter's table, thus the upper case.

Valid name #: "One that is acceptable under the provisions of the Code, and that is the correct name of a taxon in an author's taxonomic judgment". Acceptance is therefore subjective, but the name employed must meet the required provisions, which relate to the proper introduction of the name and to its being available. Thus "validly introduced" does not imply validity of the taxon in the meaning of the above. It is probably better to define 'valid name' in relation to its acceptability on introduction under Art. 2, 3, 7, 8 and 9 of the current Code, and to define 'valid taxon' in terms of a subjective taxonomic judgement (which recognizes it rather than place it in synonymy).

Verso (originally Latin): the back side of a leaf; as one holds a book open and looks at the leaf on the right side of the opening, the front of the leaf is called the recto, and the back of the leaf is the verso; since texts, and therefore page-numbering, normally begin on the right side of the opening, rectos are normally odd-numbered and versos are even-numbered.

Watermark: in a sheet of hand-made (laid, q.v.) paper, a design attached to the wires of the mould originally signifying the mill or maker, later more commonly designating the size of the sheet and/or the quality of the paper; usually placed in the middle of right half of the mould; the web of machine-made (wove, q.v.) paper may be designed to include a watermark.

Wire lines: in hand-made (laid, q.v.) paper, the smaller wires in the paper-making mould; when the rectangular mould is held for use, the wire lines run horizontally, parallel to the longer sides of the frame; they are usually thinner than the chain lines, and usually set quite close to each other; the web of machine-made (wove) paper does not normally attempt to imitate wire lines.

Wood-cut: an illustration, whether a small figure or vignette or a full-page image, that is carved in relief in a piece of wood and is placed in the type-page or forme to be printed as part of the letterpress.

Wood-engraving: a misnomer for a relief process: an illustration that is carved and printed in relief but with a burin or other fine-pointed tool in an end-grain piece of wood, providing a particularly fine line; developed as a technique just before the beginning of the 19th century.

Wove paper: paper made mechanically by extruding the pulp onto a continuous web, developed in the mid-18th century and increasingly common for printing books in the 19th. See, by contrast, laid paper.

Wrapper (French: *couverture*, rarely envelope; German: *umschlag* or *umschlagband* also *banderole*; Italian: *copertina*; Swedish: *omslag*): distinct from the term *over* for bound books and journal issues, we use this word to mean an external, often coloured, piece of paper wrapped around sheets of printed text and/or plates forming a fascicle in a part-work; they were intended to be temporary and were usually discarded when the completed work was bound as a volume(s). Wrappers may be blank but often are printed to identify the author and title of the work and, importantly, the fascicle number and date, sometimes even providing a list of the contents. When they survive, they are therefore extremely useful in dating the component pages of a larger text, whose title page may give only the end date or a date range for the entire work; the ICZN's plea to librarians to preserve these ephemeral materials (see Cover) applies even more urgently to the wrappers of part-works.

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Selected European-language words for the physical subdivisions, larger than a leaf (2 pp), of books and periodicals:

Note: As with the definition of Part above, many of the terms below have been used to indicate both textual and physical divisions of a larger work and thus may comprise multiple volumes or consist of a section within a single volume, depending on the nature of the work and the way in which it was issued. Usage is very confused.

Abteilung (plural **Abteilungen**) [historically *Abtheilung*, -en] (German), **afdeling** or **vel** (Dutch), **foglio** (Italian), **avdelning** (Swedish): a part or section of a volume; also used in the title of some periodicals.

Aflevering (Dutch): a part or section of a volume, often small (perhaps as little as a single gathering).

Årgång (Swedish), **Årbok** (Norwegian), **Jahrgang** (German), **jaargang** (Dutch), **annata** (Italian): an annual volume, whether issued entire or in parts. It may be based on a calendar year or on any pre-set 12-month period. See also **Jahrbuch** (below).

Band (German, Swedish, Dutch) also **Bind** (Norwegian): volume.

Bogen (German): a sheet, thus also used for a gathering (the word **Lage** – pl. *Lagen* – is used for a quire). For example, the wrappers of Pleske (1894) and Bianchi (1905) record not the pagination but the *Bogen* contained within.

Cahier (French): a gathering; sometimes used for the issues of a periodical.

Deel (Dutch), **Del** (Swedish): a part or section of a volume, but also used to designate a volume within a larger work.

Dispensa (plural: **dispense**) (Italian): literally an instalment; equivalent to *Lieferung* or *Livraison*.

Fascicule (French): a fascicle; a part or section of a volume, often small (perhaps as little as a single *feuille* or gathering).

Feuille (French), **katern** (pl. *katernen*) (Dutch): a sheet, thus also used for a gathering. Sometimes, but not herein, used to mean a leaf within a gathering. See also **Bogen** (above).

Häfte (Swedish): a part or section of a volume.

Heft (plural **Hefte**) (German): Swedish: a part or section of a volume; the term is frequently used for the issues of a periodical.

Jahrbuch (plural **Jahrbücher**) (German), **jaarboek** (**jaarboeken**) (Dutch), **annuaire** (French), **annuario** (Italian): a yearbook or annual.

Lieferung (plural: **Lieferungen**) (German): a part or section of a volume, often small (perhaps as little as a single gathering).

Livraison (French): a part or section of a volume. The term was commonly used for part-publication instalments, but not for the issues of a periodical.

Numéro (French), **Nummer** (Dutch, German, Swedish): a part or number, typically used for periodicals and newspapers.

Partie (French), **parte** (plural **parti**) (Italian): a part or section of a work, usually a textual rather than a physical division.

Section (French), **Sektion** (German), **sezione** (plural **sezioni**) (Italian), **sectie** (Dutch): a part or section of a work, usually a textual rather than a physical division.

Teil, **Theil** (German): a part or section of a volume, but also used to designate a volume within a larger work.

Tome (French): volume.

Volume (French): volume.