

SUB-EDITING: A GLOSSARY OF TERMS

ADVERTISING FEATURES: Articles written about advertisers or topics on the back of paid-for advertising.

AMPERSAND: & – don't use unless it is part of the brand name eg: S&N M&S.

ASCENDER: Part of the character that rises above the x-height (see examples).

BAD BREAK: Poor end to a line of type caused by clumsy hyphenation. The term also applies to a headline that does not read on.

BASELINE GRID: System whereby each line of type locks to a horizontal rule, giving the paper a clean appearance.

BASTARD SETTING: A width of text that is not the regular column width.

BILL: Content poster that advertises the best selling story in a particular publication.

BLURB (BOOSTS, PAGE 1 PANELS): The area that usually sits under the titlepiece which tells readers of the best content.

BMDS: The births, marriages and deaths column. Often referred to as personal announcements or family announcements.

BODY: The line of type including the leading.

BOLD: Heavier version of a type face.

BORDERS: Rules surrounding pictures, stories and pages.

BOT: Black on tone.

BROADSHEET: the larger newspapers.

BYLINE: Name of the writer, photographer. Picture bylines include a photo of the author.

CAMERA READY: Artwork, pictures, type ready for the pre-press process.

CAPS: Capital letters. Uppercase.

CAPTION: Words that explain the contents of the picture. An extended caption is when the caption is a short story in its own right.

CATCHLINE: Identifying word on a story – usually now called a filename.

CENTRED TYPE: Each line is set centred in the column as oppose to set left or set right.

CENTRE SPREAD: Two facing pages in the middle of a tabloid when there is no gutter down the centre.

CHARACTER: Individual letters, figures, symbols within a type face.

CLEAN PROOF: A final proof requiring no more attention.

COLOUR BARS: The strips of colour in Cyan, Magenta, Yellow and Black (K) used in margins to assess colour is correct.

CONDENSED TYPE: A narrow typeface – which therefore allows more words per line.

COPY: Usually text but can also apply to pictures and artwork.

COPYTASTE: Evaluate the worth of stories.

CROP: To focus on the major part of the picture and exclude unwanted parts.

CROSSHEAD: Small display headline used to break up long legs of text.

CROSS REFERENCE (Cross-ref; X-ref): A line to tell the reader which page a related article is on or which page the story continues on.

CUT OFF RULE: Fine black rule that separates stories – usually shorts.

CUT OUT: Illustration with the background removed.

CYAN: The light blue used in colour printing.

DESCENDERS: Part of the character that falls below the x-height (see examples).

DIGEST: Column of brief tales usually cross-referring to stories inside the paper.

DROP CAP: Large capital letter that fills several lines of type. Usually used to signify beginning of a story. More often used in features than in news.

DUMMY: Mock up visual of a publication.

DUOTONE: Two colours used on a black and white picture.

EARPIECES: Adverts or other material that sit alongside the paper's titlepiece.

EDIT: Checking for grammar, spelling, legals and cutting to the right length.

EDITORIAL: Department of journalists. Comment column.

ELLIPSES Row of dots ...

EM: Standard measurement width of 12 points.

EXTENDED (expanded): Type face that is wider than the norm.

FACE: The style of a type (see examples).

FACTFILE: Small panel that gives background information on a story.

FAMILY: Series of related typefaces eg the Franklin family.

FILLERS: Small items, shorts.

FLAT PLAN: A scheme that shows how many pages are in a newspaper and what advertising is on each.

FLUSH LEFT/FLUSH RIGHT: As opposed to centred. Can apply to headings and text.

FOLIO: Area at top of page reserved for dateline, name of paper, www.address etc.

FONT/FOUNT: Complete set of type in the same face.

FOOTNOTE: Explanation sometimes used at the end of a column.

FOUR-COLOUR PROCESS: How newspapers are printed – using the three subtractive primaries (cyan, magenta, yellow) plus black.

FREE-SHEETS: Slang and derogatory term for free newspapers.

FULL COLOUR: Four-colour-printing.

FULL OUT: Type with no indents (see indent). This copy is not indented.

GUTTER: The space between two columns.

INSERT: Pre-printed publication/leaflet put into the host title.

ITALIC: Sloping typeface. Often hard to read. Usually used for emphasis or quotes.

JUSTIFY: Setting of type to create straight lines at the beginning and end of each line. The alternatives are ragged left, ragged right and centred.

K: An abbreviation of kilobyte. An abbreviation of key (for black) as in CMYK.

KERN: Deleting or inserting space between letters and words.

LAYOUT: Drawn page.

lc: Abbreviation of lowercase.

LEADER: Article in the editorial/comment column.

LEADING: Space between lines of type.

LINE DRAWING: Artwork made up of lines and solids - no tones.

LITERAL: Typographical error.

LOGO: Identifying piece of artwork to alert reader to a regular feature.

MAGENTA: Process red.

MARGINS: Space around the printed page.

MASTHEAD: A newspaper's name set in its typography, style and colour.

MEASURE: The set width of a column.

MISPRINT (literal): Typographical error.

MODULAR: Type of layout. Actually means "in segments" but has come to mean everything having four sides and being levelled off.

MONO: Black and white.

MONTAGE: Several pieces of artwork/photos joined together to make one illustration.

NEWSPRINT: The paper which newspapers are printed on.

NIBS: Shorts that go in the News in Brief column.

OBLIQUE: Italic.

OVERMATTER: Copy that is too long for the available space.

PAGE PROOFS: Printed copy of the page that has to be read before going to press.

PARENTHESIS: Rounded brackets ()

POINT: The smallest measure in printing. Each point is 0.351mm. This handout is set in 12pt.

PROOFREADING: See page proofs.

QWERTY: Standard computer keyboard.

RAGGED RIGHT: See Justify.

RAISED CAP: Similar to dropped cap but with the first letter protruding above the lines of text.

RANGE: Square headline with the right or left column setting.

REGISTER: Colour positioning on the press. If a page is out of register it will appear blurred.

REEL: Roll of newsprint.

REPRO: Work carried out for the camera after the page has left editorial in order to prepare it for the press.

RETOUCHING: Correcting a photograph.

REVERSE: Negative of a picture or white on black text.

ROMAN: Typeface halfway between bold and light.

ROUGH: Initial sketch of page plan.

RULES: Lines that separate or tie in text, pictures or full pages. Column rules are thin rules that sit between columns. Rules are measured in points.

RUNAROUND: Amount of space between text boxes or text and pictures.

SANS SERIF: Typeface without serifs. Sans serifs are more legible than readable and are used for text that people dip into eg TV listings, league tables (see examples).

SERIF: Typeface with serifs. Serifs are more readable than legible and are used for text that people read in a sustained way eg news, features (see examples).

SHADOW: To set a shadow on a piece of text or picture.

SHOULDER: Area of the page underneath a multicolumn introduction.

SIGN-OFF: Writer's name at the end of a story.

SMALL CAPS: Capitals that line up with the x-height of the lower case in the same face.

SPLASH: Front page lead.

SPOT COLOUR: A single colour sometimes available on otherwise black and white pages.

SPREAD: Pair of facing pages with a gutter between.

STANDFIRST: Piece of explanatory text that sits at the beginning of features and often contains a byline.

STRAPLINE: Smaller headline that sits across the main heading.

SUB: Abbreviation of sub-editor. Also used to mean editing the text.

SUBHEAD: A smaller headline that sits under the main heading.

TEXT: Body copy.

TINT (tone): Percentage of a main colour or black.

TITLEPIECE: Area on page 1 that includes the masthead, dateline, price, earpieces etc.

TURN: A story that begins on Page 1 and then runs inside. Turnlines tell the reader which page to turn to.

UNDERScore: Rule that sits under a headline or piece of text.

UNJUSTIFIED: Ragged type... see Justify.

UPPERCASE: Capital letters or uc.

WEIGHT: Strength of typeface – weights include heavy, bold, roman, demi, book, light. Also used to describe the width of a rule or border.

WIDOW: One word left on the last line of a paragraph, made worse when the line is at the top of a column.

WOB: White on black text/headline.

X-HEIGHT: Height of a character without ascenders and descenders (see examples).

Examples of horizontal alignment

Ragged Right, Set/Flush Left

Equat wisisi. Ipis autpatum augiam dolore faccummolore vel el del do et lorerci duipsum vel in eugiam, quam, vel iliqui tisisis nulput ulput lor sum ipsummy nulla consectem er iusci tat adi- onse quamet praestie faccum nullum in exerit lum veliquat. Am dolore modignim el er alit am il ut at. Rat, sed miniamcon ulla ulla commod ming er il ulla commy nit lorperilit ercipit adip er sit nos alit prat. Ugue tat wisl ilisissi tie tate te min henibh ea facinci duipism oloreet er incin hendipis atet, vercidu- isl ex eugiam quipisc illutpat alit ad tat acidui tat. Wiscin vent illan ex er sed dipissi blam irit ercilit lumsandreet, conullan henit, quisim iriusto dolessis augait inim quate magna consequ issequis et, verilit dolore min ut nit diat.

Ragged Left, Set/Flush Right

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Centred

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Justified: last line left

Ro erit volenibh et volore facilit nos doloborper si. Re magna feui eliquisit lorpera estrud min hendreet nonullamet praesto eum nos alisit inim in et verat.

Justified: last line centred

Ro erit volenibh et volore facilit nos doloborper si. Re magna feui eliquisit lorpera estrud min hendreet nonullamet praesto eum nos alisit inim in et verat.

Justified: all lines (forced justify)

Ro erit volenibh et volore facilit nos doloborper si. Re magna feui eliquisit lorpera estrud min hendreet nonullamet praesto eum nos alisit inim in et verat.

Examples of vertical alignment

<i>Top</i>	<i>Centre</i>	<i>Bottom</i>	<i>Justified</i>
Tin enissisl ut ullan utat et lor iriurem ip eui blaor.	Tin enissisl ut ullan utat et lor iriurem ip eui blaor.	Tin enissisl ut ullan utat et lor iriurem ip eui blaor.	Tin enissisl ut ullan utat et lor iriurem ip eui blaor.



Examples of different fonts

<p>Helvetica Medium Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat.</p>	<p>Times Roman Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat.</p>
<p>Arial Regular Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat.</p>	<p>Palatino Roman Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat.</p>
<p>Verdana Regular Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat.</p>	<p>New Century Schoolbook Roman Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat.</p>
<p>TheSans Plain Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat.</p>	<p>Baskerville Regular Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat.</p>

Examples of different point sizes and leading

8pt type on 8pt lead
Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat. Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet.

8pt type on 9pt lead
Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat autpat. Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet.

12pt type on 14.4pt lead (automatic leading)
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12pt type on 12pt lead
Oboreet velenis acipit prat. Duipisim velis nonsequi bla amet, susci blam ipis acil dit lum vel ullummy nullutpat.

18pt type on 18pt leading
Oboreet velenis acipit prat.
Duipisim velis nonsequi.

18pt type on 24pt leading
Oboreet velenis acipit prat.
Duipisim velis nonsequi.

36pt type on
36pt lead