Introduction

Usually placed after a foreword, preface, or acknowledgement, an introduction states the nature or purpose of the text that follows. A substantial introduction written by someone other than the author is typically grouped with the front matter and paginated with Roman numerals. Otherwise, it’s placed at the beginning of the text and paginated with Arabic numerals—like this introduction—starting on page 1.

While pagination serves to associate it with the front matter or main text, the introduction floats somewhat free in order to serve its purpose. Similarly, this book is positioned somewhere between quick reference and in-depth analysis.

I wrote the *Typographic Desk Reference (tdr)* to answer an industry need. For all of the wonderful books available on type, none are solely devoted to quick reference across the entire craft. As a launching point for more comprehensive inquiry, the TDR doesn’t exhaust each particular subject; it’s instead a bridge from the desk to the arsenal of volumes we turn to for inspiration and insight.

Because typography is a vast subject, I’ve limited the TDR to Latin-based writing systems, with emphasis on form and practical application. Mention of software and printing technology has been kept to the essential minimum. The same goes for discussion of hand-set metal type, except in cases where modern terminology finds its roots in that endangered art.

Most importantly, this book belongs to its readers. Feedback received will directly affect subsequent editions. Please feel free to get in touch with your suggestions or observations through talk@typedeskref.com.

*Theodore Rosendorf*
half title  A page containing only the title of the book, set before the title page. Also called bastard title.

head margin  The margin at the top of a page. Also called top margin. See also margin.

header / running head  Section headings and/or subheadings repeated at the top of every page. See also crosshead, footer, heading, measure, sidehead; glyphs: en, em.

heading  A title that introduces sections of text, usually set off by differences in size or position. In typesetting terms, multiple levels of heads and subheads are defined as A-head, B-head, C-head, etc. See also header/running head, subhead.

headline  The large title of a news article or press release.

hell box  A receptacle for broken or discarded metal type (sorts). See also letterpress printing, sort.

hints  The definitions within an outline font that are referenced for hinting. See also bitmap font, hinting, bézier splines.

hinting  The computed process of converting characters from outline to bitmap format for display purposes. Also called grid fitting. See also bitmap font, hints, bézier splines.

historiated letter  A decorative initial cap typically containing hand drawn illustrations pertaining to the text that it begins. Also called entrelac initial. See also anatomy & form: versal.

hyphenate  To split a word across lines, as an aid to uniform line breaking. See also hyphen, justification.

hyphenation zone  The area at the end of a left aligned text line where it is acceptable to hyphenate words. See also hyphenate.
**hyphenation & justification / H&J**  To set text as hyphenated and justified. *See also* hyphenate, justification.

**hyphenless justification**  To set text as justified without the use of hyphenation. *See also* full word wrap, hyphenate, justification.

**imposition**  The arrangement of page impressions on a printed sheet, folded to form a signature. Single or stacked signatures, when bound and trimmed, form a book. *See also* creep, signature, work and turn/work and tumble.

**in pendentive**  A style of typesetting where successive lines are indented until one word occupies the last line. *See also* indent.

**interpolation**  The mathematical method of creating missing data from the averages of neighboring elements. Used to create additional weights when designing type.

**interword space**  The horizontal space between words on a line. Interword space can be adjusted to achieve justification. *See also* justification, spacing; glyphs: space.

**IPA**  The International Phonetic Association, or its phonetic alphabet used by linguists and speech scientists. Used to define the sounds of spoken language, one symbol exists for each sound. *See also* glyphs.

**ISO**  International Organization for Standardization, headquartered in Geneva, Switzerland. Founded on 23 February 1947, the agency implements international cooperation on industrial and scientific standards. **ISO 216**—based on the German DIN 476 standard—defines A and B series paper sizes. **ISO 269 (DIN 678)** defines C series envelope sizes. **ISO 217** defines untrimmed raw paper sizes **RA** (*raw format A*) and **SRA** (*supplementary raw format A*), intended to be trimmed down after printing and binding to match the A format. Though similar to the A series sizes, the RA and SRA dimensions are rounded.