

Term	Definition
AA	Author's alterations, changes made by the author.
Advance	Agreed prepayment to the Author to be offset against future royalties.
Anthology	A collection of writings by one or more authors.
Appendix	A list of resources or other references.
Artwork	Illustrations, photos, charts or graphs.
Backlist	Previously published book still in print.
Backmatter	All pages in the book after the main text such as appendices, index, bibliography.
Barcode	ISBN and price on the back cover.
Bestseller	Top selling book based on book store sales.
Biblio	A page in the front of the book giving details of the publisher.
Bibliography	List of publications providing reference material on the book subject.
Binding	Method of binding the text (pages) and cover.
Blank	Unprinted sheet (page).
Bleed	Part of an images extending beyond trim marks on a page (ie. 8.75"x11.25" trimmed to 8.5"x11" gives a 0.125 (1/8") bleed on all sides).
Blurb	Promotional advertisement.
Body	Text portion of a book excluding front and back matter.

Book Fair	An event where publishers sell and display their books.
Book Proofs	A hard copy, loose or bound, of a book; used as a sample prior to printing the full order.
Caption	Descriptive text accompanying an illustration.
Cased/case-bound	Hardcover book.
Character	A single letter, number, punctuation marks or, space.
CIP	Cataloging in Publication. Run by the National Library of Canada, whereby Canadian books are catalogued before they are published and the cataloguing information is distributed to librarians and booksellers.
Cloth	A material used for hard cover books.
Coated paper	Paper stock with a non-porous surface for smooth printing.
Collating	Gathering sheets together in proper order.
Condensed	A more compact version of typeface.
Content editing	The process of evaluating a manuscript for style, organisation and large general revisions.
Co-op	Where a group of people share the costs of such things as advertising or publishing.
Copy-editing	Technical editing of a manuscript for spelling, grammar, punctuation and consistency.
Copyright	The right of a person to retain or sell copies of artistic works that they have produced.
Copyright infringement	Unauthorised and illegal use of copyright material.
Copyright notice	A notice that protects publicly distributed information and must include the symbol and the word "copyright".
CS	Coated paper (on one side); used for soft cover book covers.
Dedication	Inscription honouring the person or persons who inspired the book. Part of the FRONT MATTER.

Dummy	A rough layout of how the finished book is to appear.
Dust Jacket	The paper wrapper that goes around the cover of a hardcover but it not attached.
E-Book	Publishing a book in a format readable by a computer or specialised reader, such as a Kindle.
Editing	Making of suggesting changes in a manuscript.
Edition	One or more printings of a work that are basically the same. Can be a revised edition, first edition, or limited edition.
Endpapers	The leaves of paper at the front and end of a book which cover the inner sides of the boards securing the book to its case.
Epilogue	A concluding section that rounds out a story and often updates the reader.
Errata	Errors found after the book is printed.
Except	A portion taken from a longer work.
Film lamination	A glossy film for book covers that protect against scuffing.
Flap	That part of the jacket of a hardcover book that is folded so as to lie between the endpapers and front and back.
Flap copy	The text describing the book and the author which appear on the inside flap of hardcover books.
Foreign rights	Subsidiary rights allowing a work to be published in another country or in other languages.
Foreword	Introductory remarks by someone other than the author about the book and its author. Part of the book's FRONT MATTER.
Format	The general style or appearance of a book.
Formatting	The process of designing a publication.
Fulfillment	Filling and shipping book orders.
Galleys	Proofs from the typesetter before the copy has been divided into pages.

Genre	A category of writings such as: science fiction, mystery, romance, etc.
Ghostwriting	Writing a book in conjunction with someone else but posing it as if it had been written by that person alone.
Graphics	Illustrations other than photographs.
Gutter	The inside centre margins of a book.
Gutter bleed	An image allowed to extend unbroken across the central margins of a spread.
Halftone	Process by which continuous tone of photographs is simulated by a patten of dots of varying sizes.
Hanging indent	Form of typesetting in which the initial line of each paragraph is set full measure and the remaining lines are indented.
Hardcover book	A cased book with a board cover.
Head	The margin at the top of the page.
Heading	The title introducing a chapter.
Illustrations	Photographs, drawings, graphs and tables used in a book to explain or supplement the text.
Imprint	The name of the publisher with place and date of publication.
Index	The section of the publications giving alphabetical listing of subject, proper names, etc. mentioned in the book with page references.
ISBN	International Standard Book Number.
Justify	To space out lines of type so that both margins are aligned.
Kern	To adjust the space between selected pairs of characters.
Layout	The design for how the printed material, including illustrations, will look.
Leading	The space added between lines of type.

Limited edition	A limited quantity of books printed.
List	All the titles a publisher has in print and for sale.
List price	The retail price of a book before discount.
Manuscript	A book before it is typeset and printed.
Margin	The white space that surrounds the text on a page.
Model release	A form giving permission to use a photo of a person in your publication.
News release	A one page story about the author or book sent to media for promotion.
Orphan	The first line of a new paragraph that appears by itself at the bottom of a page.
Out of print	A book that is no longer available because there are none left in print.
Overrun	The extra number of books that printer may produce and should not exceed 10%.
Pagination	Numbering, in order, the pages of a book.
Paperback	A soft cover book with a paper cover.
Perfect binding	A squared spine made by gluing the ends together.
Permission	Authorisation from a copyright holder to quote material.
Plagiarism	Copying another author's work and taking credit for it as your own.
Point of purchase display	Book racks, bookmarks, posters, and other sales material given to booksellers to promote the book.
Preface	Introductory remarks written by the author. Part of the FRONT MATTER.
Press kit	Publicity materials in presentation folder sent to the media.

Proof	A page of text or photographs that shows what the end product will look like.
Pseudonym	A pen name.
Public domain	Material that is not protected by copyright.
Quote	Exact copy of copyrighted original wording from another source, and enclosed in quotation marks.
Recto	The right hand page of a book.
Reprint	A new printing of a book.
Returns	Books that have not been sold are returned to the publisher for a refund or credit.
Review	An evaluation of a book made available to the public.
Review copy	A complimentary copy of a book sent to a reviewer.
Revised edition	A new edition of a book containing substantial new or updated material.
Running head	Copy set at the tops of printed pages outside the text area informing the reader of the location of the work.
Sans serif	A letter or typeface without serifs as in sans serif.
Self cover	A cover for a pamphlet, etc. made of the same paper as the text pages.
Serif	The short ending stroke of a character in a typeface.
Shrink wrap	Clear plastic wrap used to keep books from being damaged while shipping.
Signature	The multiples of pages that books are printed in for offset printing.
Small caps	Capital letters the same height as lower case letters.
Smythe sewn	Signatures are sewn together before the hard cover is glued on.

Spine	The back of a book binding.
Stock	Paper used for printing or binding.
Subsidy publisher	A company that charges writers to print their book and puts its own ISBN on the legal page thereby owning the book.
Table of contents	A list in the PRELIM that gives the name of the chapters and what page number they start on.
Tail margin	The bottom margin on a page.
Title page	The recto page that gives the book's name, author, publisher, and date of publication.
Trade paperback	A larger paperback.
Trim size	The dimensions of a full page including the margins, given in inches.
Type styles	Type characteristics of a more general kind than those of the various typefaces.
Typeface	The style characteristics of a complete font type which usually has a name.
Unit cost	The cost of each book after all the expenses have been taken into consideration.
Uppercase	the capital letters of a typeface.
Vanity press	A subsidy publisher.
Verso	A left hand page.
Wholesaler	A company press that uses roll fed paper rather than sheets.
Working title	The title of a book used while it is being written.