

## 311 SHEETS AND LEAVES

311.0 The writing material comes in SHEETS. But the completed book consists mainly of BIFOLIA, which are generally parts of sheets, and which are divided by FOLDS into LEAVES. Elements smaller than bifolia — especially SINGLETONS — are also commonly found in books. Since the discoveries of Samaran and Gilissen it is known that elements larger than bifolia — especially QUADRIFOLIA — could also be part of the book structure.

### 311.1 **sheet**

(a) a (rectangular) piece of writing material (parchment, paper ...), not folded, such as it is produced by the maker: **full sheet**, **whole sheet**.

Actually, large sizes of paper were often sold folded (so these sheets were never used in an entirely unfolded condition).

= FR 311.01 feuille, ES 311.01 hoja (cf. IT 125/2 foglio di forma, for paper)

(b) the same, trimmed to the size in which it is going to be used in making a book, by the removal of relatively small **trimmings** or **cut-offs**.

trimming = FR 311.02 retaille, chute, ES 311.03 retal, IT 125/3 ritaglio, scampolo

(c) a major part of a °sheet, such as a **half-sheet** or **quarter-sheet**, that is going to be used in making a book.

Cf. ES 311.02 pliego, IT 125/1 foglio

### 311.2 **leaf**

**folium** (pl. folia)

each of the rectangular pieces of writing material that, attached to the °spine but otherwise mobile, constitute (or constituted) a °quire or a °codex.

A similar piece of material, even if not within a codex structure, can also be called a leaf. —

Customarily abbreviated f. (plural ff.). The form ‘folio’ is less good Latin.

= FR 311.04 feuillet, folio, ES 311.05 folio, hoja, IT 125/5 carta

### 311.3 **bifolium**

a °sheet ((b) or (c)), folded in the middle so as to form two °leaves.

The two leaves are **conjoint** or **conjugate leaves** (each being the conjoint or conjugate leaf of the other); they are respectively the **anterior** and the **posterior leaf**.

A convenient way of mentioning e.g. ‘ff. 26 and 29, that are conjoint’ is to print ‘ff. 26^29’.

= FR 311.03 bifeuillet, bifolio, diplôme, ES 311.04 bifolio, doble folio, IT 125/4 bifoglio, bifolio [but note that there is another tradition in Italy, where a bifolium is called a ‘foglio’!]

conjoint leaves = IT 126/8 carte coerenti, - solidali

conjoint leaf = FR 311.11 contre-feuillet, f. conjoint, - solidaire, - jumeau, ES

311.12 folio hermano, - solidario, IT 126/10 riscontro

### 311.4 **artificial bifolium**

a °‘bifolium’ formed by pasting two °leaves together, close to the °fold (generally by using their two °stubs).

This is found primarily in large books in °plano format.

To be distinguished from the **false bifolium**, that is one composed by a modern binder out of loose singletons (often halves of bifolia torn along the fold) that originally did not form part of the same bifolium.

### 311.5 **quadrifolium**

### 311.6 **octifolium**

a °sheet, folded so as to form, eventually, two — or four — °bifolia.

Intact quadri- or octifolia are almost never found in actual volumes (only as waste material of °imposed manuscripts). However, imperfectly divided quadrifolia can be found: either in the form that, of the two °head folds, only one was °opened, whereas the other is still unopened (because it joins blank pages); or in the form that both folds were opened but near the gutter a small portion (a **bolt**) has remained uncut. Furthermore their former presence can sometimes be proved (or made probable).

311.7 **fold**

(a) a line along which a °sheet is folded (allowing the regions on either side to be superposed);  
 (b) particularly: such a line, straight and perpendicular to one of the edges of the sheet, dividing it into two parts, and functioning as a hinge, allowing the sheet to be closed and opened.

If a sheet is folded once, the fold is destined to adjoin the °spine, and is the **spine fold**; if it is folded more than once, the last fold is the spine fold, and the other fold(s) (**head fold**, **fore-edge fold** — even a **tail fold** is possible) are destined to be eventually °opened.

If a sheet is folded along an existing fold, but in the opposite direction, it is **counterfolded**.

311.■ ■ **to open**

to cut a °fold (not the °spine fold) along which two °leaves are connected so as to permit access to the surface of these leaves and the text on them.

311.8 **long fold**

a °fold (b) parallel to the longer edge of the °sheet.

A fold parallel to the shorter edge would then be a **short fold**.

311.9 **singleton**

a °leaf which has no °conjoint leaf.

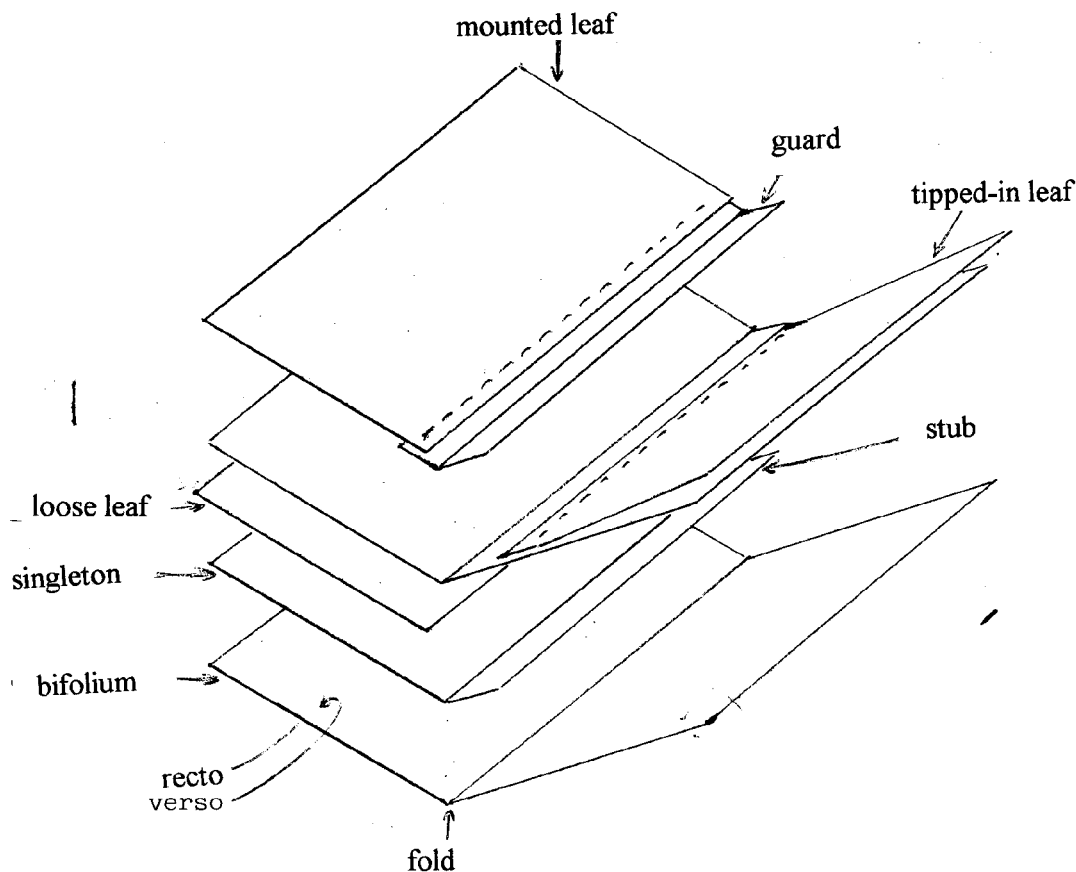
= FR 311.12 feuillet dépareillé, - indépendant, ES 311.13 folio independiente, - desparejado, - aislado, IT 126/9 carta senza riscontro, - sciolta, - isolata

311.10 **stub**

a narrow strip of material that is part of a °singleton, conjoint with it by a °spine fold.

A stub is often the result of cutting off one °leaf of a °bifolium.

= FR 314.16 talon, ES 314.14 pestaña, IT 139/4 tallone



311.11 **stubbed leaf**

311.12 **orphan leaf**

a °singleton which has — or which does not have — a °stub.

Since an orphan leaf has no stub, and so no °fold, it cannot be °sewn with a quire; so it must be attached, by °stitching or adhesive, or else it will be a °loose leaf.

311.13 **page**

each of the two sides of a °leaf.

The side which comes first in reading order is the **recto**, the other the **verso**, each being the **reverse** of the other.

Customarily abbreviated p. (pp.).

page = FR 311.05 page, ES 311.06 página, plana, IT 126/1 pagina (cf. 126/2 facciata, faccia)

recto, verso = FR 311.06 recto, 07 verso, ES 311.07 recto, 08 vuelto, verso, IT 126/3 recto, /4 verso

reverse = FR 311.08 revers, dos, ES 311.09 revés, dorso, IT 126/5 rovescio, retro, contropagina

311.14 **opening**

**spread (double-page spread)**

two °pages (a °verso and a °recto) which are seen together on opening a book; each being the **facing page** of the other.

opening = FR 311.09 double page, ES 311.10 doble página, IT 126/6 apertura, pagine baciata, - affrontate, - contigue, - adiacenti

facing page = FR 311.10 contre-page, p. opposée, ES 311.11 página contrapuesta, - enfrentada, IT 126/7 pagina contigua, - adiacente

## 312 FORMAT AND FOLDING

312.0 The word **FORMAT** has so many and so disparate meanings, that it might seem best to banish it completely. Yet most of its meanings refer to the fact that the size, shape and structure of the book are in some way related to the size of the original sheets of the writing material. The common notions in this field derive from the printed book; and manuscripts are different. Still, the term can be retained to indicate which part a leaf is of the sheet (regardless of how this result was obtained, by **FOLDING** or otherwise). In paper it is almost always easily seen (by the position of the laid lines and the watermark) whether the book is **FOLIO**, **QUARTO** etc. — and this ought always to be recorded; even in parchment it can often be observed (by the dorsal stripe and the ■■).

312.1 **format**

a simple numerical relationship between a °leaf and a °sheet. To be distinguished into:

(a) **material format**: a statement about this relationship.

Example: ‘this MS is a quarto’, meaning that each °bifolium is a °half-sheet.

(b) ■?working format?■: a statement about how this relationship was actually produced.

Example: ‘this MS is a quarto’, meaning that it was made by folding sheets into °quadrifolia.

Simple numerical relationships between leaf and sheet can be produced in three ways:

1. by cutting the sheet in a number of pieces (e.g. three, to produce °sexto).
2. by dividing a sheet by a succession of folds, each one generally perpendicular to the preceding. (Eventually, at some later stage, these folds — except for the last, the °spine fold — will have to be °opened.) If the last fold is a °long fold, the result is a **tall format**; if the penultimate is a long fold and the last a short fold, the result is an **oblong format** (= with the width greater than the height).
3. by combining both methods (e.g. ‘quarto from half-sheets’, which produces a material octavo; or duodecimo).

In printed books a format statement is generally taken to indicate the working format. For manuscripts, however, a format statement should always be taken to indicate only a material format; any statements about a working format have to be made separately and explicitly.

The word ‘format’ should *not* be used to mean ‘size’, ‘shape’, ‘book type’, or any of numerous other vague meanings it has accumulated.

Cf. IT 127/1 formato (and ES 316.02 formato)

312.2 **folding format**

the particular way a °sheet is folded to form two or more °bifolia.

= FR 312.01 pliage, ES 312.01 plegado, IT 127/2 piegatura

312.3 **folding formula**

a numerical expression of the °folding format, making clear which °leaves were originally °coherent■ ■.

Example: the octavo formula 36.72/45.81 (Gilissen).

= FR 312.02 formule de pliage, ES 312.02 fórmula de plegado, IT 127/3 formula di piegatura

312.4 **■ ■coherent**

(of °bifolia:) that originally were part of the same °sheet, and were contiguous along certain of their edges.

Since what is mostly seen are detached bifolia, the most that can be said of some of these (on the basis of °bridge marks) is that they were formerly coherent. But in the rare cases where an undivided, or imperfectly divided, °quadri- or °octifolium survives, they still cohere.

312.5 **imposition**

the technique of writing eight or sixteen pages of text on an undivided °sheet, so that, when the sheet is appropriately folded, the text appears in the correct reading order.

= FR 312.10 imposition, ES 312.10 imposición, IT 129/5 imposizione, impostazione; cf. FR 331.04 copie imposée, ES 331.04 copia ajustada  
¶ NB FR 312.11-12 côté de première, - de seconde, ES (312.11 cara), 312.12-13 cara externa, - interna, IT 129/8, 131/1 bianca, volta, faccia/facciata esterna, - interna = side of the sheet that contains the recto, - verso of the first leaf.

312.6 **pairing**

the fact that certain °bifolia, that once were °coherent■ ■, are now found in a °quire in the position which they would have if the quire had been °formed by folding (in a certain °folding format).

Pairing is observed on the basis of °bridge marks, or assumed on the basis of the distribution of °watermarks. Note that the presence of pairing does not in itself prove that the quire was actually °formed by folding.

312.7 **plano (1°)**

material format: each °leaf is a whole sheet (any °bifolia are °artificial)

= FR 312.03 in-plano + 316.08 atlas, ES 312.03 en plano, atlántico, in-plano + 316.09 atlas, IT 127/4 in-plano + 145/4 atlante

312.8 **folio (2°)**

material format: each °leaf is a half °sheet (each °bifolium is a whole sheet).

(† traditionally used for books of large size, or books with a height above a certain limit.)

= FR 312.04 in-folio + 316.09 folio, ES 312.04 en folio, in-folio + 316.10 folio, in-folio, IT 127/5 in-folio + 145/5 folio

312.9 **quarto (4°)**

(a) material format: each °leaf is a quarter °sheet (each °bifolium is a half sheet).

(b) working format: a °quire (or a part of a quire) is formed by folding a sheet twice.

(† traditionally used for books of medium size, or books with a height between certain limits.)

= FR 312.06 in-quarto + 316.10 quarto, ES 312.06 en cuarto + 316.11 cuarto, in-quarto, IT 127/6 in-quarto + 146/1 quarto

312.10 **sexto (6°)**

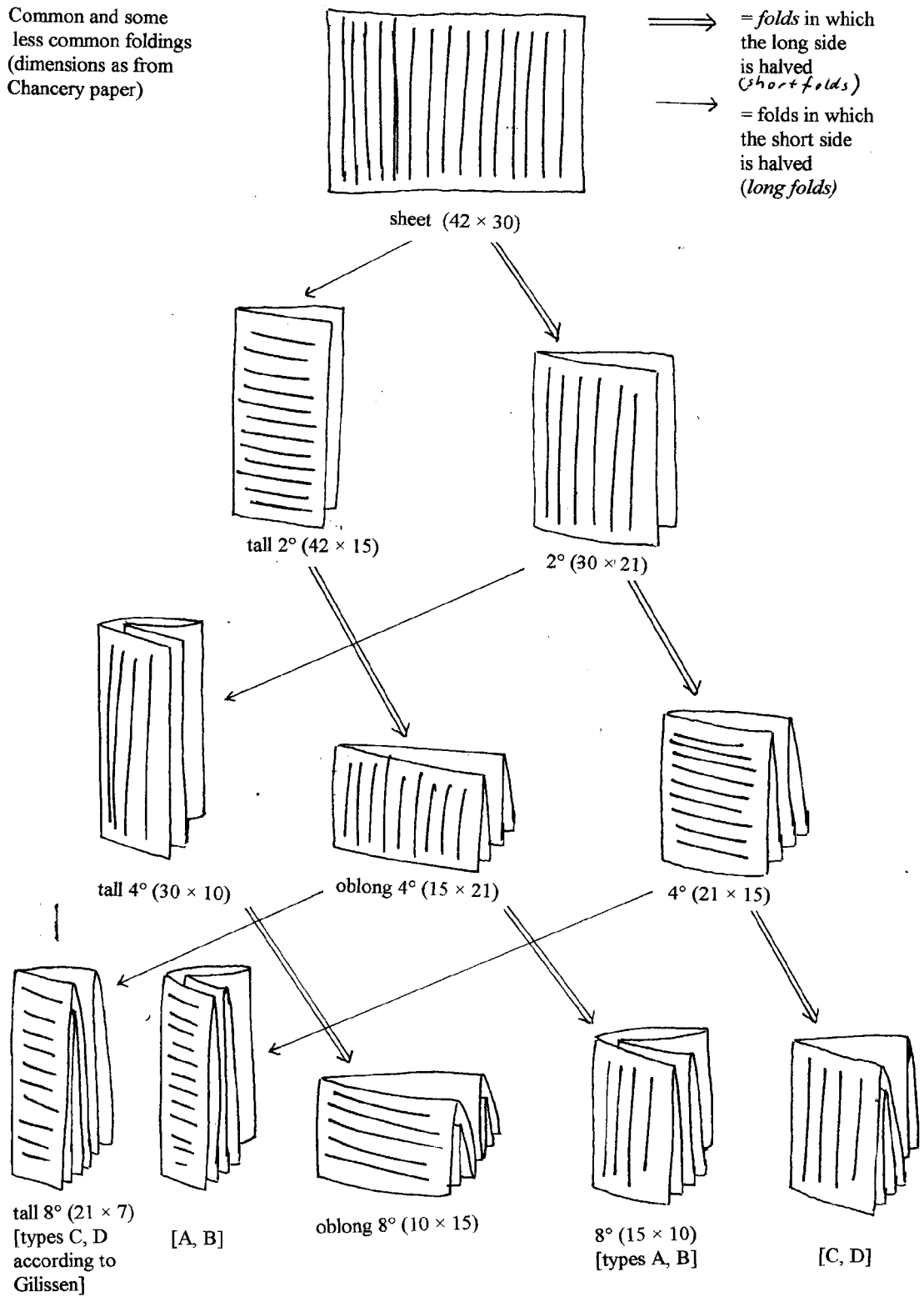
material format: each °leaf is a sixth of a °sheet (each °bifolium is a third of a sheet).

- 312.11 **octavo (8°)**  
 (a) material format: each °leaf is an eighth of a °sheet (each °bifolium is a quarter sheet).  
 (b) working format: a °quire (or a part of a quire) is formed by folding a sheet three times.  
 († traditionally used for books of rather small size, or books with a height between certain limits.)  
 = FR 312.07 in-octavo + 316.11 octavo, ES 312.07 en octavo + 316.12 octavo, in-octavo, IT 128/1 in-ottavo + 146/2 ottavo
- 312.12 **duodecimo (12°)**  
 material format: each °leaf is a twelfth of a °sheet (each °bifolium is a sixth of a sheet).  
 († traditionally used for books of small size, or books with a height between certain limits.)  
 [This format probably does not occur in manuscripts, certainly not as a °working format.]  
 = FR 312.08 in-douze, ES 312.08 en dozavo, IT 128/2 in-dodicesimo
- 312.13 **sexto-decimo (16°)**  
 (a) material format: each °leaf is a sixteenth of a °sheet (each °bifolium is an eighth of a sheet).  
 (b) working format: a °quire is formed by folding a sheet four times.  
 († traditionally used for books of very small size, or books with a height below a certain limit.)  
 = FR 312.09 in-seize, ES 312.09 en dieciseiavo, IT 128/3 in-sedecesimo  
 ¶ NB IT 129/1-2 in-ventiquattresimo, in-trentaduesimo
- 312.14 **tall folio**  
 312.15 **tall quarto**  
 312.16 **tall octavo**  
 °formats corresponding to folio etc., but with the last °fold (the °spine fold) parallel to the longer edge (instead of to the shorter edge).  
 Cf. FR 312.05 demi-in-folio, ES 312.05 medio-in-folio, IT 129/3 formato agenda  
 ¶ NB IT 127/7 in-quarto longitudinale describes an °oblong format (which probably does not exist).
- 312.17 **mixed format**  
 the presence of °leaves of different °material formats in the same °quire.  
 = IT 129/4 formato misto

## 313 QUIRES

- 313.0 The book consists of bifolia, but these are (normally) not separate but grouped into QUIRES. The STRUCTURE of the quire, its analysis and description are central topics of codicology; the DISPOSITION of the hair and flesh sides is also a classical point to note. Since Gilissens's work we must also keep account of the possibility that the quire was FORMED out of folded skins.
- 313.1 **quire gathering**  
 a group of °bifolia and/or °singletons, nested together along their °spine folds.  
 The quire is intended to be held together by °tackets and/or °sewing. It can consist of a single bifolium, or even one singleton.  
 Cf. FR 313.01 cahier, ES 313.01 cuaderno, cuadernillo, cf. IT 132/1 fascicolo
- 313.2 **forming a quire**  
 putting together the °bifolia and/or other elements that are meant to constitute a °quire.
- 313.3 **quire structure**  
 the number and position of the °bifolia and/or other elements in a °quire.  
 = IT 132/3 struttura fascicolare

Common and some less common foldings (dimensions as from Chancery paper)



- 313.4 **collation**  
 the analysis of the °quire structure of a °codex or a °codicological unit.  
 Cf. IT 132/4 fascicolazione
- 313.5 **collation formula**  
 a formulaic statement about the °collation.  
 There are numerous different types of collation formulae current. Most are variations either of the ‘English’ method, which might describe a book as: 1-3<sup>8</sup>, 4<sup>8</sup> lacks 1 after 3, 5<sup>4</sup> plus 1 after 4, and the ‘German’ method, which might describe the same book as: 3 IV + (IV - 1) + (II + 1).  
 = IT 132/5 formula collazionale
- 313.6 **collational table**  
**quire table**  
 a tabular overview, correlating the collation with other features of the book (°foliation, °signatures, texts, °hands, °decoration, ...)
- 313.7 **quire diagram**  
 a graphical representation of the structure of a °quire, showing its °bifolia and all irregularities.  
 There are numerous different types of quire diagram current, some for single quires, others for all the quires of a book.  
 = ES 313.03 esquema de cuaderno, IT 132/6 schema collazionale, diagramma -.
- 313.8 **regular quire**  
 a °quire consisting exclusively of entire °bifolia, without °singletons or °eccentric bifolia.  
 °Artificial bifolia and °coupled leaves are accepted as entire bifolia.  
 Cf. FR 313.10 cahier régulier, ES 313.12 cuaderno regular, IT 134/7 fascicolo regolare
- 313.9 **quire type**  
 (a) (of a single °regular quire:) the number of its °bifolia;  
 (b) (of a book:) the type of the majority of its regular quires.  
 = ES 313.02 tipo de cuaderno, IT 132/2 tipo di fascicolo
- 313.10 **binion**
- 313.11 **ternion**
- 313.12 **quaternion**
- 313.13 **quinion**
- 313.14 **senion**  
 a °quire consisting respectively of
- |           |            |           |
|-----------|------------|-----------|
| 2 bifolia | = 4 leaves | = 8 pages |
| 3         | 6          | 12        |
| 4         | 8          | 16        |
| 5         | 10         | 20        |
| 6         | 12         | 24        |
- A smaller quire is simply called a ‘single bifolium’. Larger quires are called ‘a quire of 7, 8, 9, ... bifolia’ or ‘a quire of 14, 16, 18 ... leaves’.  
 The common quires can also be called ‘fours’ to ‘twelves’, printed 4s, 6s, ... 12s.  
 = FR 313.03-07 binion, ternion, quaternion, quinion, sénion, ES 313.05-09 binión, duerno, ternión, terno, cuaternión, quinión, quinterno, senión, sisterno, IT 132/8-134/3 binione, ternione, quaternione, quinione, senione  
 Cf. FR +313.10a cahier canonique ‘a quire of one of the most common types: quaternion, quinion, senion’ [Medieval names for these are also quaternus, quinternus, sexternus]  
 ¶ NB FR 313.02 singulion, bifeuillet indépendant, 08-09 septénion, octonion, ES 313.04 singulión, bifolio independiente, 10-11 septeniión, octonión, IT 132/7 unione, bifoglio indipendente, 134/4-5 settenione, ottonione ‘quires of one, seven, eight bifolia’

313.15 **false quire**

a °quire made up by a modern binder by arbitrarily joining °singletons into °false bifolia.

313.16 **single-sheet quire**

°quire formed (or apparently formed) by folding one °sheet several times.

Cf. FR 313.11 cahier homogène, ES 313.15 cuaderno homogéneo

313.17 **two-sheet quire**

313.18 **three-sheet quire ...**

a °quire constructed (or apparently constructed) by folding two, three ... °sheets.

The sheets can be folded, and then nested, or they can be superimposed, and then folded together.

= FR 313.12 cahier composé (and cf. 13, 14 c. assemblé-plié, - plié-encarté), ES 313.16 cuaderno compuesto (and 17-18 c. alzado, - encartado)

313.19 **disposition (of hair and flesh sides)**

the distribution of °hair and °flesh sides (of °parchment °leaves) on °rectos and °versos of a °quire.

The disposition can be noted conveniently by noting H or F for the rectos of the °anterior half of the quire, for instance HFFF for an atypical Carolingian quaternion, or FHFHF for a typical Humanistic quinion.

= FR 313.15 disposition du parchemin, ES 313.19 disposición del pergamino, IT 134/9 affrontamento, dispozione della pergamena

313.20 **Gregory's rule, according to - like facing like**

a °disposition in which the two pages of an °opening always present matching °parchment surfaces (°hair side faces hair side, °flesh side faces flesh side), in alternating sequence through the °quire. A quire having this disposition is a **Gregorian quire**.

In such cases, noting the first two letters is enough: HF, FH for 'hair side out', 'flesh side out'.

= FR 313.15bis règle de Gregory, - des vis-à-vis, ES 313.20 regla -, ley de Gregory, IT 135/1 regola di Gregory

313.21 **outer bifolium**

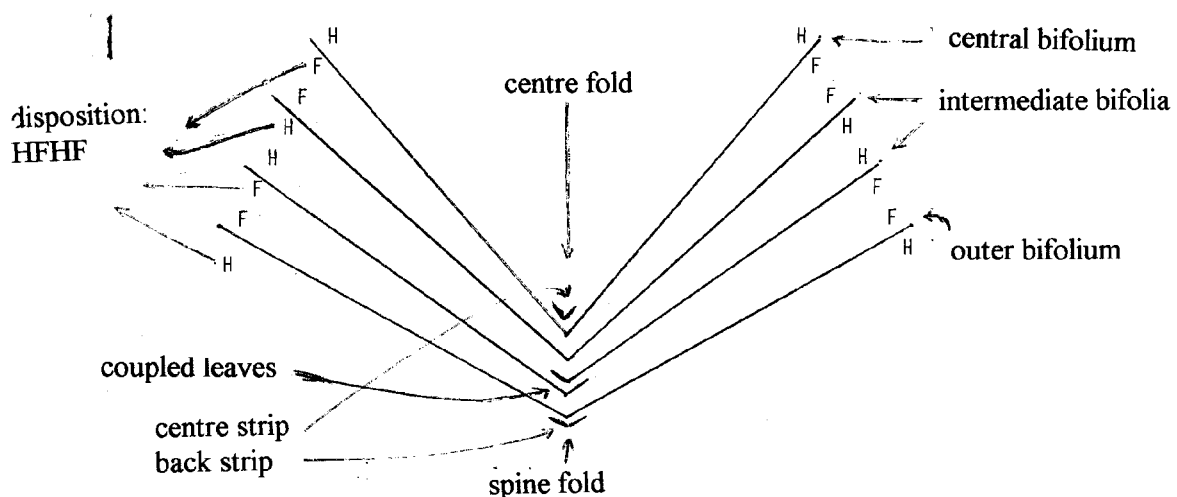
a °bifolium that comprises the first and the last °leaf of a °quire.

= FR 313.16 bifeuillet extérieur, ES 313.21 bifolio exterior, IT 135/2 bifoglio esterno

313.22 **central bifolium**

a °bifolium that comprises the two °leaves of a °quire in the °fold of which (the **centre fold**) the °sewing thread or °tackets (if present) are visible.

= FR 313.17 bifeuillet médian, - central, ES 313.22 bifolio central, IT 361/1 bifoglio centrale, - mediano





- 313.23 **intermediate bifolium**  
 a °bifolium positioned between the °outer and the °central bifolium.  
 = FR 313.18 bifeuillet intermédiaire, ES 313.23 bifolio intermedio, IT 136/2 bifoglio intermedio
- 313.24 **anterior, posterior**  
 (of parts of a °quire:) the part before — or after — the °centre fold.  
 FR 313.19 avant -, après la corde
- 313.25 **composite quire**  
 a °quire composed of paper (or, in the oldest period, papyrus) with an °outer and/or °central bifolium of parchment.  
 Quires which show another combination of materials (such as the incidental use of a parchment leaf for a miniature) are **mixed quires**.  
 Cf. ES 313.14 cuaderno mixto, IT 134/8 fascicolo misto

## 314 QUIRES: CHANGES AND IRREGULARITIES

- 314.0 The ideal situation is one in which all the quires of a book are regular and UNDISTURBED, and all are of the same type. Actually, however, IRREGULAR quires are frequently found, either because they were so formed, or because they were subsequently DISTURBED by INSERTIONS and/or removals. The succession of quires may also be irregular because of the presence of DIVERGENT quires, most often found at the end of a block or a codicological unit.
- 314.1 **undisturbed quire**  
 a °quire that still has its original structure, without additions or removals.  
 Additions and removals turn it into a **disturbed quire**.
- 314.2 **coupled leaves**  
 two °stubbed °singletons that, from the moment the °quire was °formed, together take the place of one °bifolium (without, however, being joined by paste or otherwise).
- 314.3 **artificial quire ??■ ■**  
 a °quire that contains one or more sets of °coupled leaves.  
 Since such a quire was like that from its formation, it cannot be considered an °irregular quire.
- 314.4 **divergent quire**  
 a °quire that is of a different °quire type than the majority of quires of the book.  
 ¶ NB Cf. IT 134/6 cartino, carticino = thin quire at the end to contain the end of a text.
- 314.5 **irregular quire**  
 a °quire that contains °singletons or °eccentric bifolia.  
 Cf. ES 313.13 cuaderno irregular
- 314.6 **misordered quire**  
 a °quire in which the succession of °leaves does not correspond to the reading order (as a consequence of an error in binding or rebinding).  
 The succession of quires may itself be also misordered. **Redress marks** may have been apposed to guide readers.
- 314.7 **insertion** (to insert)  
 °bifolia or °stubbed singletons added to an existing °quire, so that their °spine folds lie together and the whole can be °sewn in one turn.

Cf. FR 314.05-07 encart(er), feuillet inséré, - intercalaire, ES 314.05-07 intercalar, inserción, folio inserto, - intercalado, IT 137/3-6 inserire, inserto, intercalare, accavallare, incartare

Cf. IT 138/6 fuori testo ‘inserted between two quires or within a quire independently of its original structure or the pagination’, /5 tavola ‘full-page illustration “fuori testo” independently of the structure of the quire into which it is inserted’ [= inserted full-page miniature]

**314.8 eccentric insertion**

°bifolia or °stubbed singletons added to an existing °quire outside its °spine fold, so that an extra °sewing turn is required.

**314.9 stubbed bifolium**

a °bifolium with a second °fold close to its original fold, enabling it to be inserted into a °quire as if it were a °stubbed singleton.

**314.10 tipped in attached**

a °leaf added to a °quire by °mounting it to another leaf (by means of paste along a narrow zone or with stitching), but not °sewn with it.

= FR 314.15 annexer, ES 314.13 añadir, anexar; cf. IT 137/7 annettere, allegare

**314.11 loose leaf**

a °leaf laid into a °quire without being °tipped in or °sewn with it.

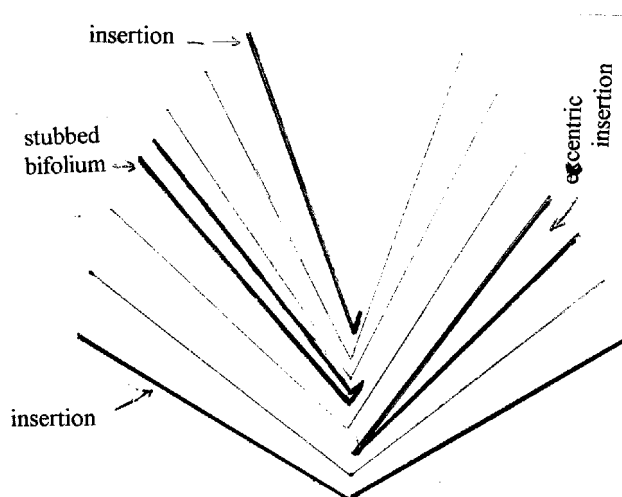
= FR 314.08 feuillet volant, feuille volante, ES 314.08 hoja suelta, IT 138/1 carta volante

**314.12 inserted slip**

a °leaf of small dimensions added to a °quire.

A slip may be passed through the °fold, so that it is held by friction without actually being °sewn.

= FR 314.09 billet, ES 314.09 billete, IT 138/2 biglietto



## 315 SPECIAL ADDED ELEMENTS

- 315.0 This section presents a number of other elements (most not intended to carry text), of which the **ENDLEAVES** and the **CENTRE STRIPS** are the ones most commonly found.
- 315.1 **endleaf**  
† **flyleaf**  
a °leaf added at beginning or end of the °text block, as protection.  
Either blank material or °waste material may be used as an endleaf. Also, the first/last leaf or leaves of the text block, or at least the outer pages of them, may be left blank to serve an **endleaf function**.  
= FR 314.01 garde, ES 314.01 guarda, IT 136/3 (carta di) guardia, sguardia, risguardo, risguardia  
Cf. FR 314.04 fausse garde, ES 314.04 falsa guarda, IT 137/2 falsa guardia = ‘endleaf added later to a volume which already had an endleaf’
- 315.2 **pastedown**  
an °endleaf pasted onto the inner face of the °board.  
If it was originally pasted down but is now mobile, it is a **lifted pastedown**.  
= FR 314.02 contre-garde, ES 314.02 contaguarda, guarda pegada, IT 136/4 controguardia
- 315.3 **flyleaf**  
an °endleaf not pasted down but mobile.  
= FR 314.03 garde volante, ES 314.03 guarda volante, hoja -, guarda, IT 137/1 † guardia volante
- 315.4 **curtain**  
a piece of textile or other material, inserted for protection between a °page containing a painted ■illumination and its °facing page.  
The curtain is generally attached with light stitching to the page it protects (normally above the protected portion).  
Cf. FR 314.10 serpente, ES 314.07 folio inserto, - intercalado, IT 138/3 interfoglio
- 315.5 **thrown-out leaf**  
a °leaf of greater dimensions than the °text block, which needs to be folded to fit into the closed book.  
The part thus folded is ■■  
= FR 314.11 dépliant, 12 repli, ES 314.10 plegable, 11 repliegue, IT 139/1 pieghevole, /2 risvolto, aletta
- 315.6 **interleaved** (to interleave)  
a book where blank °leaves have been inserted between each of the leaves bearing the text.  
= FR 314.13 interfolier, entre-feuilleter, ES 314.12 interfoliar, IT 138/4 interfogliare  
¶ NB FR 314.14 farcir ‘interleave with leaves bearing another text’
- 315.7 **guard**  
a narrow, folded strip, °sewn with a quire, to which another element is attached (**mounted**).  
The attached element is often an °orphan leaf, but it may be a °bifolium, or even a whole °quire.  
Cf. FR 314.17 onglet, ES 314.15 cartivana, IT 139/5 brachetta, braghetta
- 315.8 **centre strip**  
315.9 **back strip**  
a narrow, folded strip, placed in the °centre fold of a °quire — or on the outside of the °quire fold — and °sewn with it.  
The centre and/or back strip may be just inserted, or it may be pasted onto the °central or outer °bifolium. Short strips, only covering the °sewing stations, are **centre patches**. Either blank material

or °waste material may be used.

Such strips generally serve to protect the quire (e.g. from the sewing thread), but they may also be inserted in order to compensate for a greater thickness of the outer parts of the °text block (**compensation strip**).

= FR 314.18 fond de cahier, ES 314.16 refuerzo de cuaderno, IT 140/1 fondello, fondo di fascicolo  
compensation strip: IT 140/2 brachetta di compensazione

315.10 **volvelle**

a round piece of °parchment, fixed to a °leaf (e.g. with a thread and two knots) so that it can turn and function as a mobile part of a circular °table.

## 316 NUMBERING OF QUIRES AND LEAVES

316.0 Quires and bifolia are numbered with SIGNATURES as a help in binding. CATCHWORDS have the same function. Since both lose their primary importance as soon as the book is bound, they are often found in a position where they are wholly or partly lost by trimming. FOLIATIONS, on the other hand, are required to look up text with the aid of an index, and are better protected from the binder's knife.

¶ NB FR 315.01 coter, ES 315.01 numerar, IT 140/5 numerare = numbering

316.1 **signatures**

markings on °quires and/or °bifolia, indicating by letters (**alphabetical s.**), numbers (**numerical s.**) or other means the order in which they are to be bound.

Cf. FR 315.02 signature, ES 315.02 signatura, IT 140/6 segnatura

316.2 **quire signatures**

**quire marks**

°signatures which indicate the order of the quires (but not of the elements within them).

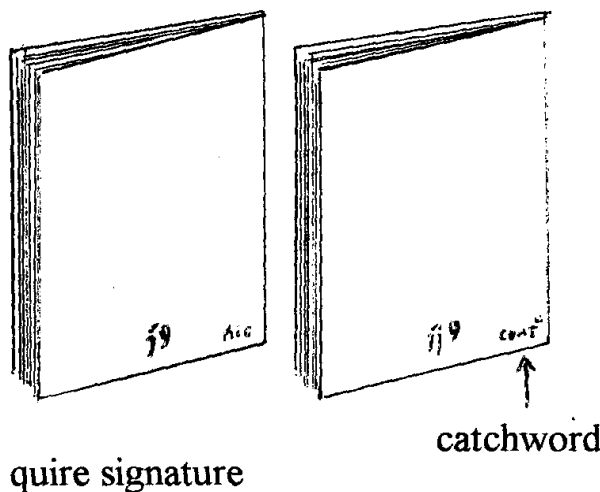
Normally these are found only on the outside of the quire.

316.3 **leaf signatures**

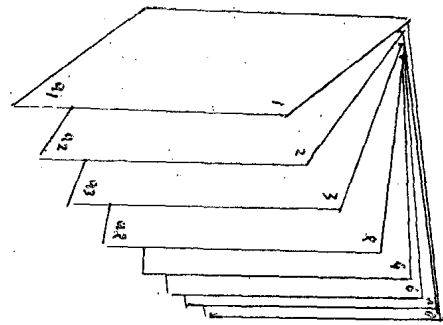
°signatures which indicate the order of the °bifolia.

A more precise name would be 'bifolium signatures'. Normally they are found only on the anterior °leaf of each bifolium. Often they indicate both the quire to which the bifolium belongs, and the place of the bifolium within it (**complete leaf signatures**).

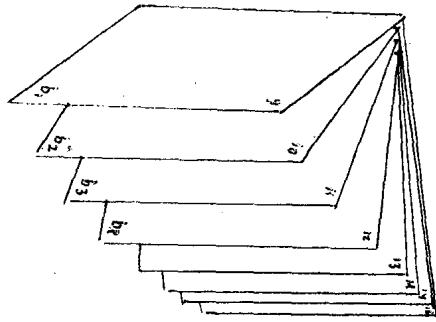
= FR 315.04 signature par bifeuillets, ES 315.04 numeración de bifolios, cf. IT 40/7 numerazione a egistro



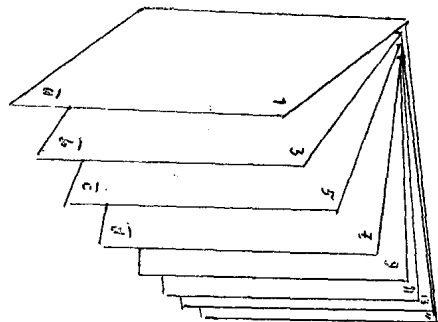
- 316.4 **incomplete leaf signatures**  
 °leaf signatures which do not indicate the °quire to which a °bifolium belongs, but only its place within it.
- 316.5 **primitive leaf signatures**  
**ad hoc signatures**  
 °leaf signatures which give different marks to different °quires, but without allowing their unambiguous ordering.
- 316.6 **sheet signatures**  
 °signatures which mark only the °quadrifolia of a °quire, not the separate °bifolia.  
 = FR 315.03 signature par feuilles (≠ ES 315.03 ‘numeración de folios’!)
- 316.7 **centre signature**  
 a mark (often a cross) on the central °opening of a °quire, confirming that no °bifolia are lacking at this point.
- 316.8 **series of signatures**  
 a coherent sequence of °signatures that mark a number of °quires (in a certain order) as belonging together.  
 Within a book several series of signatures may occur, e.g. on separate °codicological units, or corresponding to different stages in the history of the book.
- 316.9 **assembly marks**  
 marks to ensure that °insertions are placed in the correct position.  
 Cf. IT 139/3 segni di registro
- 316.10 **catchword**  
 the first word or words of a °quire, written at the end of the preceding quire, to ensure correct quire sequence.  
 Besides such **quire catchwords** there also exist **sheet catchwords**, to safeguard the correct order of °quadrifolia within a quire, and **leaf** or even **page catchwords**.  
 Catchwords may be horizontal or **vertical** (or **diagonal**), and in the latter cases **downward** or **upward**.  
 If the last words of a quire are repeated at the beginning of the succeeding quire, it is a **counter-catchword**.  
 = FR 333.09 réclame, 10 contre-réclame, ES 333.10 reclamo, 11 contra-reclamo, IT 172/1 richiamo, custode, 173/1 controrichiamo
- 316.11 **leaf count**  
 the total number of °leaves in a book.  
 Cf. IT 140/4 consistenza
- 316.12 **foliation**  
 (a) the numbering of each of the °leaves of a book (each leaf being given a **leaf number**).  
 (b) a coherent sequence of °leaf numbers that mark a number of °leaves (in a certain order) as belonging together.  
 If a given leaf is numbered 5, it is generally called ‘f.5’; its two °pages are ‘f.5r’ and ‘f.5v’, although often ‘f.5’ is tacitly understood to mean the recto, and the verso can be indicated by ‘f.5’’. If there are two columns on each page, these are called ‘f.5ra’, ‘f.5rb’, ‘f.5va’ etc. (The use of ‘f.5a’, ‘f.5b’ to indicate recto and verso is to be avoided.)  
 Within a book several foliations may occur, e.g. on separate °codicological units, or corresponding to different stages in the history of the book.  
 A **fossil foliation** is one that does not correspond to the leaves of the actual book but was taken over from its model (e.g. in order to keep an index useable).  
 In any foliation, original or modern, errors may occur, by undue omission or repetition of numbers. Medieval foliations often are not **foliations by leaf** (with ‘5’ indicating f.5r+5v), but **by °opening** (with ‘5’ indicating f.4v+5r). Modern foliations always are by leaf (and medieval foliations, if still in use, are so used, irrespective of their original function).  
 = FR 315.05 foliotation, ES 315.05 foliación, IT 141/1 cartulazione, cartolazione  
 errors: cf. IT 143/2-3 omissione, duplicazione



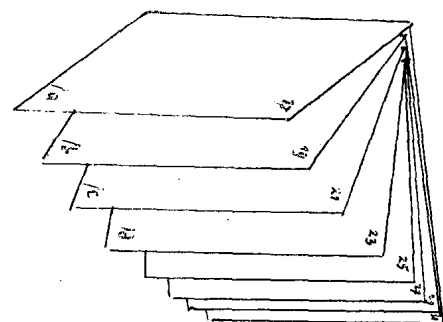
foliation



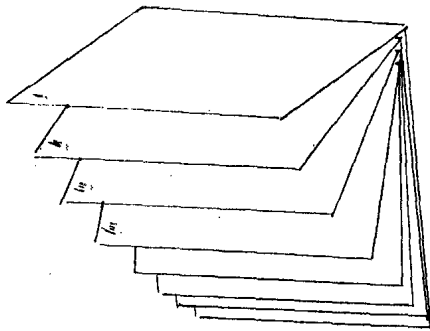
leaf signatures



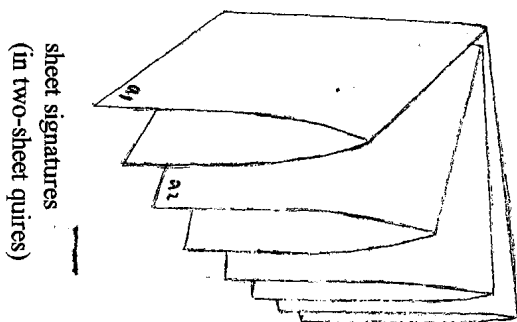
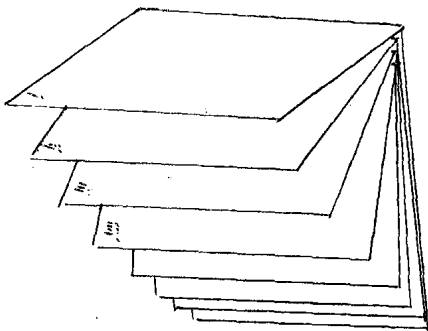
pagination



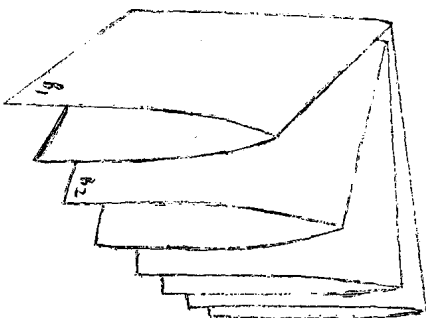
primitive leaf signatures



incomplete leaf signatures



sheet signatures  
(in two-sheet quires)



the numbering of each of the °pages of a book.

= FR 315.06 pagination, ES 315.06 paginación, IT 142/1 paginazione

¶ NB FR 315.07 pagination décimale, IT 142/2 p. decimale — a ‘decimal’ system devised by A. Gruys, but almost never applied.

316.14 **preliminary leaf**

316.15 **postliminary leaf**

°leaf at the beginning — or at the end — of the book that for some reason is not included in the current °foliation or has a foliation of its own.

= FR 315.08 feuillet préliminaire, f. terminal, + f. hors compte; cf. ES 315.07 hoja de cortesía, - di rispetto, IT 143/1 carta fuori numerazione

316.16 **to collate**

to check the number and order of the °quires and °leaves.

= FR 315.10 collationner, ES 315.09 colacionar, IT 143/4 collazionare

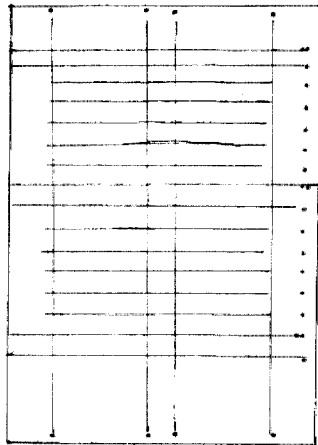
¶ NB FR 315.09 feuilleter, ES 315.08 hojear, IT 143/5-144/1 sfogliare, scorrere, scartabellare ‘to leaf through’

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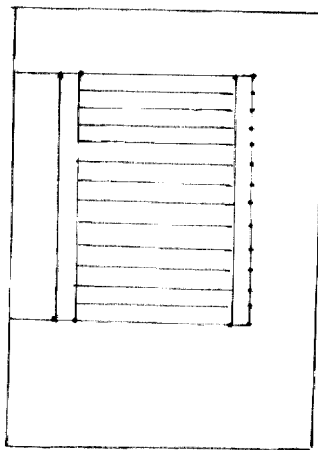
## 321 PRICKING

- 321.0 The first step needed to guide the writing on the page is ruling; and the first stage in ruling is PRICKING. This is a less simple matter than it seems. The questions of which pricks were made, with what and how — questions which for ruling have been analyzed, especially in Greek codicology, under the terms of TECHNIQUE, SYSTEM, METHOD and PATTERN — need to be considered for pricking as well. (Technique, system and pattern can be observed; the method, however, has to be inferred, and that is not always possible.)  
 It should be noted that technique, system, method and pattern, both of pricking and of ruling, are often constant within codicological units; but this does not have to be the case: any of these may vary from quire to quire (and sometimes even within a quire).  
 Cf. IT 152/3-4 sistema fisso, - variabile  
 It should also be noted that writing can be guided without ruling or pricking. One can delimit a text area by folding a leaf (framing by folding), or one can place a sheet with very visible ruling under the leaf that is to be written on, so the undersheet can be seen by transparency. And sometimes text is placed on a page without any guidance at all.
- 321.1 **prick**  
 a small hole or slit intended to guide the °ruling (or sometimes for other purposes).  
 A **primary prick** is one made directly into a °leaf; a **secondary prick** is one made through a leaf into another leaf underneath it.  
 = FR 321.02 piqûre, point, ES 321.04 pinchazo, IT 147/2 foro, forellino  
 primary prick: IT 147/3 foro d'entrata  
 ¶ NB ES 321.05-06 pinchazo redondo, - plano 'round prick, slit'
- 321.2 **pricking**  
 (a) the set of °pricks made to guide the °ruling (or a subset of it).  
 (b) the operation of making these pricks.  
 = FR 321.01 poncturation, piqûre (b only!), ES 321.01 picado, IT 147/1 foratura  
 ¶ NB FR 321.03 régime de piqûres, ES 321.07 régimen de pinchazos, IT 147/5 regime di fori = 'row of pricks having the same function'; also ES 321.08 doble régimen de p. = 'two parallel rows ...'
- 321.3 **pricking technique**  
 the technical means (°awl, °pen-knife, °pricking wheel ...) used to effect the °pricking.  
 = ES 321.02 técnica de picado
- 321.4 **pricking system**  
 the way the °pricks (°primary and °secondary pricks) and their **pricking direction** are arranged within a °quire.  
 Examples: 'through the whole quire from the front', 'by four from the outside'.  
 The **pricking method** is the sequence of operations used to effect this system.  
 pricking method: cf. ES 321.03 sistema de picado  
 pricking direction: cf. IT 147/4 direzione d'entrata
- 321.5 **single-bifolium pricking**  
 °pricking which is executed on only one (the °outer or, sometimes, the °central) °bifolium of a °quire.
- 321.6 **pricking pattern**  
 the distribution of the °pricks on the °leaf.  
 = ES 321.15 ubicación del picado
- 321.7 **construction prick**  
 a °prick serving to mark the °folding of the °sheet or the °layout of the °page, without reference to the °ruling.  
 The pricks that do serve for the ruling are **ruling pricks**.  
 = FR 321.04 piqûre de construction, ES 321.09 pinchazo de construcción, IT 147/6

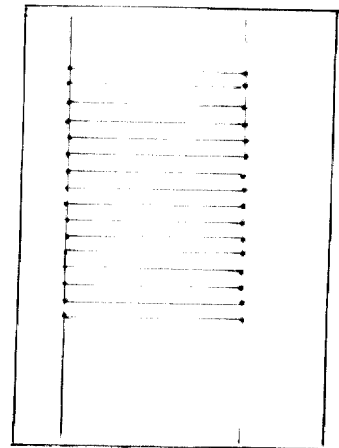




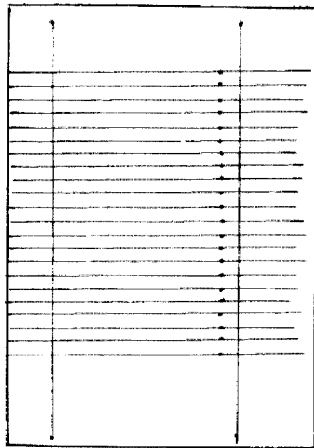
**marginal pricking**  
(for two columns with through lines)



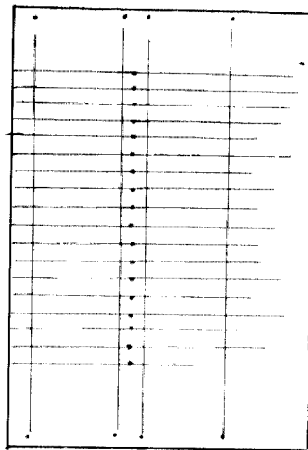
**on-line pricking**  
(for ruling without through lines)



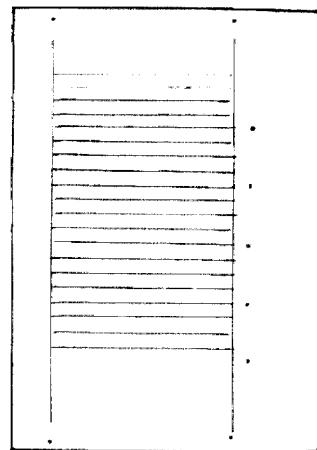
**on-line pricking**  
(for so-called 'ruling after folding')



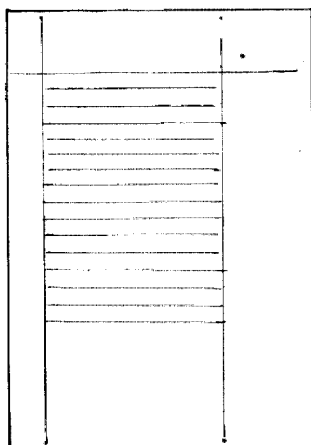
**in-text pricking**



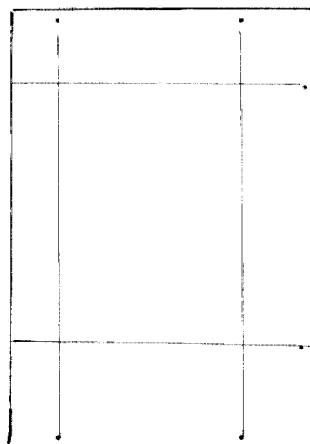
**in-text pricking**



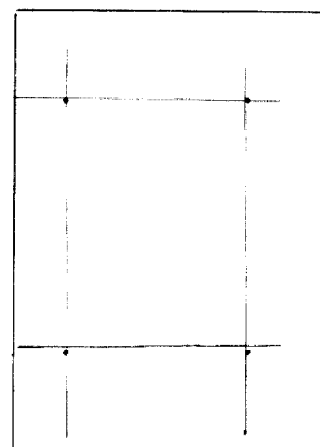
**partial pricking**  
(for rake ruling)



**single-hole pricking**  
(for rake ruling)



**frame pricking**  
(for frame ruling)



**corner pricking**  
(for frame ruling)

- 321.8 **frame prick**  
 each of the °pricks serving to fix the °frame, especially the °bounding lines.  
 = FR 321.05 piqûre maîtresse, ES 321.10 pinchazo maestro, IT 147/7 foratura per squadratura
- 321.9 **text prick**  
 each of the °pricks serving to rule the °text lines.  
 = FR 321.06 jalon, point-jalon, ES 321.11 pinchazo de guía, IT 147/8 foro di guida
- 321.10 **double prick**  
 a pair of adjacent °pricks intended for one °ruled line, as an aid to correct execution of particular ruled lines.  
 Double pricks serve mainly for °through lines. They are not to be confused with the multiple pricks that are the result of correcting errors in pricking, or of making a pricking in a leaf that had already received an earlier (but not used) pricking.  
 = ES 321.12 doble pinchazo, IT 147/10 doppia foratura
- 321.11 **vertical pricking; - prick**  
 the °pricking (generally arranged in a horizontal row) that serves to guide °vertical ruling; each of these °pricks.
- 321.12 **horizontal pricking; - prick**  
 the °pricking (generally arranged in a vertical row) that serves to guide °horizontal ruling; each of these °pricks.  
 The row may be straight, or crooked and almost ‘meandering’.
- 321.13 † **‘pricking after folding’**
- 321.14 † **‘pricking before folding’**  
 conventional (but incorrect) terms for °pricking patterns which have — or do not have — a row of °horizontal pricking in the °inner margin.  
 The terms are incorrect because pricking, even in one margin only, is (most probably) always done in a folded °quire or °bifolium, so *after* folding, even if the ruling is then done after unfolding.
- 321.15 **partial pricking**  
 a °horizontal pricking that has less °pricks than there are °ruled lines.  
 This is particularly used in the case of °rake ruling.  
 ± FR 321.07 piqûre défective, ES 321.13 picado por defecto (NB 321.14 p. por exceso = with more pricks ...); = IT 147/9 foratura discontinua
- 321.16 **single-hole pricking**  
 a °horizontal pricking that uses only one °prick (instead of a whole row).  
 This is particularly used in the case of °rake ruling.
- 321.17 **marginal pricking**  
 °pricking in which the °pricks are placed close to the edges of the °leaf.  
 = ES 321.16 picado marginal
- 321.18 **on-line pricking**  
 °pricking in which the °horizontal pricks are placed on a °vertical bounding line (and/or the °vertical ones on a °horizontal bounding line).
- 321.19 **in-text pricking**  
 °pricking in which the °(text) pricks are placed within the °text area.  
 = ES 321.17 picado interno
- 321.20 **frame pricking**  
 °pricking (for °frame ruling) comprising only the °frame pricks.

- 321.21 **corner pricking**  
 °pricking (for °frame ruling) which consists only of the °pricks marking the crossing points of the °frame.

## 322 RULING: TECHNIQUE, SYSTEM, METHOD

- 322.0 From the pricks, the RULING is executed. There are two main groups of TECHNIQUES: BLIND RULING and COLOURED RULING. Especially for blind ruling there is a great variety of RULING SYSTEMS.
- 322.1 **ruled line**  
**line**  
 each of the drawn lines that compose the °ruling.  
 = ES 322.02 pauta, IT 148/1 riga
- 322.2 **ruling**  
 (a) the set of °lines drawn on the °page to determine the °layout and guide the writing.  
 (b) the operation of drawing these lines.  
 = FR 322.01 réglure, ES 322.01 pautado, rayado, IT 149/2 rigatura
- 322.3 **ruling technique**  
 the technical means (°dry-point, °plummet, °pen, °ruling board ...), or the type of technical means (°blind, °coloured ...), used to effect the °ruling.  
 = FR 322.02 procédé -, technique de réglure, ES 322.03 técnica de pautado, IT 150/1 tecnica di rigatura  
 ¶ NB ES 322.08 pautado mecánico ‘ruling done with an instrument allowing the ruling of several lines at a time’
- 322.4 **blind ruling**  
 °ruling in which the °ruled lines are impressed in the material of the °leaf, without the addition of colouring material.  
 Blind ruling rules both sides of the leaf in a single operation (with a symmetrically identical °ruling pattern); on the side where the ruling instrument is applied the lines appear as **furrows**, on the other as more or less pronounced **ridges**.  
 = ES 322.04 pautado a punta seca, IT 152/9 rigatura a secco  
 furrow - ridge: = FR 322.08-09 sillon - billon, + côtelure - talus, ES 322.14-15  
 surco - relieve, IT 151/2-3 solco, incisione, incavo - relieve
- 322.5 **dry-point ruling**  
 °blind ruling produced by means of a (not too) sharp instrument, such as a °stylus.  
 The stylus may, occasionally and incidentally, leave some coloured traces.
- 322.6 **board ruling**  
 °blind ruling produced by means of a °ruling board.
- 322.7 **coloured ruling**  
 °ruling in which the °ruled lines are produced by the application of some colouring material (whether a dry substance, such as °plummet, or a fluid, such as °ink) on the surface of the °leaf, without the creation of a °furrow.  
 ‘Coloured’ ruling may be of any colour, not necessarily a ‘real’ colour. It is necessarily executed on one side of a leaf only, so complete ruling of both pages entails two steps of ruling (and the °ruling patterns need not to be the same).  
 = ES 322.05 pautado a color, IT 153/1 rigatura a colore; cf ES 322.06, 07, pautado a mina, - a tinta, IT 153/2-3 r. alla mina di piombo, a inchistro, a sanguigna
- 322.8 **rake ruling**  
 °coloured ruling produced by means of a °rake.

- 322.9 **mixed ruling**  
 °ruling in which more than one °ruling technique is used on the same °page (for instance °blind and °coloured, or °plummet and °ink).  
 = FR 322.03 réglure mixte, ES 322.09 técnica mixta, IT 153/4 tecnica mista
- 322.10 **framing by folding**  
 a method of ‘ruling’ indicating the °text area, not by ruling but by making °folds in the °leaf.  
 = FR 322.13 réglure par pliage, ES 322.19 pautado por plegado, IT 152/7 rigatura mediante piegatura
- 322.11 **ruling system**  
 the way °furrows and °ridges of the °primary and °secondary ruling are arranged in a °blind-ruled °quire.  
 = IT 150/2 sistema di rigatura
- 322.12 **double ruling system**  
 a °ruling system in which the treatment of the °horizontal and the °vertical ruling is different.  
 = IT 152/2 sistema doppio (NB 152/1 s. semplice = where they are not different)
- 322.13 **ruling diagram**  
 a graphical representation of the °ruling system.  
 Examples:  $\geq > > > | < < < \leq$ ,  $> < > < | > < > <$ .  
 = FR 322.05 diagramme de réglure, ES 322.11 esquema de pautado, IT 150/3 schema di rigatura
- 322.14 **transmitted ruling**  
 °blind ruling executed on several °leaves together, so that the ruling on the topmost leaf (produced by the direct contact of the ruling instrument with the leaf: the **primary** or **direct ruling**) produces an impression (a **secondary ruling**) on the underlying leaf or leaves.  
 primary ruling: = FR 322.06 réglure primaire, - maîtresse, ES 322.12 pautado primario, - directo, IT 150/5 incisione -, rigatura primaria, - diretta, - principale  
 secondary ruling: = FR 322.07 réglure secondaire, - par impression, ES 322.13 pautado secundario, indirecto, IT 151/1 incisione -, rigatura secondaria, - per impressione
- 322.15 **old style ruling**  
 a °ruling system in which all °furrows in one half of the °quire are oriented one way, and those in the other half the other way.  
 This corresponds to the °diagrams  $>>>> | <<<<$  or  $<<<< | >>>>$ .  
 FR 322.10 ancien système, ES 322.16 sistema -, estilo antiguo [with wrong diagram!], IT 151/4 “old style”
- 322.16 **new style ruling**  
 a °ruling system in which the direction of the °furrows alternates on successive °leaves.  
 This corresponds to the °diagrams  $><>< | ><><$  or  $<><> | <><>$ . — If the °quire follows °Gregory’s Rule, then either all furrows are on a °hair side, or all are on a °flesh side.  
 FR 322.11 nouveau système, ES 322.17 sistema -, estilo nuevo, IT 151/5 “new style”
- 322.17 **re-ruled**  
 (of a °leaf or °page:) presenting a °ruling made because the existing ruling was felt to be not sufficiently clear (or otherwise not adequate).  
 = ES 322.20 repautado, IT 153/5 rinforzo, ribadimento (of single lines), 6 rifacimento (of a whole ruling)
- 322.18 **■ passing line**  
 a horizontal °line of which it can be seen that it runs, without loss of continuity, from one °page onto the corresponding page of the °conjoint leaf.  
 = IT 154/3 riga passante

322.19 **ruling method**

the succession of operations used to effect the °ruling.

= FR 322.04 système -, méthode de réglure, ES 322.10 sistema, - estilo de pautado, IT 150/4 metodo -, procedimiento di rigatura

## 323 RULING: PATTERN

323.0 The RULING PATTERN is a set of lines, but it is impossible to discuss it without reference to the areas these lines are meant to delimit. The principal areas are usually the TEXT AREA and the MARGINS. The text area is delimited by the FRAME; it is often further structured by vertical BOUNDING LINES, which delimit COLUMNS, and usually by horizontal TEXT LINES, which delimit LINE AREAS. Outside the text area there may be MARGINAL LINES.

The pattern of lines, delimiting certain areas, is to be clearly distinguished from what was subsequently done with them. Although most scribes were content to place the text in the text areas, the columns and the line areas they found provided, this is not always the case. Things other than text may be placed in text areas (for instance miniatures), and text may be organized in ways not foreseen by the ruling (for instance in long lines, on a two-column ruling, or with 26 lines where 21 had been ruled for).

Some characteristic features of the ruling in gloss layout are treated in section 334.

323.1 **ruling pattern**

the spatial arrangement of the °ruling on a °page.

In principle the ruling pattern is the same throughout a book; in practice there are generally some variations (in dimensions or in number of °text lines, or even in °ruling type and °technique).

In °coloured ruling each °page has its individual pattern, which in principle (though not always in practice) differs from all other patterns in the same book (by differences in number of °lines, line length, small errors ..., which form a ‘fingerprint’). The pattern on °recto and °verso can be different (e.g. to adapt the ruling to local exigencies).

In °blind ruling each °leaf has its individual pattern (that on the verso being the mirror image of that on the recto); only in °transmitted ruling do the °primary and the °secondary rulings have patterns with the same ‘fingerprint’.

323.2 **ruling type**

a class of °ruling patterns that are identical in the relative position and °extension of the °ruled lines (but without taking into account their absolute position and the number of °text lines).

Ruling types can be common to many books; only rarely do two books have the same ruling pattern.

**Related ruling types** differ only in a small number of particulars (e.g. one or two columns, absence or presence of °marginal lines in the °bottom margin).

= FR 322.12 schéma -, type de réglure, ES 322.18 tipo de pautado, IT 152/8 tipo di rigatura [although these do not differentiate between ‘pattern’ and ‘type’]  
 related type: IT 152/5 sistema omologo = ‘pattern [rather than ‘system’!] differing from another only in number of columns’, /6 - affine = ‘differing only in secondary features’

323.3 **horizontal ruling**

323.4 **vertical ruling**

the horizontal — vertical — °lines that are part of the °ruling pattern.

Oblique, diagonal or curved °ruled lines rarely occur in Western manuscripts.

323.5 **extension**

the length of a °ruled line, judged by the number and function of the lines which it crosses.

= FR 324.06 extension, ES 324.07 extensión de línea, IT 157/4 estensione

323.6 **through line**

a °line of greater °extension than other, similar lines; particularly one running over the full height or width of the °page.

Most °vertical ruling consists of through lines. Of °horizontal ruling, most °text lines are not through lines, but often one or a group of them at the top and bottom of the °text area are through lines (and there may be other ones, **median through lines**, in between).

FR 324.03 lignes rectrices majeures, + traversières [= those of the text], ES 323.07 línea prolongada, ES 324.03 líneas rectoras mayores, IT 155/10 rettrice maggiore

### 323.7 **double line**

a pair of parallel °lines a short distance apart (not more than one °unit of ruling), other than °text lines.

Also **triple line**, **quadruple line** ... (= **multiple line**).

= FR 323.11 ligne double, triple, quadruple, ES 323.13 línea doble, triple, cuádruple, IT 155/2 riga doppia, tripla, quadrupla (together: 155/1 righe serrate)

### 323.8 **Muzerelle formula**

a formulaic statement of a °ruling type.

Normally it is described on a °recto.

Another, similar statement is the **Leroy formula**, which, however, is only applicable to (early) Greek manuscripts.

### 323.9 **Gilissen formula**

a formulaic statement of the actual dimensions of the °ruling pattern, and the number of °text lines.

Normally it is described on a °recto.

For a complete description of a ruling pattern both the °Muzerelle and the Gilissen formula are needed.

### 323.10 **text area**

the part of the °page that is meant to contain the text.

It is sometimes necessary to distinguish between the **ruled area** and the **written area**. In manuscripts written °below top line the two are in principle identical (= the text area); but in those written °above top line the written area is greater (by one °line area) than the ruled area. And in other cases one or more line areas may systematically be left unused, or the written area may otherwise not conform to the ruled area.

In calculating some page parameters (see section 324) one will further contrast the written area with the **non-written area** (= the margins and other ‘white space’ — in French ‘le noir’ and ‘le blanc’). To do this with precision, if there are °intercolumn(s) and/or °multiple bounding lines, one will then wish to distinguish between the **full text (written, ruled) area** = that between the °outer bounding lines; the **narrow text (written, ruled) area** = that between the °inner bounding lines (without the ■°verges); and the **net text (written, ruled) area** = that without the verges and the intercolumn(s).

Cf. FR 323.01 justification, ES 323.01 justificación ‘the marking of the text area’ (FR 323.01 +(b) ‘the area thus delimited’)

ruled area: = ES 323.03 caja de pautado, IT 154/1 specchio di rigatura, -, spazio rigato

written area: cf. FR 331.10 justification, ES 331.14 caja de escritura, IT 154/2 specchio di scrittura, - scrittorio, spazio scritto

written/non-written area: ES 331.19-20 blanco, mancha, negro, IT 161/2-3 bianco, nero

### 323.11 **frame**

the °lines that delimit the °text area (and its °columns).

They are: the °bounding lines, and the lines at top and bottom of the °text area (the **top line** and the **bottom line**). If there are multiple bounding lines, and if there are two or more °through lines at the top and/or bottom of the text area, these should all (normally) be considered part of the frame.

= FR 323.03 ligne justifiante, - maîtresse, ES 323.04 línea justifiante, - maestra; cf. FR 323.02 cadre de réglure, - de justification, ES 323.02 caja de justificación [faulty formulation], IT 153/8 squadratura, inquadratura, (ri)quadro -, inquadro di giustificazione = ‘the set of four outer lines’

top, bottom line: FR 323.04-05 ligne de tête, - de pied, ES 323.05-06 línea de cabeza, - de pie, IT 154/7-8 riga di testa, - di piede

Cf. IT 153/7 giustificazione ‘(a) the bounding lines (including those of the columns),  
(b) the frame (excluding the bounding lines of the columns)’

323.12 **frame ruling**

a °ruling pattern that consists of the °frame only, with no °text lines and no °marginal lines.

323.13 **(ruled) column**

a vertical part of the °text area, the result of marking off (by °bounding lines) a relatively narrow section not intended to carry text (the °intercolumn) between two sections intended to carry text.

323.14 **bounding line**

the vertical °line or lines at either side of the °text area or of a °column.

The bounding line may be **multiple** (double, triple etc.). If so, the line of that group farthest from the text is the **outer bounding line**, that closest to the text being the **inner bounding line**.

outer bounding line: FR 323.06 ligne de marge, - de justification, ES 323.08 línea de justificación, - de margen

IT 154/5-6 giustificazione interna, - esterna = bounding lines closest to inner -, outer margin

323.15 ■■ **colonnina** ■ **verge?** ■ **bounding column?** ■

the narrow space, flanking a °column, between the °multiple bounding lines.

Most often the left ■ **verge** is only used for °hanging capitals, and the right for flexibility in the line ending.

= IT 155/6 *colonnina* (if the line is double: 155/7 *giustificazione doppia*)

323.16 **intercolumn**

the narrow section between two °columns.

Also called **middle margin**.

Cf. FR 323.07 *entrecolonne*, ES 323.09 *intercolumnio*, IT 154/9 *intercolumnio*, *intercolonna* [= the lines delimiting it!]; FR 331.08 *entrecolonne*, ES 331.12 *intercolumnio*, IT 159/10 *intercolumnio*, *-columnio*, *-colonna*, *margine mediano* [= the space]

323.17 **median column line**

a vertical line dividing an °intercolumn.

323.18 **text line**

a horizontal °line within the °text area, intended to guide the writing.

The sum of these lines is the **text ruling**.

= FR 324.02 *ligne rectrice*, - *directrice*, ES 324.02 *línea rectora*, IT 155/9 *rettrice*  
text ruling = FR 324.01 *linéation*, ES 324.01 *lineamento*, *-miento*, IT 155/8 *lineazione*, *rigatura di guida*

323.19 **stave**

a group of horizontal °lines (usually four or five) at short distances, intended to guide the writing of musical notation.

= IT148/3 *riga* -, *rigatura musicale*

323.20 **line area**

the area comprised between two °text lines and two °bounding lines, normally allotted to one °written line.

If there are no text lines, or they are badly visible, the °base lines are used instead of the text lines in determining line areas (and °units of ruling); so also if the writing does not follow the text lines (in which case there are two sets of line areas: the ruled ones, and the written ones).

= ES 324.05 *caja de renglón*

323.21 **margin**

the part of the °page outside the °text area.

Its four regions may be distinguished — although there are no unambiguous and unarbitrary boundaries — as the **top** or **upper**, **bottom** or **lower**, **inner** or **gutter**, and **outer margin**.

= FR 331.07 marge, ES 331.07 margen, IT 159/8 margine [= each separately, 154/4 marginatura = the total]

four margins: ES 331.08-11 margen exterior, - interior, - superior, - de cabeza, - inferior, - de pie, IT 159/11-160/3 margine posteriore, - interno, - di cucitura, - di testa, - superiore, - di piede, - inferiore, - anteriore, - esterno

### 323.22 **marginal line**

a °line (horizontal or vertical) outside the °text area.

If there are such lines in three or four °margins, one may call them an **outer frame**.

= FR 323.12 ligne marginale, - hors-texte, ES 323.14 línea marginal, - fuera del texto, IT 155/3 (riga) marginale (155/4 marginale semplice = one that is not double)  
outer frame: = FR 323.13 encadrement, ES 323.15 encuadre, IT 155/5 squadratura esterna, riquadro -, cornice

### 323.23 ■■adventitious ruling ?? ruling *post factum*?

a °ruling executed around an already written text, different from the original ruling that guided the text itself.  
Adventitious ruling may also be added to printed books.

## 324 CALCULATING THE PAGE

324.0 Various aspects of the ruled page appear to offer scope for a quantitative treatment. One approach is the search for esthetic principles in layout; this led (for instance in the work of Tschichold and Gilissen) to analysis of the PROPORTIONS of the page, the text area, and the margins (however, esthetics are not the only field in which these factors are relevant). Another is the attempt to study the DENSITY of the text on the page, i.e. the way in which the layout relates to the amount of text that can be stored on a page.

Some elementary calculated values do not need to be defined: the *surface area* and the *proportion* of the page and the various rectangles found on it (they are, respectively, (width × height) and (width : height))  
■unless I shall define them later, in a separate section in Part 1, where I shall have to define ‘width’, ‘height’, ‘length’, i.a. for volumen/scroll; and where I must say that one should always mention height before width, and divide width through height■

### 324.1 **rectangle of Pythagoras**

a rectangle with sides in the proportion 3:4, believed to have played a role in Medieval book design.

The term is derived from the ‘triangle of Pythagoras’, a rectangular triangle with sides 3:4:5.

= FR 316.04 rectangle de Pythagore, ES 316.05 rectángulo de Pitágoras, IT 144/7 rettangolo di Pitagora

### 324.2 **golden section** **golden ratio**

the proportion  $\Phi = \frac{1}{2}(1 + \sqrt{5}) = 1.618\dots$ , believed to have played a role in Medieval book design.

A rectangle with sides in this proportion is a **golden rectangle**.

The principal property of this proportion is that the minor part stands to the major as the major to the sum of minor and major:  $a : b = b : (a+b)$ , or  $0.618 : 1 = 1 : 1.618$ .

golden section = FR 316.06 nombre d’or, fraction dorée, ES 316.07 número de oro, sección áurea, IT 145/2 numero aureo, sezione aurea, frazione -, rapporto aureo  
golden rectangle = FR 316.05 rectangle d’or, ES 316.06 recatángula áureo, IT 145/1 rettangolo aureo, - d’oro

### 324.3 **invariant proportion ??** it seems to have no name ??■■■

the proportion  $\sqrt{2} : 1 = 1.414\dots$

A rectangle of this proportion, if halved parallel to its shorter side, gives two rectangles of the same proportion:  $\sqrt{2} : 1 = 1 : \frac{1}{\sqrt{2}}$ .



= FR 316.07 proportion invariante, - de Carnot, ES 316.08 proporción de Carnot, - normalizada, IT 145/3 proporzione invariante, - di Carnot

#### 324.4 **margin progression**

the numerical relation between the widths of the four °margins of a °page.

The margins are traditionally given in the order inner-upper-outer-lower. If the inner margin is set as 1, the other widths can be given as the fraction or multiple they are of the inner margin (for instance 0.9 - 2.1 - 3.5).

Since the inner margin can rarely be measured with ease, and the other margins are often cropped, the margin progression as found seldom corresponds precisely with that originally intended.

#### 324.5 **unit of ruling**

the (average) height of a °line area.

It is found by dividing the height of the °text area by the number of line areas in it, or by measuring the height of ten line areas and dividing by ten. It is commonly expressed in millimetres (mm).

= FR 324.05 unité de linéation, - de réglure, interligne, ES 324.06 unidad de pautado, IT 157/2 interlinea [the distance], /3 unità di rigatura [its value]

#### 324.6 **unit square**

a segment of a °line area as wide as it is high (= one square °unit of ruling).

This can be used as a first approximation in calculating the °capacity of the °page and the °density of the writing.

#### 324.7 **text-page ratio**

the ratio between the surface area of the °net text area (more precisely, of the °net written area) and that of the entire °page.

This indicates what proportion of the page is actually used to carry text, and is calculated by dividing the text area by the page area.

= IT 161/4 riempimento (French ‘coefficient de remplissage’)

#### 324.8 **unit capacity**

the number of °unit squares in the °net text (or written) area of a °page.

This is calculated by dividing the text area by the unit square. It can be used as a first approximation in calculating the amount of text on the page.

To find the true value of that amount, the **real capacity**, one would further need to take into account first the relative width of the script (the average number of letters that will fit into one unit square), to find the **letter capacity**, and then the **abbreviation ratio** (the degree to which a text is compressed by abbreviation). These can only be calculated (by methods as yet to be elaborated) on actual written specimens. The unit capacity, however, can easily be calculated even on an empty page (provided that it is ruled with °text lines).

#### 324.9 **unit text density**

#### 324.10 **unit page density**

the number of °unit squares per unit of measure of the °net text (or written) area — or of the entire °page.

These densities are calculated by dividing the °unit capacity by the surface areas of the written area / of the page. They can conveniently be calculated in unit squares per square decimeter. Another possibility is to calculate both the °unit of ruling (and the unit square) and the surface areas in cm, as in our example. [Using dm for all values uniformly gives some uncomfortably small values, e.g. an unit square of 0.0036; using mm uniformly gives some uncomfortably large values, e.g. a page area of 20580.]

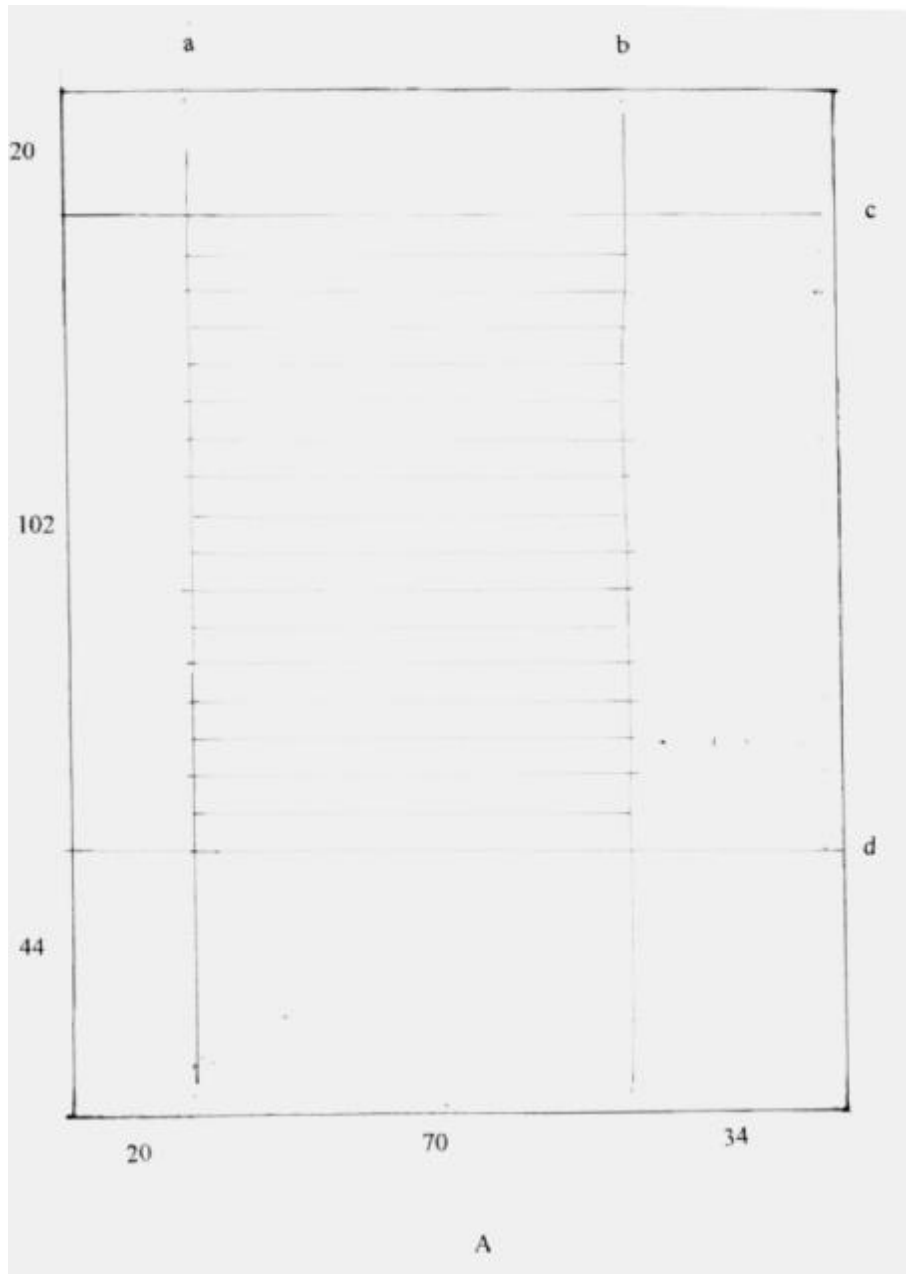
The unit densities can be used as a first approximation in calculating the amount of text per unit of measure (of the text area, or of the page; which suggests how compactly the text is presented, and how much parchment it uses).

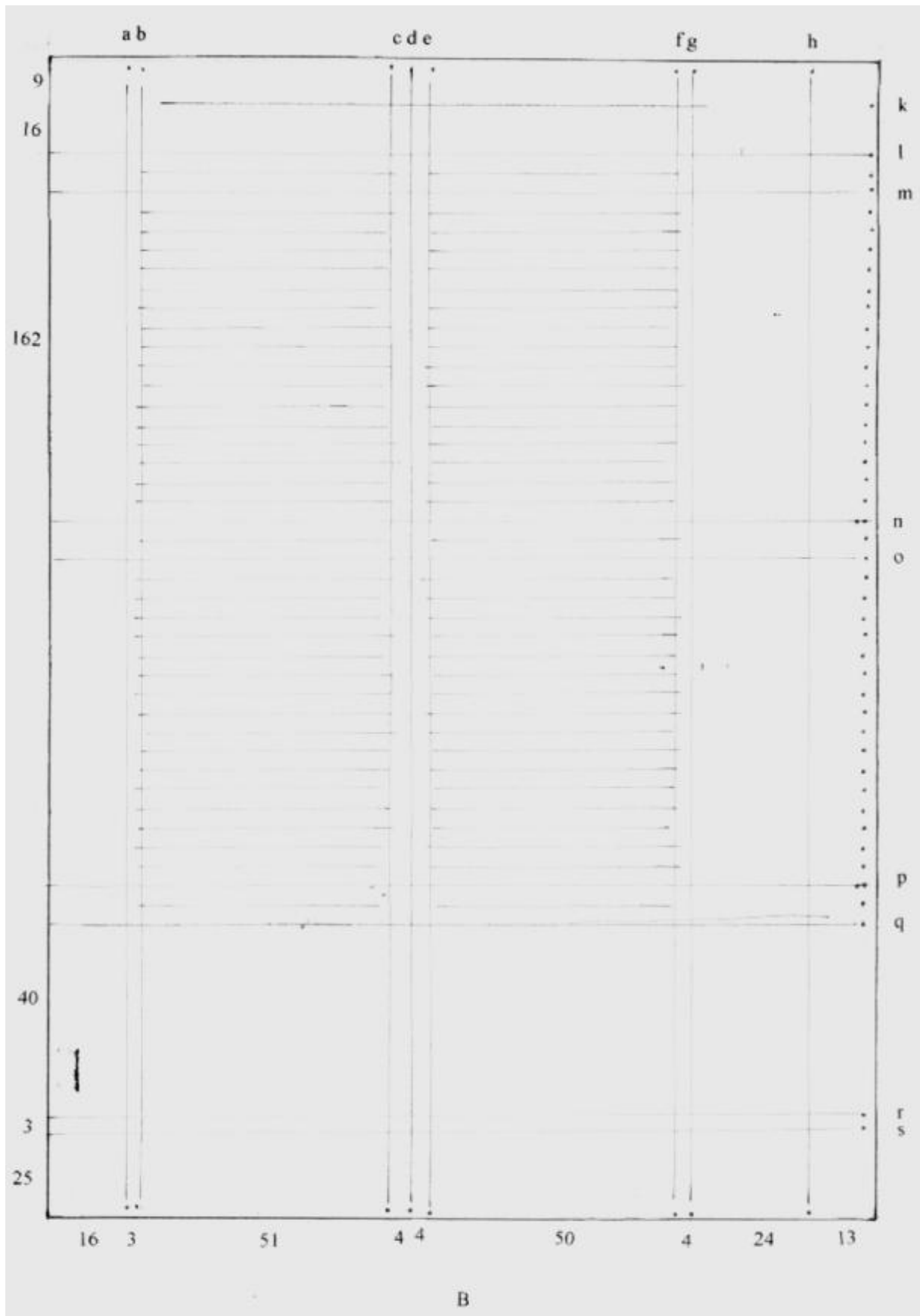
The unit density relates to the **letter density** and the **real density** (= the number of letters, and the amount of text, on the text area / the page) as the °unit capacity relates to the °letter capacity and the °real capacity.

Since the °text area stands to the page in the °text-page ratio, the unit page density stands to the unit

text density [not the inverse!] in the same ratio.

page density: cf. IT 161/5 sfruttamento (French 'coefficient d'exploitation de la page')





Comments on the preceding examples:

double prick	A	B
		at lines n, p
text line	lines c to d	lines l to q
through line	a, b, c, d	a to h, k, l m, n o, p q, r s
double line		ab, fg, rs
frame	a, b, c, d	ab, c, e, fg, l, q
bounding line	a, b	ab, c, e, fg
median column line		d
column		between lines b-c, e-f
intercolumn		between lines c-e
■verge		between lines a-b, f-g
marginal line		h, k, rs
Muzerelle formula	1-1/0/1-1/J	2-21-111/1-2/101-101-101/JJ
Gilissen formula	20<70>34[ × ]20<102>44[ (18 r.l.)	16<3.51(4.4)50.4>24.13[ × ]9.10<162>40.3.25[ (40 r.l.)
page dimensions (cm)	16.6 × 12.4	24,9 × 16.9
page area (cm <sup>2</sup> )	205.84	420.81
(full) text area (cm <sup>2</sup> )	71.40	187.92
net text area (cm <sup>2</sup> )	71.40	163.62
text-page ratio	0.35	0.39
unit of ruling (cm)	0.60	0.41
unit square (cm <sup>2</sup> )	0.36	0.17
unit capacity (units on page)	198	948
unit text density (units per cm <sup>2</sup> of text area)	2.78	5.80
unit page density (id. of page)	0.96	2.25

The page surface of B is about twice that of A; but, through the use of a slightly better area ratio and a much smaller unit of ruling (with a unit square half as large as that of A), B manages to get almost five times as many unit squares on that page. Considering the text area, B is twice as economic as A (thanks to the unit of ruling); considering also the page (= the amount of parchment), it is two-and-a-third times as efficient.

## 331 LAYOUT — TEXT AND LINES

331.0 The point of ruling is to provide an ordered space for text: a LAYOUT. The border between the potential and the actual, between ‘space for text’ and ‘text in a space’, is crossed the moment the scribe puts pen to paper. And the first aspect to be considered is how the writing is placed on the LINES which the scribe finds provided.

### 331.1 layout

(a) the planning of all the topographical features of the future page — the position, dimensions and structure of the areas destined for the text and for its concomitant elements — so that the intended text can be lodged in it in a fitting way.

(b) the planning of all the ‘typographical’ features of the text — the size and nature of the script (or scripts), of the ■°marker features in it and of the ■°peritextual elements (including the °decoration) accompanying it — so that it will be presented to the reader in a fitting way.

Properly ‘layout’ only corresponds to definition (a). But the subject of definition (b) is also often understood with it.

Cf. FR 331.01 *mise en page*, ES 331.01 *construcción de la página*, *mise en page*, IT 159/1 *architettura della pagina*, *organizzazione* - [159/2 *costruzione della pagina* = the sequence of operations necessary for its execution, 159/4 *presentazione del testo* = ‘all the operations necessary for the <layout> and the use of the page ...’]

### 331.2 written line

#### line (of writing)

each of the horizontal sequences of letters into which a text is graphically divided, which are (normally) arranged on the °page in vertical succession (in a °column).

The ‘standard’ situation is that each line of writing is guided by a ruled °text line and delimited by °bounding lines; so very often it occupies one °line area.

= IT 148/2 *linea*

### 331.3 base line

the virtual line along the feet of the minims (and other letters without descenders).

This line can coincide with the °text line, or be a little above it ■■■■.

If the °line of writing is straight, both the base line and the °head line run parallel with the °text line; if one or both do not, the script is ■wavy or uneven.

= FR 324.04 *base de l’écriture*, IT 157/1 *base della scrittura*, *linea mediana di base*, *allineamento*, ± ES 324.04 *línea de escritura*, *renglón*; and IT 161/6 *allineare uneven*: cf. FR 332.15 *danser*, ES 332.19 *bailar*, IT 168/1 *ballare*

### 331.4 head line

the virtual line along the heads of the minims (and other letters without ascenders).

### 331.5 minim height

the distance between the °base line and the ■°head line.

### 331.6 ■line spacing

the difference between the °unit of ruling and the °minim height.

= FR 331.14 *interligne* (‘the space between the base line of a line of writing and the head line of the following line’)

### 331.7 below top line

a way of using the °ruling so that the first °line of writing is placed below the °top line (and so is guided by the second °text line).

This implies that the number of °written lines is in principle equal to the number of °line areas, and one less than the number of text lines.

331.8 **above top line**

a way of using the °ruling so that the first °line of writing is placed above the °top line.

This implies that the number of °written lines is in principle equal to the number of °text lines, and that there is an extra, ‘virtual’, °line area above the top line.

331.9 ■ **two-line ruling**  
**double ruling**

a way of using the °ruling so that each °line of writing is guided by two °text lines.

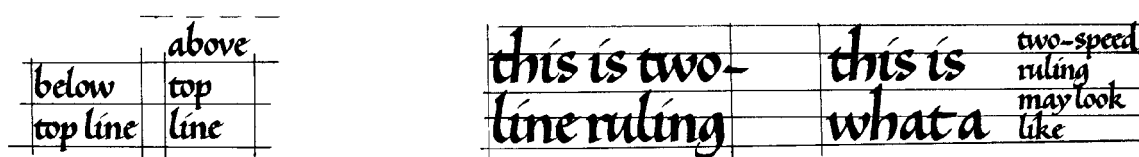
This implies that every second °line area remains empty. The letters may fit precisely between the lines, or follow them with more freedom (this depends partially on the script type).

= FR 324.07 linéation double, ES 324.08 lineamento doble, IT 157/5 rigatura doppia

331.10 ■ **two-speed ruling**

a way of using the °ruling so that parts of the text are written with one °line of writing in every °line area, and other parts (particularly those in a greater size of script) in alternate line areas, as if it were °two-line ruling.

= FR 324.08 linéation à double module, ES 324.09 lineamento de doble módulo, IT 158/1 rigatura a doppio modulo



331.11 ■ **partial (text) ruling**

a way of using the °ruling so that each °line area contains two or more °lines of writing.

This may have been intended when the ruling was executed, or it may be a creative use of an existing ruling.

Cf. FR 324.09 linéation défective, - partielle, ES 324.10 lineamento parcial, - alterno, IT 158/2 rigatura alternata

331.12 **in campo aperto**

written where there is no °text line to guide the writing.

Said especially of text written in places where a text line might well have been expected, or of music written without a °stave.

= FR 324.11 in campo aperto, ES 324.12 en campo abierto, IT 158/4 in campo aperto

Cf. IT 149/1 linea de musica ‘a line of neumes *in campo aperto*’

331.13 **register (to)**

(of °written lines:) to fit exactly over the lines on the °reverse of the °leaf.

Lines often fail to register, not only in °coloured ruling but even in °blind-ruled leaves.

## 332 TEXT AND BOUNDING LINES

332.0 The text is arranged on the page in one or more COLUMNS, with bounding lines. Generally the text is ALIGNED at the left, and often JUSTIFIED at the right. But this regularity is frequently interrupted, by LINE BREAKS and by various types of INDENTATION, in order to provide a structure and to help the reader in accessing the text. And INSETS allow the placing of particular matter within the columns.

332.1 **column (of writing)**

each of the vertical sequences of °lines of writing into which a text is graphically divided, and which follow

one another in horizontal succession (one, two or more on each °page).

Generally ‘column’ is only used if the °text area is divided into two or more columns; if it is not, the °page is said to be written **in long lines**. However, a manuscript written in long lines can also be considered as written ‘in one column’, which is convenient in discussing features common to columns independently of their number.

Cf. FR 331.12 colonne, ES 331.17 columna, IT 160/9 colonna

in long lines: IT 159/7 a piena pagina, a riga piena

Cf. IT 159/3 impaginazione ‘disposition of the text on one or more columns’

### 332.2 **asymmetrical columns**

°columns of markedly different width.

Cf. FR 323.08 entrecolonne décentré, ES 323.10 intercolumnio descentrado, IT 154/10 intercolumnio decentrato

### 332.3 **shifting columns**

°columns of which the width varies from °page to page, as the text requires it.

Cf. FR 323.09 entrecolonne mobile, ES 323.11 intercolumnio móvil, IT 154/11 intercolumnio mobile

### 332.4 **floating intercolumn**

a small °intercolumn, covering only part of the height of the °text area, and setting off a small portion occasionally as the text requires it.

= FR 323.10 entrecolonne volant, ES 323.12 intercolumnio volante, IT 154/12 intercolumnio volante

### 332.5 **ranged left**

### 332.6 **ranged right**

(of °lines:) placed with the beginning at the left °bounding line; — with the end at the right bounding line.

Single letters or signs may also be ranged right, even if this leaves an empty space between themselves and the rest of the text of the °line (examples: punctuation in verse, last letters of words in lists).

### 332.7 **aligned** (to align)

(of text:) placed so that the beginnings of the °lines form a straight left-hand edge.

= IT 161/7 incolonnare

Cf. IT 165/4 lato chiuso = the (aligned) beginning edge, 166/1 lato aperto = the (unjustified) ending edge

### 332.8 **justified** (to justify)

(of text:) for which care has been taken to make the right-hand edge as straight as possible (and close to the °bounding line).

This is done by scribal °line management, or at a later stage by °line fillers. If it has not been done, the text is **unjustified**.

justified: = ES 332.10 disposición en bloque, IT 164/10 a blocchetto, a pacchetto

unjustified: cf. FR 332.09 en drapeau, ES 332.09 disposición quebrada, IT 164/8 a bandiera

### 332.9 **line management**

the devices employed by the scribe to ensure that the amount of text contained in a °written line ends in a way that is deemed convenient, or at least acceptable.

The most common are: °word division; use of more or less °abbreviations, or of atypical letterforms and ligatures; stretching or compressing script; °otiose letters; and °runovers. (°Line fillers can also be added later.)

### 332.10 **word division**

placing part of a word at the end of a °line and the rest at the beginning of the next.

A **hyphen**, a sign after the end of the first line or before the beginning of the next (or both), may be used to call attention to the division (which is therefore also called **hyphenation**).

332.11 ■■otiose letters

letters, or parts of letters, placed at the end of a °line and immediately deleted, to make an optically °full line without adding actual text.

332.12 **runover**

**turnover**

one or more words, or part of a word, that, since there is no more space at the end of the °line and the scribe does not want to open a new line with it, are placed at the end of the following line (**taken down**), in the space left at the end of one or more preceding °break lines (**taken up**), or between lines.

A special case is the **early take-up**, where the new section of text, as soon as it passes the end of the break line above it, proceeds to fill that line, and then continues on the line it had begun.

The term can also be used for °initials that have been placed in a space that begins higher than the line which opens with that initial.

= FR 332.14 rejet, ES 332.18 coleta, salvamento; cf. IT 167/1 codino

*This is a short piece of text, a full line.  
This piece is even shorter. Uken up.  
The next is a longer piece, which is ta-  
Here is another long one, so it is taken  
The next line is long enough to Udown.  
fill more than two lines with no run-  
overs. // wing line does an early take-  
The follo- up, and then goes on in nor-  
mal fashion.*

332.13 **line break**

beginning to  
because the  
the text demands it.

write a new °line, not merely  
preceding one is full but because

In word processing terms this is a ‘hard return’; it would occur at the same point in the text if the layout (for instance the line length) were different.

If there is no line break, even if a new subdivision of the text begins, it is a **run-on**.

Cf. FR 332.03 à la ligne, ES 332.03 aparte, IT 162/1 a capo, accapo, daccapo = ‘any beginning on a new line’; FR 332.04 a. alinéa, IT 162/3 capoverso, alinea = ‘a line break marking a subdivision of the text’

332.14 ■■return unit■■■■■■■■■

a section of text following on, and ending with, a °line break (unless it is the first or last return unit of the text).

Return units can be of very different length: a whole text, or a whole book, can be one return unit; more often each chapter is a return unit. But often shorter pieces of text end with line breaks:

Eusebian gospel sections, verses of the Psalter, parts of sentences (in writing °per cola et commata), items of a catalogue or glossary, single lines of verse.

= FR 332.04 b alinéa ‘portion of text between two line breaks’. Cf. ES 332.04 párrafo, párrafo ‘a. each of the divisions of a text comprised between two line breaks or between two signs marking a text division, b. the portion of text between two line breaks’ (b. corresponding to our definition)

332.15 **break line**

a °line that ends a °return unit■■■.

A break line is generally not filled up to the °bounding line: it is a **short line**. (A **full line** is one that does fill the space between the bounding lines.)

short line: = IT 166/4 linea mozza, - rotta, - ladra, - zoppa

break line = IT 166/5 righino



full line: = FR 331.13 longues lignes, pleines -, ES 331.18 línea tirada, - tendida, renglón tirado, IT 160/11 giustezza intera

332.16 **orphan**

first °line of a °return unit which stands isolated at the foot of a °column.  
= ES 332.12 línea huérfana, IT 166/7 orfano

332.17 **widow**

last °line of a °return unit which stands isolated at the head of a °column.  
= ES 332.13 línea viuda, IT 166/8 vedova

332.18 **paragraph**

a subdivision of a text, marked by a sign or by coinciding with a °return unit.  
Cf. FR 332.05 paragraphe, ES 332.04 (see above ■■), IT 162/4 paragrafo, capoverso.  
¶ NB ES 332.05 apartado ‘each of the sections into which a text containing a treaty, a law ... is divided’; IT 164/1 comma ‘portion of text between two line breaks, particularly in law texts’

332.19 ■**indented** (to indent, indentation, indent)

(of a °line:) which begins to the right of the (normal) °bounding line;  
(of a section of text, such as a °return unit, a °rubric ...) of which all lines are indented;  
(of an entire text:) in which a succession of indented elements is found.

If the bounding line is multiple, the different lines may be used to regulate indentation. Indents can only be judged satisfactorily if it can be established which of the bounding lines is the ‘normal’ one. Complex indentation is used mainly in verse (to bring out metrical structure) and in theatrical texts (e.g. to show changes of speaker).

Cf. FR 332.08 indentation, ES 332.08 párrafo ordinario, IT 164/7 indentazione  
Cf. also FR 332.13 colométrie, ES 332.17 colometría, IT 166/12 colometria ‘the disposition of lines so as to bring out the metrical structure of verse’

332.20 **indented return**

a °line break where the new line is °indented.  
= FR 332.06 alinéa rentrant, ES 332.06 sangrado, IT 164/2 rientranza, indentazione, eisthesis, and 164/3 capoverso indentato, - rientrante (NB 164/6 - sospeso = one that is not indented where all others are)

332.21 **projecting return**  
**hanging indent**

a °line break where the new line begins to the left of the (normal) °bounding line.  
= FR 332.07 alinéa sortant, ES 332.07 párrafo frances, IT 164/4 sporgenza, ekthesis, and 164/5 capoverso sporgente, - a sommario

332.22 **per cola et commata**

a way of presenting text by making each (rhetorical) part of a sentence into a °return unit (often with a °hanging indent).  
= FR 332.12 per cola et commata, ES 332.16 id., IT 166/11 id.

332.23 **sense line**

a °line which corresponds to a logical or grammatical articulation of the text.  
= FR 332.11 ligne de sens, ES 332.15 frase, IT 166/10 linea di senso

332.24 ■**hanging capital, - versal**

a °capital / °versal which is placed to the left of the (normal) °bounding line, not because it follows a °hanging indent but merely because the preceding line is full.

332.25 ■**set out**

(of a letter, word, sign:) placed outside the °text area, above or to the left of the text.

Cf. FR 332.10 en vedette, ES 332.14 disposición destacada, IT 166/9 in vedetta — but those explicitly include what is here called ‘hanging capitals’

### 332.26 inset

(a) (substantive:) a part of a °column (less wide and generally much less high than that column), set apart to contain particular matter (for instance an °initial, an °illustration, a °gloss).

(b) (adjective): of the initial (etc.) that is placed in that space.

The inset is normally rectangular. It may be delimited by a ■■border or ■■frame, or by a ■°floating intercolumn. If the part of the column that remains next to it is narrow, it may be called a ■neck.

If the inset is not rectangular, it is a **shaped inset** (such as **rounded**, **tapering**, **stepped**, or **custom shaped**). If it accommodates only half of the initial (etc.), it is a **half-inset** (for a half-inset initial, °miniature etc.)

neck: = IT 160/10 colonnino

## 333 TEXT AND PAGE

333.0 Not all that is written on a page is placed simply in columns. There are peritextual elements which have their place outside the written area (especially SHOULDER NOTES and RUNNING TITLES — on commentaries see section 334); and parts of the text may themselves be arranged in various striking shapes.

Particular attention is due to ways of presenting information in a form that does not rely on speech, and in fact is impossible to reproduce in speech: TABLES and DIAGRAMS.

### 333.1 page break

beginning to write a new °page, not merely because the preceding one is full but because the text demands it.

= IT 162/2 a capo pagina, a capopagina

### 333.2 short page

a °page that is not filled up to the bottom °line.

= IT 166/2 pagina mozza, mozzino (cf. 166/3 stacco = the change of page)

### 333.3 ■■■■■■■■■■

a °page that remains blank, not by accident but because the presentation of the text demands it.

= IT 166/6 pagina morta

### 333.4 body of the page

the text written within the °text area (as distinguished from the marginal elements).

= FR 331.09 corps de la page, - du texte, ES 331.13 cuerpo del testo, IT 160/5 blocco del testo, corpo della pagina

### 333.5 ■blank line

a °line area between stretches of text left deliberately without script.

### 333.6 shoulder note

#### side note

short remarks (note permitting identification of a particular place in the text, numbering, names of authorities cited or persons mentioned, noteworthy words ...) placed in a °margin next to a text.

= FR 333.08 (b) manchette [(a) = ‘a drawing in the shape of a sleeve with a hand, containing some text’], ES 333.09 nota marginal, ladillo

### 333.7 running title

indication of the title and/or number of the work or its subdivision which is found on a °page, written in the °top margin of that page (sometimes on every page or °opening; often centered).

= FR 333.07 titre courant, ES 333.07 titulo corriente, IT 171/4 titolo corrente, -

sommario

- 333.8 **epigraphical style**  
a way of arranging text in imitation of classical inscriptions, short °sense lines or verses being centered instead of °aligned left.  
= FR 334.02 style lapidaire, ES 334.02 disposición epigráfica, IT 164/9 a epigrafe, centrato, stilo epigrafico, - lapidario
- 333.9 **■tapering**  
**■cul-de-lampe**  
arrangement (of a short piece of text, such as a °shoulder note, or of the final stretch of a longer text) with centered lines of decreasing length, thus forming a triangle.  
A classical name for tapering shoulder notes is ‘botriones’. — If the tapering starts (too) early, the lines may have to swell again before reaching the end point.  
= FR 334.03 cul-de-lampe, ES 334.03 pie de lámpara, base de - , IT 174/1 finalino, finale, pie di lampada  
Cf. IT 165/2-3 a giustezza crescente, decrescente = written in lines of constantly increasing, decreasing length
- 333.10 **■calligram**  
**figured text**  
text arranged in such a way that the whole text, or certain parts of it marked for the purpose, form a (geometrical or figurative) shape.  
= FR 334.06 calligramme, texte figuré, ES 334.07 caligrama, IT 174/4 calligrama, testo figurato, scrittura figurata  
Cf. ES 332.11 a ságoma, IT 165/1 a sagoma = ‘written in lines of unequal length that form a design’
- 333.11 **■letter square**  
a square arrangement of letters of words, in which the same text can be read down or across, or even in any direction.  
Cf. ES 334.06 laberinto (specifically of Visigothic manuscripts), IT 174/5 quadrato magico
- 333.12 **■letter column**  
arrangement (of a short text) with each letter standing, in normal orientation, below the preceding letter, as if it occupied a column of one-letter lines.  
A heraldic term would be ‘per pale’.  
= FR 334.04 lettre sous lettre, ES 334.04 en vertical, IT 174/2 incolonnato
- 333.13 **transversal**  
(of text:) written perpendicular (either **upwards** or **downwards**) to the normal orientation of the °lines on the °page.  
= FR 334.08 transversal, IT 177/3 trasversale, *transversa charta*
- 333.14 **oblique**  
(of text:) written at a (non-right) angle (either **upwards** or **downwards**) to the normal orientation of the °lines on the °page.
- 333.15 **upside down**  
(of text:) written in a horizontal line, but with the °base line and the °head line reversed.  
The letters (in their normal shapes) run ‘from right to left’ as seen from the normal position of the page.  
= FR 334.09 tête-bêche, IT 177/4 capovolto, rovesciato
- 333.16 **retrograde**  
(of text:) written from right to left.

This is normally associated with **mirror writing**: script in which each letter shape is the mirror image (along a vertical axis) of the normal form.

= FR 411.17 écriture spéculaire, - rétrograde, - inversée, ES 411.28 escritura especular, IT 184/7 scrittura speculare, - retrograda, - invertita

333.17 **boustrophedon**

(of text:) written with alternating lines running left to right, and right to left.

One might distinguish two varieties: **true boustrophedon**, with the ‘second’ lines being °retrograde, and **snake boustrophedon**, with the second lines being °upside down.

= FR 411.18 boustrophédon, ES 411.29 bustrófedon, IT 184/8 bustrofedico

*this is true bou*    *this is snake bou*  
*noɹɔɹɔɹɔɹɔ*            *uopɹɹɔɹɔɹɔ*

333.18 **table**

an array of coordinated data.

Most tables are a rectangular array; but circular forms are also frequent. They may also be **figured** = somehow taken up in a (significant or fanciful) design.

A **simple table** gives, for each value of a variable A, the corresponding value(s) of one or more other variables (this includes **lists**, where ‘variable A’ is a numbering, explicit or implicit); a **cross-table** gives, for each value of a variable A and each value of a variable B, the corresponding value of a variable C.

= FR 334.07 tableau, ES 334.08 tabla, IT 175/1 tabella [177/1 finca = each of the rows or columns of the table]

333.19 **map**

a more or less realistic, although schematic, representation of the topographic features of a real object (e.g. the world, the human body).

A map can function as a °figured table if a set of terms is **mapped** onto it (e.g. signs of the zodiac on a human body, or a sequence of musical terms on a hand).

333.20 **diagram**

a graphic representation of relationships between terms (concepts, names ...).

Diagrams also can be **figured**.

= IT 177/2 diagramma, schema

333.21 **stemma**

a °diagram showing, by lines, how each of the terms relates, directly or through one or more others, through subdivision or descent, to one basic term.

The most frequent figured form of stemma is the tree.

¶ NB FR 334.01 habiller, ES 334.01 contornear ‘to surround’ (a text, an initial ... with writing); IT 173/2 coronare, contornare a. the same, b. to surround a hole in the parchment with a cordon (such as a row of dots)

## 334 GLOSS LAYOUT

334.0 The layout of material subsidiary to a text — whether this is notes and short comments, a longer commentary (often known under the name of gloss), a paraphrasis, a translation, or any other text related to, and subordinated to, a principal text — deserves a separate treatment. Three main possibilities are to be distinguished: the gloss (etc.) is simply outside the text area; a separate GLOSS AREA is set apart for the gloss; text and gloss share the same text area.

334.1 **interlinear (gloss)**

a way of presenting subsidiary material (of limited extent) by placing it above the text it refers to, between the °lines.

= FR 434.07 glose interlinéaire, ES 434.07 glosa interlineal, IT 223/5 glossa interlineare, nota/annotazione -

334.2 **marginal (gloss)**

a way of presenting subsidiary material by placing it in the °margins, with no special °gloss area marked out for it.

The gloss may be in any of the four margins. Although there is no gloss area, the margins may have been given ample dimensions in view of glossing. If there is any ruling, it is °ruling on demand.

= FR 434.08 glose marginale, ES 434.08 glosa marginal, IT 223/6 glossa marginale, nota/annotazione -

334.3 **surrounding (gloss)**

a way of presenting subsidiary material by placing it in one or more °gloss areas to the left and/or right, and/or above and/or below, the °text area.

Ruling for the gloss may be °on demand, °independent, °identical, or °scaled ruling.

= FR 434.09 glose encadrante, ES 434.09 glosa encuadrante [this explicitly includes *glossa cum texto incluso*], IT 224/2 commentario a corona

334.4 **lateral (gloss)**

a form of °surrounding gloss, comprising one or two °columns to the right and/or the left of the °text area (but not above or below it).

334.5 **textus inclusus**

a special form of °surrounding gloss, comprising two bracket-shaped °columns surrounding the °text area (which itself commonly consists of two columns).

This is the typical layout of the glossed texts of law.

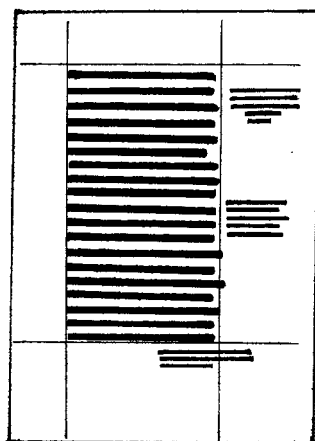
334.6 **elastic gloss**

a way of presenting subsidiary material in which it and the text itself inhabit the same °text area, which is divided into °lanes. The text is continuous, but shifts in width and position so as to allow the optimal placing of portions of gloss.

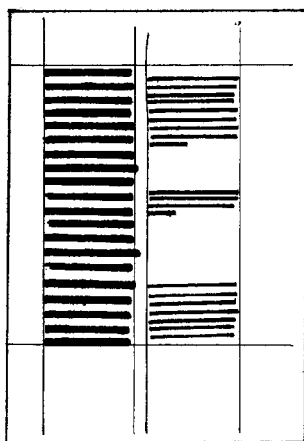
The ruling is used as °two-speed ruling. This is the typical layout of the Bible gloss in its final form

334.7 **alternating (gloss)**

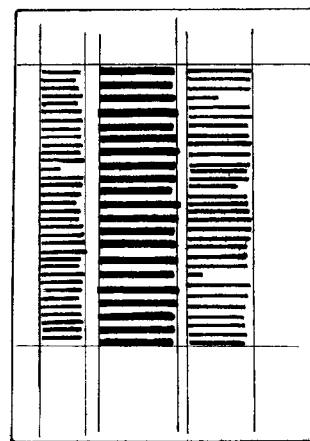
a way of presenting subsidiary material in which the text is discontinuous, and each section of text is followed



marginal gloss



lateral gloss  
(two columns)



lateral gloss  
(three columns)

by the corresponding section of gloss (within the same °text area).

The ruling may be used as °two-speed ruling.

= FR 434.10 glose intercalaire, ES 434.10 glosa intercalada, IT 224/3 glossa intercalata

334.8 **(gloss) with inset text**

a form of °alternating gloss, in which each section of text is °inset into its section of gloss.

If the gloss is shorter than the text, **text with inset gloss** is also possible.

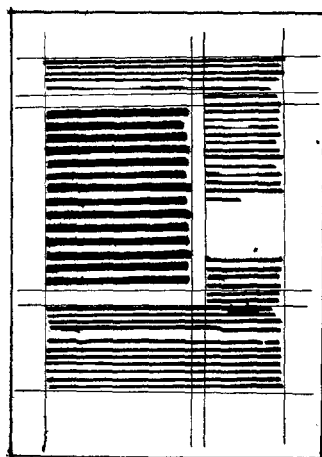
334.9 **(gloss) with embedded text**

a way of presenting subsidiary material as the principal matter, with the basic text presented (not necessarily complete) in the form of quotations.

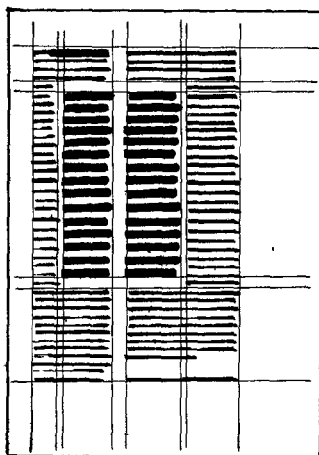
The text quotations are marked by °marker features■, but not by topographical layout.

If the gloss is shorter than the text, **text with embedded gloss** is also possible.

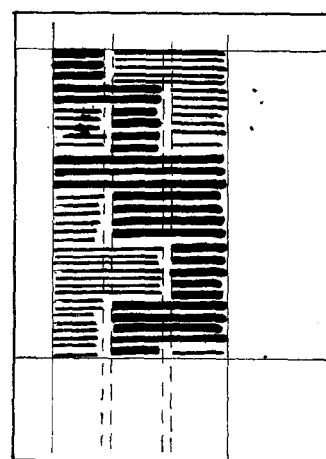
= FR 434.11 glose continue, - à longues lignes, ES 434.11 glosa continua, IT 224/4 commentario continuo, glossa continua



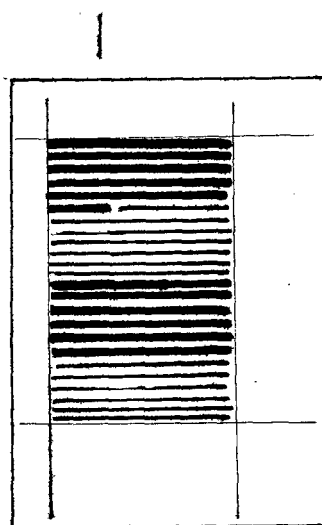
surrounding gloss



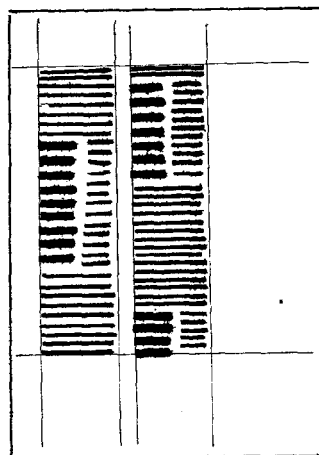
*textus inclusus*



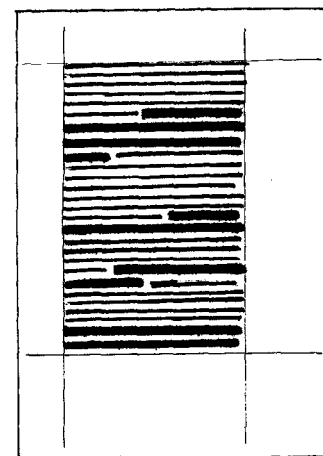
elastic gloss



alternating gloss



gloss with text inset



gloss with embedded text

334.10 **gloss area**

a part of the °page distinct from the °text area, laid out to contain subsidiary material.

334.11 **corridor**

a narrow space separating a °text area from a °gloss area.

Cf. IT 160/4 corridoio (also between text and illustration)

334.12 **lane**

a space laid out within a °text area, which may function or not function as a °column as the text demands it.

334.13 **■ruling on demand**

°ruling that is executed in an otherwise not ruled area (a °margin), only at the moment, and to the extent, that the text demands it.

334.14 **independent ruling**

°ruling in a part of a °page (particularly a °gloss area) that is not related (by the °pricking, or by the °unit of ruling) to that used for the other part(s) of the page.

= FR 324.10 linéation marginale indépendante, ES 324.11 lineamento marginal independiente, IT 158/3 rigatura marginale indipendente

334.15 **identical ruling**

°ruling which is the same in the °text area and in the °gloss area.

334.16 **scaled ruling**

°ruling in the °gloss area that is connected by a simple numerical relation (most commonly 2:1) with that in the °text area, generally through the use of the same °pricking for both.

<p><i>This is the commentary, which is added where needed on ruling on demand.</i></p>	<p><b>This is the main text of this book, which, however, does stand in need of a commentary, at least in some places, and that must then be added in the margin. The text itself</b></p>	<p><i>This is the commentary on the main text, which stands in the lateral column on independent ruling; but it does not have to fill it.</i></p>	<p><b>This is another text, which is known to require an extensive comment, for which a lateral column is provided, so that there shall always be enough space for it. And in</b></p>
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<p><i>This time the commentary has been placed on an identical ruling: simply the same ruling that serves the text.</i></p>	<p><b>Here if yet another text, which has its comment in a lateral column. Otherwise there is nothing new to be explained, at least about the presentation of the text itself, which is</b></p>	<p><i>Now the commentary has to be quite long, and therefore a presentation has been chosen that is sure to allow enough space: since a scaled ruling is chosen, it be precise one scaled in the proportion one to two, the density of text (at least if expressed in unit squares) is four times that of the main text, together with a choice of a suitably small letter size that will allow the convenient insertion of an amount of glosses easily above the length of the text itself; and</i></p>	<p><b>This time again the text, although in need of an extensive commentary, is in no way remarkable as regards the way it is placed in its column on the page. And so</b></p>
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<p><i>This time the situation is again a bit different, slow text and commentary are the same ruling; but whereas the commentary if written in small script on every line, the text, in larger script, is placed on the same grid as if it were a two-line ruling. This even leaves empty lines in which, if needed, marginal glosses can be placed (for which an even smaller script is best used). It can even happen that an marginal gloss take two lines, in which case the text</i></p>	<p><b>Here if a serious text that will require a long and structured commentary, and therefore a particular layout has been selected, a so-called two-speed use of a narrow ruling: one</b></p>
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## 335 MARKER FEATURES ■ markers??

335.0 **MARKER FEATURES** are the devices by which a piece of text — from a single letter to a substantial text — is marked as in some way distinct from the ‘plain’ text. They may be grouped into five types: placing a text in a special place, or arranging it in a special shape; using a different size of script; using a different shape of script; using a different colour; adding signs or marks. Here some of these marker features, INITIALS and RUBRICATION, must be discussed insofar as they affect layout (as distinct from their actual appearance, which is a matter of form, not of function).

The principal use of marker features is for structuring the text, particularly by creating a HIERARCHY between its parts. However, most of them can be employed as well for purely decorative, not functional purposes.

335.1 **marker feature** ■■■■■

any of the devices by which a piece of text is marked as in some way distinct from the ‘plain’ text.

335.2 **capital** (subst., adj.)

(a) (function:) a letter of a distinct shape and/or size, used to mark the beginning of a sentence or, sometimes, of an otherwise notable word.

Also called a *littera notabilior*.

(b) (form:) a set of letter forms associated with a given minuscule script, particularly for use as capitals (a).

The term ‘capital’ can be used of single letter forms, even if found in isolation (‘a capital E’), as well as of a series of such letters (‘this line is written in capitals’).

Capitals are written with the same pen and ink as the plain text letters. They differ from them not only in shape but also in size, being higher than °minim height. (Still, in some cases it may be difficult to decide if a letter is a capital or a minuscule letter.)

**Small capitals** are letters of capital shape but minim height, which can be used as a °marker feature (and single letters of that type can be used as normal or alternative text letters).

(c) † a Roman script (several varieties).

Most (but not all) capitals (b) descend from capitals (c). To avoid confusion (and the misconception that ancient books written in Roman capitals (c) are written entirely in *litterae notabiliores* (a)), it might be better to call the Roman script(s) *capitalis*, in Latin.

335.3 **enhanced letter highlighted?** ■■

a letter of the ‘plain’ script or of the associated °capitals, made to stand out by adding a modest amount of colour (°rubrication).

The enhancement may be non-functional (as when all the capitals of a text are given a touch of red), or it may be functional (as when a red touch raises a minuscule letter to the rank of capital).

335.4 **display script; - letter**

a set of letters designed to stand out to a marked degree from the ‘plain’ text, from which they differ almost always in shape and technique, and often also in colour and/or size; one such letter.

The term ‘display script’ suggests that the text thus marked is of higher or at least equal rank, more noteworthy, than its surrounding. But there is also script that, by size and/or shape, is marked as of lower rank, less noteworthy (e.g. for °glosses, °cue words); it might be called **modesty script** ■■.

335.5 **initial (letter)**

a °display letter which opens a major section of text, and is preceded by a °line break (unless it is itself the very first letter of the text).

The fact that the initial follows a line break and therefore comes at the beginning of a °line makes it possible to give it a height of more than one °unit of ruling, even if it is planned as an °inset initial.

Cf. FR 333.02 iniziale, ES 333.02 inicial, capital, IT 170/1 iniziale, capolettera

335.6 **initial space**

the space occupied (or meant to be occupied) by an °initial.



Since the initial comes at the beginning of a °line, it can be executed to the left of the °bounding line as a **hanging initial**, or °inset or °half inset. The inset can be rectangular, or it can follow the contour of the initial (°shaped inset).

Normally the initial space is several °units of ruling high, and the top of the initial stands at the height of the first line of the new text (a **drop initial**). Sometimes, however — especially near the end of a column, where there may not be enough place for an initial of the required height — , the initial space begins earlier, so that the new text ‘reads on’ from the middle or the foot of the initial (which then can be said to have been °taken up).

The initial may not remain within its allotted space, and **overflow**.

If the initial comes at the first line with free space above it, it may be executed as a **standing initial**, with its foot at the level of the text that continues it.

### 335.7 **versal (letter)**

a °display letter which opens a minor section of text, and is not preceded by a °line break.

The fact that the versal does not follow a line break and therefore does not come at the beginning of a °line (except accidentally) makes it impossible to give it a height of more than one °unit of ruling. (Some scribes did not realize this and made **excessive versals**, which cause an inconvenient interruption in the next line.)

(The name is derived from the use of such letters to mark the beginning of psalm verses.)

= FR 333.03 *initiale secondaire*, ES 333.03 *inicial secundaria*, IT 170/3 *iniziale annegata*, *capolettera annegato*, *iniziale minore*

¶ NB IT 170/2 *versale* = ‘initial of a verse’

### 335.8 **initial word, - line, - page (= initial matter)**

a whole word (etc.) at the beginning of a major section of text, written in °display script to strengthen the impact of the °initial letter.

Within such a longer stretch of display script, non-functional diversification may occur. This may imply an alternation or a **graded** succession of display scripts.

### 335.9 **hierarchy**

the use of °marker features (applied to single letters or to longer pieces of text) to correspond with (and to bring out) differentiations in text sections of different rank.

**Initial hierarchy** is the use of differentiated °initials/°versals for this purpose.

### 335.10 **rubric**

(a) red °ink.

(b) a short text, or part of a text, written in red (or sometimes in another colour) as a °marker feature.

Examples: chapter headings; major saints’ names in a calendar; instructions in a missal (as against the spoken text).

Cf. FR 333.01 *rubrique*, ES 333.01 *rúbrica*, IT 168/2 *rubrica*

### 335.11 **rubrication**

putting the red (or other colour) into a text written in ‘black’ ink.

One may say of a letter, or of a text, that it is ‘rubricated’ = has had the red (etc.) elements added to the black; but of letters or text entirely written in red, with no black, one should say that they are ‘written in red (or other colour)’.

The principal other colours which may be used for rubrication are blue (mainly for °rubrics) and yellow wash (for °enhanced letters).

### 335.12 **rubric space**

the space occupied (or meant to be occupied) by a °rubric (b), more specifically a chapter heading.

Rubrics may occupy (part of) a °line on their own. More commonly, however, the rules for their °layout are: first, fill the °break line that ends the preceding text; then place lines of decreasing length in successive °line areas of the new text, °ranged right and leaving enough space at the left for at least the °initial.



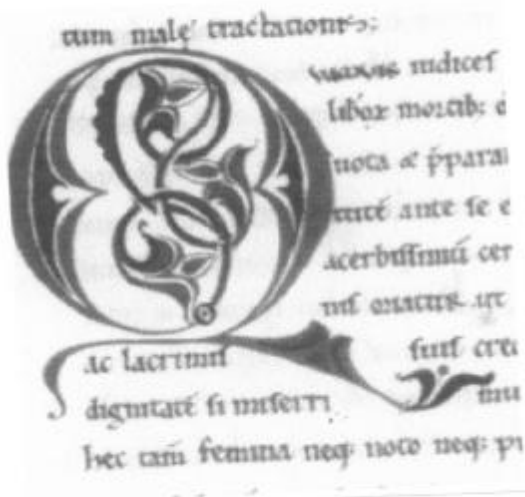
1: initial S, versals M, I, V, L, M

2: custom-shaped inset

3: stepped inset, reserved

4: initial taken up one line

5: excessive versal



Et vixit quatuordecim hystoriam de  
 p[ro]phetis rom[an]is gestis lib[er] p[ri]m[us] in  
 RIMVS in italia ut quibdam  
 placet vocatur ianus. Deinde  
 Saturn[us] fouern filium e[st] grecia hui[us]  
 ens in cauitatem que se e[st] no[m]i[n]e  
 sanonia dicta est. cuius ruine hactenus cer  
 nuntur in finibus italie hanc procul ab  
 urbe. Hic saturnus qui in italia latuit  
 ab eius latere latinum app[ar]ta est. Ipe e[st]  
 adhuc ruinas p[ro]p[ri]as domos e[st] ficare ter  
 rus incolere p[ro]p[ri]as p[ro]p[ri]as docuit atq[ue] hui[us]  
 nis m[un]di uiuere cum antea semperis glandum e  
 tantummodo alimentis vitam sustinebant. et aut  
 in speluncis aut frondibus uirgulisq[ue] contextis  
 cubulis habitarent. Ipe e[st] eis nummos e[st] eos p[ro]  
 instruit pro quibus meritis ab indicali e[st] rusti  
 ca multitudine deus e[st] appellatus.

Si dan niet alre macl scoen  
 en ouer scoen hieten te we  
 sen. Daer men die gedaete  
 der godliker scoenheit also  
 waerlic in gewaer mach  
 worden  
 in brunt com v[er]

m[un]di dum in hac p[er]p[et]ua  
 orone bene placere a[nt]e  
 per solum mar[is] seruauit  
 consumat[ur] de fulgure motu  
 mur in futuro p[er]uenit ad te  
 quem. p[ro]p[ri]a h[ui]us. Ipe d[omi]n[us]  
 qui eos uos eos. Am[en] d[omi]n[us]  
 meum e[st] o[mn]ia m[un]di d[omi]n[us]  
 fact[us] e[st] e[st] e[st] conspicuos.  
 uenire eis uos lumen coribus

*the end of the preceding text is found  
in this final line. AND THIS IS THE SPACE  
Here THAT IS COMMONLY RESERVED FOR  
is the begin- A RUBRIC OF SOME CON-  
ning of the new text SIDERABLE LENGTH  
section, which is introduced by that ru-*

335.13 **delayed**

(of an °initial, a °rubric, a °miniature ... :) not executed at the moment the °scribe reached the spot where it was to be, but at a later moment (and often by a different person).

The reason for delay is that such elements need special attention, special skills, and/or special materials.

If an °initial (etc.) is not delayed but executed (by the scribe) as soon as the point in question is reached, it is an **instant initial** (etc.).

335.17 **reserved**

(of a space:) meant to be occupied by a °delayed °initial (etc.)

(of an initial etc.): not merely delayed but omitted altogether.

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