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 retail, 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**.

311.8 **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.

311.9 **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**.

311.10 **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 baciate, - affrontate, - contigue, - adiacenti
   facing page = FR 311.10 contre-page, p. opposée, ES 311.11 página contrapuesta, -
   enfrenteada, 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, quartó 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 °sextro).
      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 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).
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

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

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

tall folio
tall quarto
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).

mixed format
the presence of °leaves of different °material formats in the same °quire.
   = IT 129/4 formato misto

313 QUIRES

The book consists of bifolia, but these are (normally) not separate but grouped into QUARES. 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.

quire gathering
a group of °bifolium and/or °singleton, 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

forming a quire
putting together the °bifolia and/or other elements that are meant to constitute a °quire.

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)

sheet (42 × 30)

→ folds in which the long side is halved (short folds)

→ folds in which the short side is halved (long folds)

tall 2° (42 × 15)

2° (30 × 21)

tall 4° (30 × 10)

oblong 4° (15 × 21)

4° (21 × 15)

tall 8° (21 × 7) [types C, D according to Gilissen]

oblong 8° (10 × 15)

8° (15 × 10) [types A, B]

[C, D]
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: 1-3^3, 4^4 lacks 1 after 3, 5^5 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, senion, ES 313.05-09 binión,
duerno, ternión, ternio, cuaternión, quinión, quinaterno, 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, bifollet indépendant, 08-09 septénion, octonion, ES
313.04 singulión, bifolio independiente, 10-11 septeníon, 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**
a 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 HFHF for an atypical Carolingian quaternion, or FHFFH for a typical Humanistic quinion.
= FR 313.15 disposition du parchemin, ES 313.19 disposición del pergamino, IT 134/9 affrontamento, disposizione 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 exérieur, 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(ér), 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 contaugarda, 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 volanta, 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-feuilletter, 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).

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.

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.

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).
### 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 feuillets (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.v’. 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 foliation, ES 315.05 foliación, IT 141/1 cartulazione, cartolazione errors: cf. IT 143/2-3 omissione, duplicazione
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 cortesia, - di respeto, 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’
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 régime 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 construcció, 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)

foro di costruzione
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 déflective, 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.
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.

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.

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.

322.4 blind ruling
ruling in which the ruled lines are impressed in the material of the leaf, without the addition of colouring material.

322.5 dry-point ruling
blind ruling produced by means of a (not too) sharp instrument, such as a stylus.

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.

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 règle 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 règle 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: > > > > | < < < < , > < < | > > > > .
  = FR 322.05 diagramme de règle, 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 règle primaire, maîtresse, ES 322.12 pautado primario, - directo, IT 150/5 incisione -, rigatura primaria, - diretta, - principale
  secondary ruling: = FR 322.07 règle 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-rulled**
- (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 estilo de pautado,
IT 150/4 metodo -, procedimento 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 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 324.07 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 justificante, - 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 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.

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.

323.16 **intercolumn**
the narrow section between two columns.
Also called **middle margin**.

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**.

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

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).

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 margina (= 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 recángulo de Pitágoras, IT 144/7 rettangolo di Pitagora

324.2 golden section
golden ratio
the proportion \( \Phi = \frac{1}{2}(1 + \sqrt{5}) = 1.618... \), 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: \[ a : b = b : (a+b), \text{ or } 0.618 : 1 = 1 : 1.618. \]

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 recártangula áureo, IT 145/1 rettangolo aureo, - d’oro

324.3 invariant proportion ?? it seems to have no name ??
the proportion \( \% = 1 : 1.414... \)

A rectangle of this proportion, if halved parallel to its shorter side, gives two rectangles of the same proportion: \( \% \): \( 1 = 1 : \% \).
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).

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.

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:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>double prick</td>
<td>at lines n, p</td>
</tr>
<tr>
<td>text line</td>
<td>lines l to q</td>
</tr>
<tr>
<td>through line</td>
<td>a to h, k, l m, n o, p q r s</td>
</tr>
<tr>
<td>double line</td>
<td>ab, fg, rs</td>
</tr>
<tr>
<td>frame</td>
<td>ab, c, e, fg, l, q</td>
</tr>
<tr>
<td>bounding line</td>
<td>ab, c, e, fg</td>
</tr>
<tr>
<td>median column line</td>
<td>d</td>
</tr>
<tr>
<td>column</td>
<td>between lines b-c, e-f</td>
</tr>
<tr>
<td>intercolumn</td>
<td>between lines c-e</td>
</tr>
<tr>
<td>◦verge</td>
<td>between lines a-b, f-g</td>
</tr>
<tr>
<td>marginal line</td>
<td>h, k, rs</td>
</tr>
</tbody>
</table>

Muzerelle formula: 1-1/0/1-1/J  
Gilissen formula: 20<70>34[ 16<3.51(4.4)50.4>24.13[  
\[ \times 20<102>44[ (18 \text{ r.l.})  \times ]9.10<162>40.3.25[ (40 \text{ r.l.})

<table>
<thead>
<tr>
<th></th>
<th>(full) text area (cm²)</th>
<th>net text area (cm²)</th>
<th>text-page ratio</th>
<th>unit of ruling (cm)</th>
<th>unit square (cm²)</th>
<th>unit capacity (units on page)</th>
<th>unit text density (units per cm² of text area)</th>
<th>unit page density (id. of page)</th>
</tr>
</thead>
<tbody>
<tr>
<td>page dimensions (cm)</td>
<td>16.6 × 12.4</td>
<td>24.9 × 16.9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>page area (cm²)</td>
<td>205.84</td>
<td>420.81</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(full) text area (cm²)</td>
<td>71.40</td>
<td>187.92</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>text area (cm²)</td>
<td>71.40</td>
<td>163.62</td>
<td></td>
<td></td>
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<tr>
<td>text-page ratio</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unit of ruling (cm)</td>
<td>0.60</td>
<td>0.41</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unit square (cm²)</td>
<td>0.35</td>
<td>0.39</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unit capacity (units on page)</td>
<td>198</td>
<td>948</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unit text density (units per cm² of text area)</td>
<td>2.78</td>
<td>5.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unit page density (id. of page)</td>
<td>0.96</td>
<td>2.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**
   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.

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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 intercolunnio 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 intercolunnio 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 intercolunnio 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 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.

\[ \text{= FR 332.14 rejete, ES 332.18 coleta, salvamento; cf. IT 167/1 codino} \]

332.13 line break
beginning to write a new line, not merely because the preceding one is full but because the text demands it.

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.

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

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.)

\[ \text{short line: = IT 166/4 linea mozza, - rotta, - ladra, - zoppa}
\]

\[ \text{break line = IT 166/5 righino} \]
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 alínéa rentrant, ES 332.06 sangrado, IT 164/2 rientranza, indentazione, estilismo, 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 alínéa 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**
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

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### 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, -
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

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

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 caligramma, 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’

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

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

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

oblique
(of text:) written at a (non-right) angle (either upwards or downwards) to the normal orientation of the "lines on the "page.

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

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.

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.

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.

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**.

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)

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**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
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
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 marginales independientes, 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.
335 MARKER FEATURES

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 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 initiale, ES 333.02 inicial, capital, IT 170/1 iniziale, capoletra

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 uf 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 segunda, 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
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.