Comparative settings of numerically encoded text

Part I Typewritten text, offset lithography
Part II Monotype-set text, letterpress

This book aims to investigate some of the possible solutions to
the problem of the typographical encoding of
copy consisting of four levels of information which have been
indexed according to a decimal classification system.

The book consists of two separate parts,
each dealing with one specific method of composition:
the first part was printed by offset lithography from camera-ready copy
produced on a typewriter of fixed character width and line feed of $\frac{1}{6}$ inch;
the second part was printed letterpress in
Monotype Univers 8D on 10 pt, Series 686 medium.

In each part of the book the type is arranged in two columns of 20 picas measure,
and a certain number of lines per column has been specified
to maximise the use of the information area.
To avoid the problem of headings falling at the foot of columns
without altering the vertical spacing systems,
it was also specified that content should dictate the form
to the extent that one or more lines of copy, as necessary,
should be transferred to the next column.

A page-by-page tabular guide to the differences between the various solutions
can be found at the end of each part of the book—simply fold out the
red-bordered sheets.

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7 Presentation

7.1 Introductory note

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7.2.1 Columns

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7.2.2 Indention

Headings, subheadings and subsubheadings should be progressively indented. Run-on continuations should be indented sufficiently to avoid confusion with subheadings.

7.2.3 Entry layout

7.2.3.1 Each subheading should begin on a new line for reasons of clarity, though in long indexes this may be impracticable.

7.2.3.2 For clarity in very long run-on indexes, subentries may be grouped in paragraphs.

7.2.3.3 If an entry extends from one column to the top of the next, the main heading and, if necessary, any subheading, should be repeated with the word 'continued' (or its abbreviation) added in parentheses or in italics.

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7.2.4.1 Punctuation is usually unnecessary between the last word or symbol of a heading or subheading and the page or other reference(s), but a comma may be used if confusion is likely without it, eg: Vitamin B2, 76 rather than Vitamin B2 76.

7.2.4.2 If run-on typography is used, subentries should be separated from each other by semi-colons; if there are no references directly after the main heading, the main heading should be separated from the first subheading by a colon.

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7.3.1 Variations in the type

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7.4.2 Printing and pagination

Any index, whether appended to the work indexed or issued as a separate publication, should be printed on consecutive pages free from advertising or other extraneous matter.

The pagination of an appended index should continue that of the text in a single sequence in arabic numerals unless the index precedes the text, when independent pagination (and roman numerals) may be used.

7.4.3 Identification and bibliographic details

A separately published index should be preceded by bibliographic details of the publication indexed. If the index is in the form of loose leaves or cards, this information should be given at the head or foot of every leaf or card. In particular, an index to a run of a periodical should be preceded by a full statement of any changes in the periodical's title including details of the issue numbers and dates, especially if the number of issues in a year or in a volume has varied, or if there has been any interruption of publication, or if there have been any errors of numbering.

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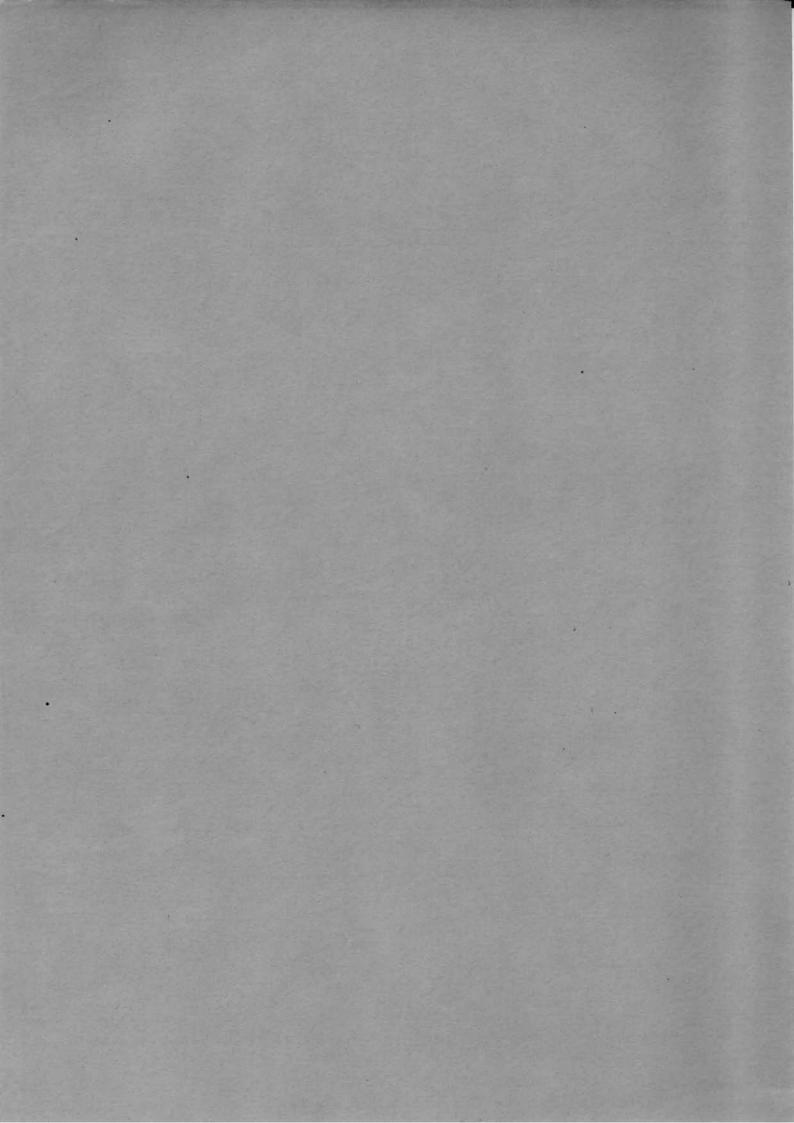7.3.2.2 In subheadings, the initial word (if not a proper name) should begin with a lower-case letter.

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7.0.0.0 PRESENTATION

7.1.0.0 INTRODUCTORY NOTE

An index should be preceded by an introductory note, explaining the indexing decisions which have been made. The note should draw attention to any matter excluded from the index, and to the system of alphabetization chosen.

7.2.0.0 COLUMN AND ENTRY LAYOUT

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Bold type, italics, small capitals and other variations are of great value in helping to direct the reader's attention to particular references and to distinguish certain categories of items indexed, such as proper names, maps and illustrations, and titles or first lines of works. The use of the variant forms should be explained. Too much variety, however, may confuse the reader and defeat its own object.

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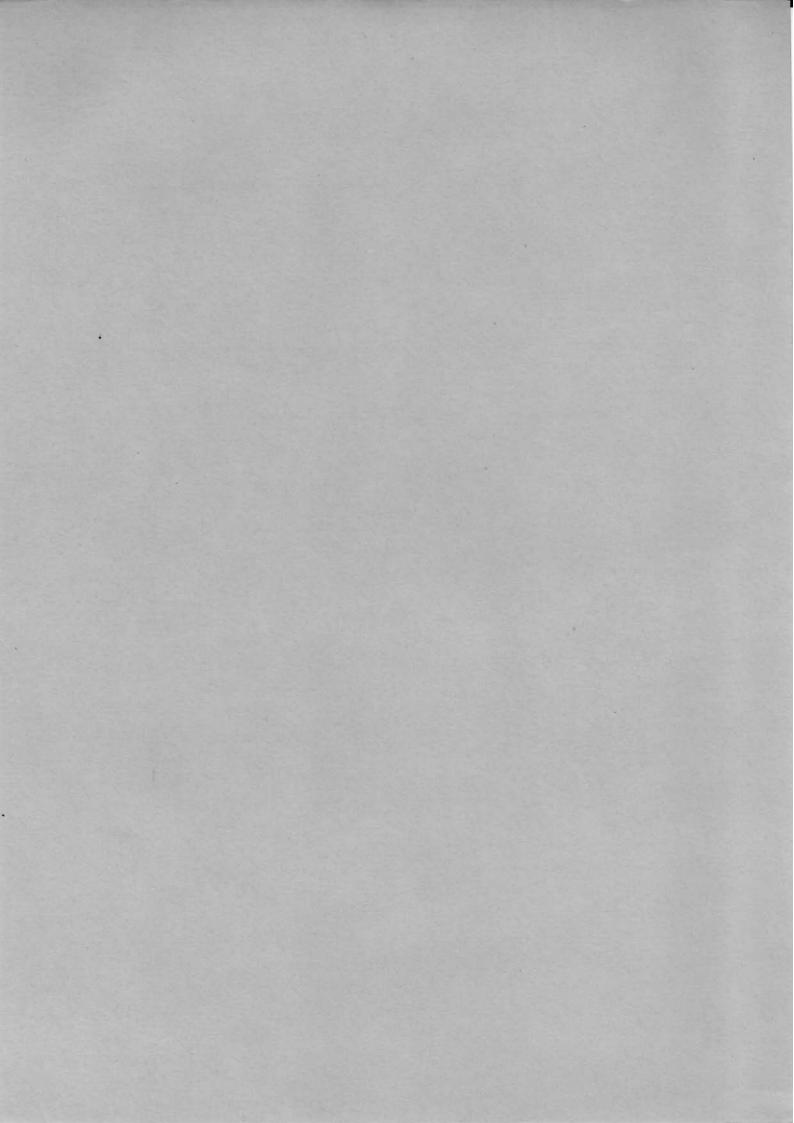
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7.4.3 Identification and bibliographic details

A separately published index should be preceded by bibliographic details of the publication indexed. If the index is in the form of loose leaves or cards, this information should be given at the head or foot of every leaf or card. In parti-

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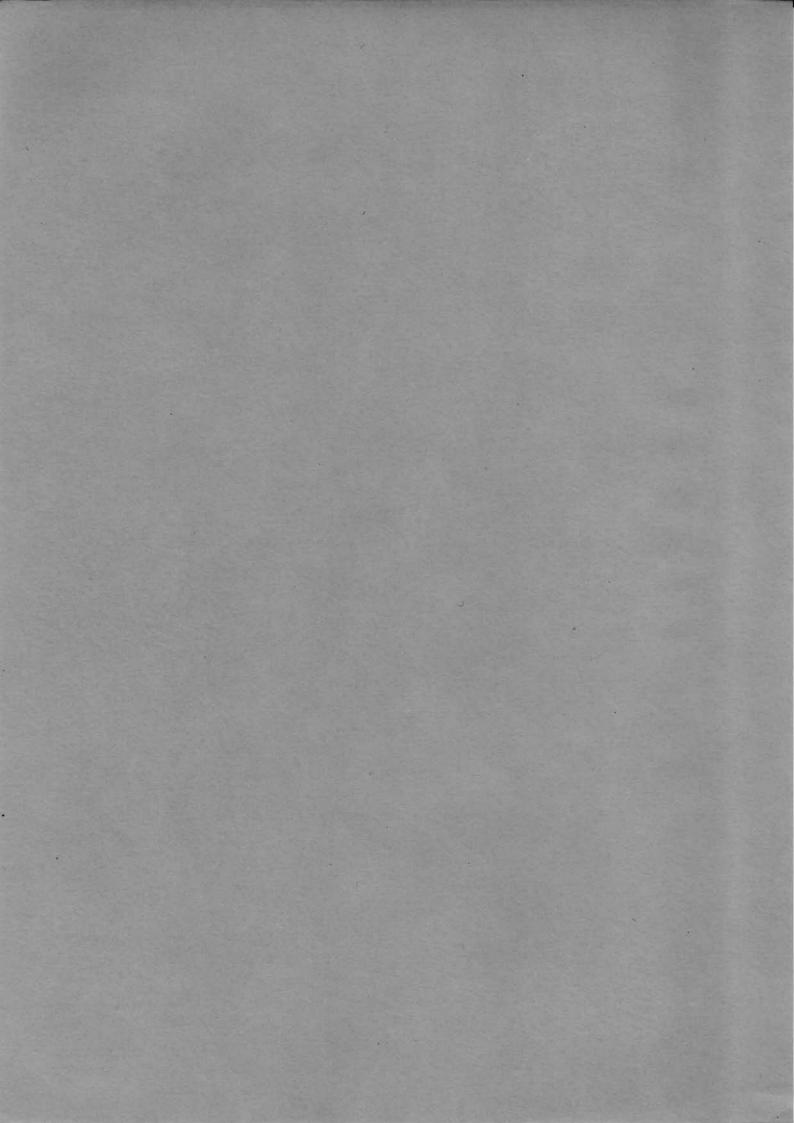
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1°: Primary level of heading
     eg 7 Presentation
2°: Secondary level of heading
     eg 7.1 Introductory note
3°: Tertiary level of heading
     eg 7.2.1 Columns
4°: Fourth level of information
     eg 7.2.1.2 Each subheading...etc
P : Paragraph

'Vertical spacing' column: notation used

The figures on the left of broken vertica
lines indicate the units of space
allocated above the level of information
symbolised at the top of the line.

The figures on the right of the same
lines indicate the units of space
allocated below the level of information
symbolised at the top of the line.

```
    1°   2°
4 | 2 | 1
```

In the above example, read:
$4x\frac{1}{6}$" lines white above primary level
$2x\frac{1}{6}$" lines white below primary level or
$2x\frac{1}{6}$" lines white above secondary level

Page	Vertical spacing ⅛" lines white					Typographic coding of levels of heading and information				Horizontal spacing
	1°	2°	3°	4°	P	1°	2°	3°	4°	
1	–	–	–	–	–	–	u+lc	u+lc	u+lc	u+lc	–
2	4	2	1	½	–	–	"	"	"	"	Indent paragraphs
3	"	"	"	"	–	–	u+lc	"	"	"	"
4	"	"	"	"	–	–	CAPS	"	"	"	"
5	"	"	"	"	–	–	"	u+lc	"	"	"
6	"	"	"	"	–	–	CAPS	"	"	"	"
7	"	"	"	"	–	–	"	"	CAPS	"	"
8	"	"	"	"	–	–	"	CAPS	u+lc	"	"
9	"	"	"	"	–	–	"	"	u+lc	"	"
10	"	"	"	"	–	–	u+lc	u+lc	u+lc	"	"
11	"	"	"	"	–	–	u+lc	"	"	"	"
12	"	"	"	"	–	–	CAPS	"	"	"	"
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16	"	"	"	"	–	–	u+lc	u+lc	"	"	"
17	"	"	"	"	–	–	CAPS	"	"	"	"
18	"	"	"	"	–	–	"	u+lc	"	"	"
19	"	"	"	"	–	–	CAPS	CAPS	u+lc	"	Zeros introduced into 1°, 2° & 3° numbers
20	"	"	"	"	–	–	"	"	"	"	Zeros removed leaving space + second axis
21	"	"	"	"	–	–	CAPS	u+lc	u+lc	"	"
22	2	1	½	0	–	–	"	"	"	"	"
23	4	2	1	"	–	–	"	"	"	"	"
24	"	"	"	"	–	–	u+lc	u+lc	"	"	"
25	"	"	"	"	–	–	u+lc	"	"	"	"
26	"	"	"	"	–	–	"	u+lc	"	"	"

Errata corrige pages 23–26: no white should appear under the heading 7.4.1

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Headings, subheadings and subsubheadings should be progressively indented. Run-on continuations should be indented sufficiently to avoid confusion with subheadings.

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Key to the symbols used in the Guide

1° : Primary level of heading
     eg 7 Presentation
2° : Secondary level of heading
     eg 7.1 Introductory note
3° : Tertiary level of heading
     eg 7.2.1 Columns
4° : Fourth level of information
     eg 7.2.1.2 Each subheading...etc
P : Paragraph

'Vertical spacing' column: notation used

The figures on the <u>left</u> of broken vertical
lines indicate the units of space
allocated <u>above</u> the level of information
symbolised at the top of the line.

The figures on the <u>right</u> of the same
lines indicate the units of space
allocated <u>below</u> the level of information
symbolised at the top of the line.

```
     1°   2°
 2 |  1  |  ½
```

In the above example, read:
2x10pt lines white above primary level
1x10pt line white below primary level or
1x10pt line white above secondary level

Page	Vertical spacing 10pt lines white						Typographic coding of headings and numerals				Horizontal spacing
	1°	2°	3°	4°		P	1°	2°	3°	4°	
1	-	-	-	-	-	-	u+lc medium	u+lc medium	u+lc medium	u+lc medium	-
2	2	1	½	¼	-	-	"	"	"	"	Indent paragraphs
3	4	2	1	½	-	¼	"	"	"	"	Remove indent
4	8	4	2	1	-	½	"	"	"	"	"
5	"	"	"	"	-	"	bold	"	"	"	"
6	6	"	"	"	-	"	"	"	"	"	"
7	"	"	"	"	-	"	ex.bold	bold	"	"	"
8	5	3	"	"	-	"	"	"	"	"	"
9	4	2	1	½	-	¼	"	"	"	"	"
10	"	"	"	"	-	"	"	"	"	"	Zeros introduced into 1°, 2° & 3° numbers
11	"	"	"	"	-	"	"	"	"	"	Zeros removed leaving space + second axis
12	"	"	"	"	-	"	"	"	"	"	Second line of 2-line head ranged with first
13	"	"	"	"	-	"	"	"	italic	"	"
14	"	"	"	"	-	"	"	"	bold figs	bold figs	"
15	"	"	"	"	-	"	CAPS ex.bold	u+lc ex.bold	u+lc bold	"	"
16	"	"	"	"	-	"	u+lc 10D/11pt ex.bold	"	"	"	"

Errata corrige pages 15 & 16: in heading 7.1 the 'N' should be lowercase