

**Latin margin annotation - as used used in the UK Book and Publishing industry**



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# **The Pocket LATIN handbook**

*A glossary guide of important Publishing terminology for Artists...*

*The Cartoon book version*

*(For those not quite up-to-scratch in the linguistics dept.)*

# The Pocket LATIN handbook

*A glossary guide of important Publishing terminology for Artists...*

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## Latin margin annotation - as used used in the Book and Publishing industry

{ A list of current LATIN words and abbreviations many of which were still used in book making in England until late 1980's. These examples were used by production editors, sub editors and typesetters until the onset of DTP. Even so they remain usefully to know these - as many such terms are still very much in use. I hope to build up a list and examples which would helpful to Arists. If you know some more, do let me know! }



[A]

<b>Ab initio</b>	<i>(from the outset)</i>
<b>Agenda</b>	<i>(things to do)</i>
<b>Addenda*</b>	<i>(things to be added)</i>
<b>Ampersand**</b>	<i>(add-an-and) i.e. &amp;</i>
<b>Annotate</b>	<i>(jot down)</i>
<b>Appendix</b>	<i>(supplement)</i>
<b>Apologia</b>	<i>(apology)</i>
<b>Arbiter</b>	<i>(umpire)</i>
<b>Assensor</b>	<i>(aprover)</i>

[B]

<b>Bona fide</b>	<i>(genuine)</i>
<b>Bifolio</b>	<i>(folded sheet)</i>
<b>Bibliographia</b>	<i>(bibliography)</i>
<b>Biographia</b>	<i>(biography)</i>

*\*Addenda and Addendum are similar here. Addenda means to be added to a list whilst a ddendum means that it is has already been added.  
\*\*Ampersand is not exactly a Latin word being a much later composite word (am-pers-'and') i.e. the '&'*

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**Latin margin annotation - as used used in the Book and Publishing industry**

{ "Find that CODEX Ms Jones!. I need to get to the CONFERENCE promptly and then speak to that ARTIST about his FOLIO. Then I need to go over the COLOPHON with the (im)printer", said the grumpy SUB Editor. }



[C]

**Capitis** (heading/division)

**Codex** (book section)

**Circa** c. (around this date)

**Confer (cf)\*** cf. (compare)

**Corrigenda** (items to be corrected)

**Colophon** (detail of production)

**Cornucopia** (horn of plenty) Greek

**Cum privilegio** (licensed)

**Curriculum\*** (course of life/study)

**Circumflexibile** (circumflex) accent

[D]

**De facto** (in fact)

**Demonstratio** (demonstrate)

**Descriptio** (description)

**Deleo** (delete/erase)

**Datum** (given facts)

**Data** (stated facts)

**Duodecimals** (size of book)

Notes:

\*CF is used to denote that it is referring to a previous attributed section of text.

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**Latin margin annotations - as used used in the Book and Publishing industry**

{ "It's all a bit *AD HOC*, but I now have an *AGENDA* although I will have to use my *ALTER EGO* to up the *ANTE* with the print finishers", said the *FORMIDABLE* Print Manager. }



[E]  
**Edition** (published)  
**Erratum/errata** (errors after print)  
**Essay:** (literary work)  
**Et. cetra** etc.(all of that)  
**Et. al/et. alia** et al. (and others)  
**Excerptio:** (extract)  
**Exemplaris:** (copy)  
**Ex. gratia** e.g. (from kindness)  
**Ex. parte** (partial to)  
**Exercise:** (?)  
**Ergo sum** (therefore sum)  
**Et. seq.** (in sequence)

**Ex. libris** (from the books)  
**Ex. post facto** (done afterwards)  
**Explicit** (plain to see)  
**Extent** (number of pages)  
**Exeunt** (plural of Exit)  
**Extra** (added to)  
[F]  
**Factotum** (Gen. handyman)  
**Fecit** (self made work)  
**Fiat** (let it be)  
**Folio:** (size of book)  
**Format** (shape of book)  
**Finis** (the End)

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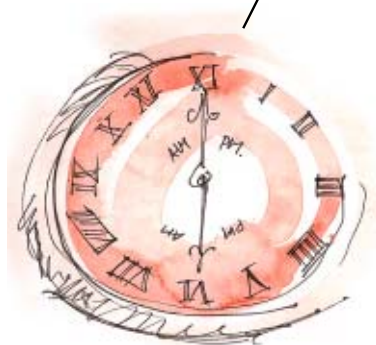
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**Latin margin annotation - as used used in the Book and Publishing industry**

{ "I wanted it A.M. not P.M.! doesn't he know how IMPORTANT this all is? I need that ESSAY now, and it was EXPLICIT in the CONTRACT not EX POSTE FACTO!", said the Managing Director to his staff. }



[G]

**Glossary**

*(list of terminology)*

**Genus**

*(related species)*

**Gratis**

*(free)*

[H]

**Honorarium**

*(fee donation)*

**Horibile dictu**

*(horrible to relate)*

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**Latin margin annotation - as used used in the Book and Publishing industry**

{ "This EXCERPT is TOTO INCORRECT the FORMAT and EXTENT is HORRIBLE", said the agitated ANTIQUARIAN Bookseller to himself. }



[I]  
**Ibidem (ibid,ib)** *(in place)*  
**Idem (id)** *the (same) person*  
**Id est** *i.e.(it is)*  
**Idem** *id. (same)*  
**Ignoramus** *(ignorant (we))*  
**Index** *(indices)*  
**Indices** *(indicate)*  
**Infer** *(compare)*  
**Infra dignatum** *(beneath one's dignity)*  
**informationis** *(information)*  
**indictment** *(accusation)*  
**In propria persona** *(in his/her own name)*  
**Inscribed** *(personal message)*  
**Insignia** *(insignia (Badge))*  
**In situ** *(in place)*

**Inter alia** *(amongst other things)*  
**interverto:** *(inverted)*  
**In absentia** *(as one is absent)*  
**In camera** *(In private chamber)*  
**In transitu** *(in transit)*  
**Interim** *(meanwhile)*  
**Ibidem** *(prior footnotes )*  
**Infra** *(below)*  
**Item** *(also)*  
**In toto** *(altogether)*  
**Insigne** *(badge or mark)*  
**Imprimis** *(first of all)*  
**Imprimatur** *(let it be printed)*  
**Impartial** *(opposite 'ex parte')*  
**Ipso facto** *(so by that fact)*



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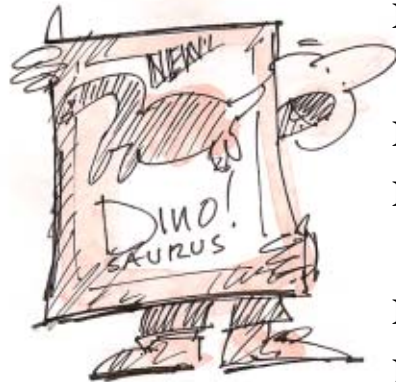
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**Latin margin annotation - as used used in the Book and Publishing industry**

{ "DINOSAURS are just the start, we have a full GENUS in the back CATALOGUE to sell which is very SIMILAR to this EDITION", the marketing head let slip (LAPSUS LINGUA). }



[L]

**Lapsus lingua** (*slip of the tongue*)

**Lingua Franca** (*general language*)

**Legend** (*distinctive mark*)

**Legitimus** (*legitimate*)

**Loco citato (loc. cit)**  
(*in the article stated...*)

**Ligature** (*a linking symbol*)

**Licit\*** (*permitted*)

**Leaf** (*leaf - of paper*)

Notes:

\* **Licit** is the opposite of **illicit** (as in **illegal**).

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**Latin margin annotation - as used used in the Book and Publishing industry**

{ "Tell that ARTIST that he can have it INSCRIBED on the FLY LEAF", she said adding, "it's not INFRA DIGNATUM, it's a very good INSIGNIA actually" and then added, "all good PUBLICITY!" }

[M]

**Manuscript** (*handwritten paper*)

**Mea culpa:** (*my fault*)

**Modus operandi** *M.O.* (*how it works*)

**Magna cum laude** (*praiseworthy*) *C.F.*

**Magnum opus\*** (*a great work*)

**Memento** (*a reminder*)

**Memorabilia** (*memorable things*)

**Memorandum:** (*things remembered*)

**Minutiae** (*the small print*)

[N]

**Nisi** (*unless*)

**Numero** *no.* (*number*)

**Nota bene** *N.B.* (*note well*)

**Non sequitur** (*it does not follow*)

Notes:

**\*Magnum Opus** denotes our greatest work that we are remembered for as Artists.





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Latin margin annotation - as used used in the Book and Publishing industry

{ "IGNORAMUS", said the Secretary quietly, she then INSCRIBED a personal message on the MANUSCRIPT to the Author and said, "that the work was now IN TRANSIT having been sent back to him for final proof". }



[O]	
<b>Octavo</b>	(size of book)
<b>Ostensis</b>	(display or Ad).
<b>Origo</b>	(origin)
<b>Opera citato (op. cit.)</b>	(in the cited work)
<b>Obscura</b>	(obscured)
[P]	
<b>Paragraphi</b>	(paragraph mark)
<b>Prima facia</b>	(at first sight)
<b>Per pro (p.p)</b>	(on behalf of)
<b>Passim</b>	(throughout)
<b>Prefix</b>	--
<b>Preface</b>	--
<b>Proviso</b>	(on condition of)
<b>Pros &amp; cons</b>	(for and against)
<b>Pro-bono</b>	(free of charge)

<b>Postscriptum</b>	p.s. (after written)
<b>Post-postscriptum</b>	p.p.s (more after written)
<b>Post facto:</b>	(afterwards)
<b>Post hoc:</b>	(after this)
<b>Praefatio</b>	(preface)
<b>Passim</b>	(throughout)
<b>Per se</b>	(in itself)
<b>Per annum</b>	p.a. (yearly)
<b>Per mensem</b>	p.m. (monthly)
<b>Per diem</b>	p.d. (daily)
<b>Pro rata</b>	(in proportion)
<b>Pro forma</b>	(forms sake)
<b>Propaganda</b>	(to spread information)
<b>Pagination</b>	(page numbering)
<b>Prefix</b>	(preceeding)
<b>Prelims</b>	(preliminaries)

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**Latin margin annotation - as used used in the Book and Publishing industry**

{ *"But the ARTIST failed to read the MINUTIAE and should have spotted an ITEM requiring him to work for us EX GRATIA for a whole CALENDAR month so INSCRIBED", she grinned MALIGNANLY.* }

[Q]

**Quod vide**

*q.v. (see references)*

**Quarto**

*(book size 9" +)*

*(of paper folded in 4)*

**Q.E.D.\***

*(case proven)*

**Quasi:**

*(like something...)*

**Quid pro quo**

*(of Equivelant value)*

**Quondam**

*(of the former...)*

**Quota:**

*(as to portion)*

[R]

**Re**

*(concerning)*

**Receipt**

*(money received)*

**Recto**

*(right hand page)*

*Notes:*

*\*QED is often abbreviated from the full Quero Exemplare Demonstratum.*



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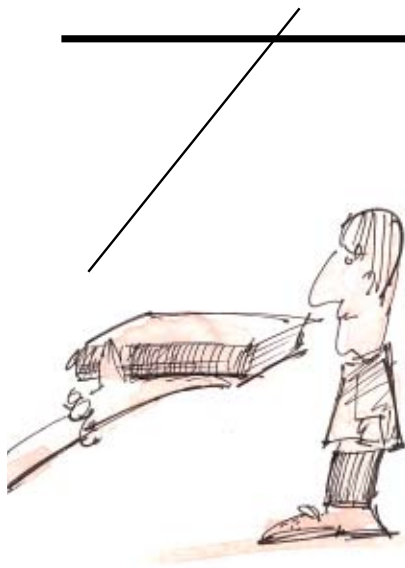
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**Latin margin annotation - as used used in the Book and Publishing industry**

{ "A little *MOMENTO*", she said, handing him the book and trying not to be *IMPARTIAL*, "it was all a simple '*LAPSUS LINGUA*'", and then she added an '*APOLOGIA*' to the *APPENDIX*. }



[S]

**Sic** (thus, in this manner)

**Stet** (let it stand)

**Subscriptor** (subscription)

**Subset** (beneath)

**Sub peona** (under penalty of..)

**Subtractus** (subtract)

**Suffix** (ending)

**Supra** (above)

**Super** (super particular)

**Summa cum laude** (highest praise) c.f.

**Signature** (folded paper sheets)

**Signare** (signature)

**Spina** (spine)

**Sub judice** (restricted by court)

[T]

**Typographia** (setter of texts)

**Theasaurus** (treasure) Greek

**Trivia:** (unimportant details)

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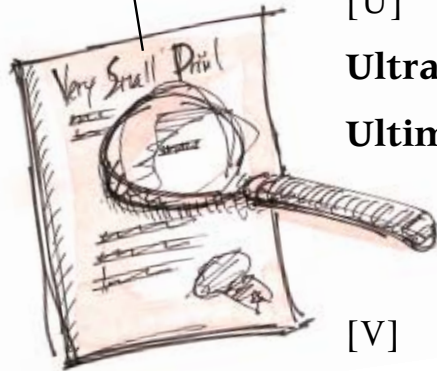
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**Latin margin annotation - as used used in the Book and Publishing industry**

{ *"Its all PROS & CONS", said the young PR Executive, "the ARTIST was paid PRO RATA", and failed to read the MINUTIAE, so it's not actually MEA CULPA thank-you-very-much, it's his!"* }



[U]

**Ultra vires**

*(beyond one's power)*

**Ultimatum**

*(a final warning)*

[V]

**Valid**

*(valid)*

**Via**

*(via this or that)*

**Veto**

*(forbid)*

**Verso**

*(left hand page)*

**Versus**

*vs. (against)*

**Vice versa**

*(other way round)*

**Verbatim**

*(exactly as typed)*

**Vellum**

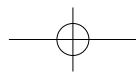
*(as parchment)*

**Videlicet**

*viz. (namely)*

**Vide**

*(see )*



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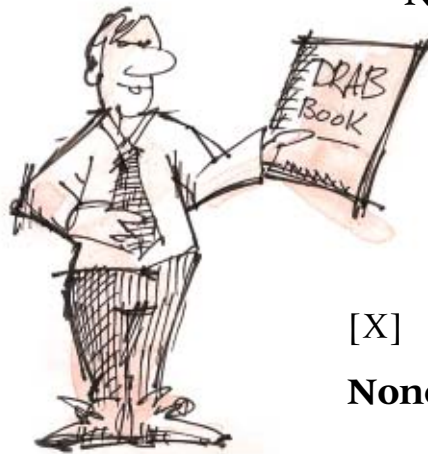
**Latin margin annotation - as used used in the Book and Publishing industry**

{ *"OSTENSIBLY, it looks bad", the marketing department IMPLIED, but added, "perhaps we can add a POST-POSTSCRIPTUM (p.p.s.) to the GLOSSARY - POST HASTE?"* }

[W]

**None**

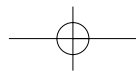
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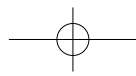


[X]

**None**

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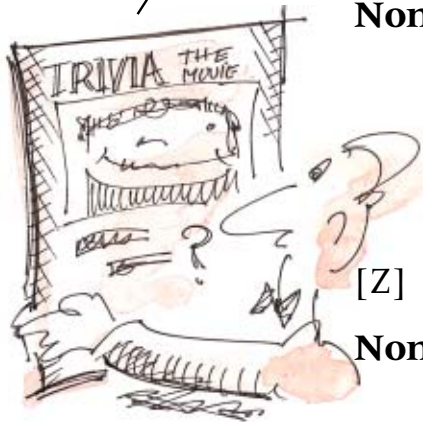
**Latin margin annotation - as used used in the Book and Publishing industry**

{ *"It's a SUPER start to the TRIVIA book but should I PREFIX a LEGEND above the caption (or SUBSET it beneath the cartoon)?"*, he waffled, before deciding on a FIAT decision. }

[Y]

**None**

--



[Z]

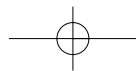
**None**

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*Notes:*

*No entries for this yet.*

*I am not sure any exist.*





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**Latin margin annotation - as used used in the Book and Publishing industry**

{ *The ARTIST would prefer VICE-VERSA rather than as stated. 'He did not want to go VIA Brazil to get to Bradford. It was a TOTALLY VALID argument', he said a bit miffed about the whole affair .* }

## **This project is unfinished!**

Approximately 40% of all English usage is Latin based. We use it in our everyday language without even thinking about it.

Few state schools teach it now and most Artists never fully understand the comments that Publishers may

use which can lead to a misunderstanding. This little Pocket LATIN book is to clarify some odd squiggle (*or words*) that many traditional Publishers still use. Artists can use LATIN to describe their own works as well. i.e. (*id est*) *it is:*

[A]

**Artificis** (*Artist*)



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## Latin margin annotation - as used used in the Book and Publishing industry

*I had better not go any farther with my own lack of LATIN education. But suggestions are welcome as long as they have been in use until fairly recently. The DIGITAL revolution has side lined a lot of 'print-and-publishing' specific LATIN based word - which is a bit of a shame, as I am only just discovering most of them, and that is despite having used (or heard) many of them professionally as a Graphic Artist.*



The EXIT sign is now rarely used. The mono-lingual (?) 'Health-and-Safety' prefer a simple symbolic 'running green man with door' graphic to avoid 'confusion'. If you ask them what it actually means, they will simply say 'EXIT'. This replaces the Latin word 'EXIT'. There is no other word for 'EXIT' in English. *Absurd.*

IN NO PARTICULAR ORDER my eclectic and ad-hoc collection of LATIN scripts includes these acknowledgments. All mistakes in this Pocket LATIN handbook are inevitably mine (*mea culpa*) in the cause of production

**The Englishman's Pocket Latin/English Dictionary** by SC Wodehouse (*circa 1946*)  
*The Mayflower Press Plymouth*

**AD Hoc Ad Nauseum** by John Parker (*circa*

*2008*) *Summersdale Press Sussex*

**The Mellifluous Book of Hard Words** by David Bramwell (*circa 2008*) *Ivy Press Sussex*  
**The Thingummy** by David Danziger and Mark McCrum (*circa 2008*) *Random House London*

*Dedicated to those assorted Publishers and printers who still use the LINGUA FRANCA to keep the intelligence despite The Plain English censors.*