

BBN-ANG-183 Typography

Partitioning texts

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outline

unbroken text is difficult to read

units of text

- paragraph

- section

- chapter, part

external units of texts

- notes

- abstract, keywords

partitioning text

to make a text easier to comprehend it must be broken into parts

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Lorem ipsum

what is this *Lorem ipsum* thing?

find out at

- ▶ <http://www.lipsum.com>
- ▶ http://en.wikipedia.org/wiki/Lorem_ipsum

be careful

at the exam we might want to check if you looked into this!

typographical text units

from smallest to largest

- ▶ sentence
- ▶ paragraph
- ▶ subsection
- ▶ section
- ▶ chapter
- ▶ part
- ▶ volume/book

paragraph

a **sentence** is more of a grammatical than a typographical unit
typographically it is marked by

- ▶ capitalized first letter
- ▶ one of the following three punctuation marks at the end: “.”, “!”, “?”
- ▶ extra horizontal space (Anglo-Saxon convention)

paragraph

a group of sentences belonging together meaningwise
typographically it is marked by

- ▶ a new line (possibly leaving the previous line shorter)
- ▶ indentation of first line
- ▶ extra vertical space before first line
- ▶ or any combination of the above

paragraph

new line only (not enough)

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Quisque sapien. Morbi mattis pellentesque mi. Suspendisse in lorem. Vivamus placerat nulla vel enim. Nam in mauris.

indentation only (very rare)

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extra vertical space only (?)

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Quisque sapien. Morbi mattis pellentesque mi. Suspendisse in lorem. Vivamus placerat nulla vel enim. Nam in mauris.

new line + indentation

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Quisque sapien. Morbi mattis pellentesque mi. Suspendisse in lorem. Vivamus placerat nulla vel enim. Nam in mauris.

new line + extra vertical space

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Quisque sapien. Morbi mattis pellentesque mi. Suspendisse in lorem. Vivamus placerat nulla vel enim. Nam in mauris.

indentation + extra vertical sp

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Quisque sapien. Morbi mattis pellentesque mi. Suspendisse in lorem. Vivamus placerat nulla vel enim. Nam in mauris.

paragraph

symbol

the pilcrow: (C for *capitulum* C ¶ ¶ ¶ ¶ ¶ ¶ ¶ ¶)

paragraphs can be numbered

1 Lorem ipsum dolor sit amet, consectetur adipiscing elit. In porttitor, massa vitae elementum lacinia, orci felis porta tellus, vel mattis lorem sapien eget nibh. Etiam nec ante et sapien pellentesque luctus. Integer suscipit. Vivamus auctor. Praesent ipsum. Nulla luctus auctor enim. Sed sed justo eu nisl rutrum congue. Ut lacus augue, suscipit nonummy, bibendum at, scelerisque ut, purus. Ut risus lectus, bibendum non, interdum ut, venenatis in, erat. Ut orci. Donec vitae pede. Mæcenass ultricies nulla eu quam.

2 Quisque sapien. Morbi mattis pellentesque mi. Suspendisse in lorem. Vivamus placerat nulla vel enim. Nam in mauris. Morbi porttitor commodo nisl. Suspendisse potenti. Sed porta neque ut ante. In hac habitasse platea dictumst. Vivamus sit amet lacus. Nunc varius arcu ut pede bibendum elementum. Sed sed ipsum. Vestibulum mattis pharetra quam. Nam pellentesque justo a massa. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum pede mauris, ornare eu, mollis at, faucibus ut, massa. Aenean vulputate massa eget nunc. Suspendisse sagittis. Vivamus dapibus metus non diam. Etiam dignissim massa nec velit.

and referred to by these numbers:

e.g., In ¶2, we read ‘Quisque sapien.’

paragraphs

do not normally, but can have a title, too

two common paragraph shapes

indentation

typically the first line of a ¶ is indented; the first paragraph of larger units (e.g., chapter, section) are often non indented

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hanging indentation

all but the first line of a ¶ is indented; typical for lists consisting of shorter ¶s, e.g., bibliographies, phone directories, where the first word of the ¶ is important

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initials

initials

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raised cap

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hanging cap

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drop cap

section

sections (as opposed to paragraphs)

- ▶ usually (though not necessarily) have a title
- ▶ are often further divided into subsections, subsections, &c.

section titles

of the same rank must be typeset uniformly: i.e., all section titles must be typeset in the same font, same size, etc., all must be centred, or flush left, etc.; titles of lower ranks should be typeset less prominently

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Etiam nec

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Nulla luctus. Nulla luctus auctor enim. Sed sed justo eu nisl rutrum congue. Ut lacus augue, suscipit nonummy, bibendum at, scelerisque ut, purus.

1 Lorem ipsum

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1.1 Etiam nec

Etiam nec ante et sapien pellentesque luctus. Integer suscipit. Vivamus auctor. Præsent ipsum.

1.1.1 Nulla luctus

Nulla luctus auctor enim. Sed sed justo eu nisl rutrum congue. Ut lacus augue, suscipit nonummy, bibendum at, scelerisque ut, purus.

section, chapter, part

section symbol: §

- ▶ numbered sections can be referred to as §3; the plural is §§, e.g., §§3–5
- ▶ subsections can be referred to similarly: §3.1, §§3.3–3.5

a chapter is even larger unit of text

- ▶ book-sized writings contain chapters
- ▶ a chapter usually begins on a new page, often on the next odd-numbered page

a part (of a book)

comprises several related chapters; the title of a part is often on an odd-numbered page, with the following page left completely empty

notes

are useful to include extra text without distracting the attention of the reader from the main text

marginal note

readers often take notes on the margins of books; authors also find this useful, resulting in **marginal notes** (useful in web documents without “pages”)

This is a marginal note.

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footnote

marginal notes were difficult to typeset (short lines, wide margins needed), so they were moved to the bottom of the page, resulting in **footnotes**

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* This is a footnote.

** This is another one. Footnotes can be typeset with hanging indentation with only the note mark hanging out.

notes

footnotes have to be anchored to where they belong in the text by

- ▶ (if the symbol set is restarted on every page)
 - ▶ asterisks: *, **, ***, ...
 - ▶ the series: *, †, ‡, §, ¶, ||, **, ††, ...
 - ▶ the series: *, **, †, ††
 - ▶ (if the symbols run through a whole chapter or book)
 - ▶ superscript numbers: ¹, ², ³, ...
 - ▶ bracketed numbers: [1], [2], [3], ...
- asterisks are usually
superscripts, they must not be
raised: cf. lorem* and ipsum*

endnote

since in a noncomputerized setting footnotes were difficult to typeset, notes were gathered at the end of sections, chapters, books as **endnotes**, but endnotes are a nuisance for the reader: if at all possible **avoid** using endnotes

abstract, keywords

an abstract

- ▶ tells the reader the most important claims of the writing, enabling them to decide whether they want to read it
- ▶ is placed either at the beginning or at the end of the writing
- ▶ is often also given in languages other than that of the writing
- ▶ is often typeset in a smaller font and/or as a blockquote

keywords

- ▶ are used to simplify electronic searches
- ▶ is a list of the most relevant concepts in the writing