

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

partitioning text

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

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partitioning text

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

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partitioning text

vertical partitioning

an unbroken, a paragraphed, and a sectioned text

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find out at

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be careful

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

typographical text units

from smallest to largest

typographical text units

from smallest to largest

- ▶ **sentence**

typographical text units

from smallest to largest

- ▶ sentence
- ▶ paragraph

typographical text units

from smallest to largest

- ▶ sentence
- ▶ paragraph
- ▶ subsection

typographical text units

from smallest to largest

- ▶ sentence
- ▶ paragraph
- ▶ subsection
- ▶ section

typographical text units

from smallest to largest

- ▶ sentence
- ▶ paragraph
- ▶ subsection
- ▶ section
- ▶ chapter

typographical text units

from smallest to largest

- ▶ sentence
- ▶ paragraph
- ▶ subsection
- ▶ section
- ▶ chapter
- ▶ part

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

paragraph

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

- ▶ capitalized first letter

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: “.”, “!”, “?”

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

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paragraph

a group of sentences belonging together meaningwise

paragraph

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paragraph

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

- ▶ a new line (possibly leaving the previous line shorter)

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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

paragraph

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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

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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paragraph

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indentation only (very rare)

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paragraph

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extra vertical space only (?)

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new line + extra vertical space

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new line + extra vertical space

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indentation + extra vertical sp

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paragraph

symbol

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

paragraph

symbol

the pilcrow: (C for *capitulum* ¶) ¶

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.’

paragraph

symbol

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

paragraphs can be numbered

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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

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

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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

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raised cap

initials

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drop cap

section

sections (as opposed to paragraphs)

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- ▶ usually (though not necessarily) have a title

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

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Etiam nec

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

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

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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: §

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- ▶ numbered sections can be referred to as §3

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- ▶ subsections can be referred to similarly: §3.1, §§3.3–3.5

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a chapter is even larger unit of text

section, chapter, part

section symbol: §

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a chapter is even larger unit of text

- ▶ book-sized writings contain chapters

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

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

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

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marginal note

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footnote

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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

notes

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- ▶ (if the symbol set is restarted on every page)

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

- ▶ (if the symbol set is restarted on every page)
 - ▶ asterisks: *, **, ***, ...

asterisks are usually
superscripts, they must not be
raised: cf. lorem^{*} and ipsum^{*}

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▶ the series: *, †, ‡, §, ¶, ||, **, ††, ...

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 - ▶ the series: *, **, †, ††
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- ▶ (if the symbols run through a whole chapter or book)

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 - ▶ the series: *, **, †, †† raised: cf. lorem* and ipsum*
- ▶ (if the symbols run through a whole chapter or book)
 - ▶ superscript numbers: ¹, ², ³, ...
 - ▶ bracketed numbers: [1], [2], [3], ...

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endnote

since in a noncomputerized setting footnotes were difficult to typeset, notes were gathered at the end of sections, chapters, books as **endnotes**

notes

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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

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- ▶ (if the symbols run through a whole chapter or book)
 - ▶ superscript numbers: ¹, ², ³, ...
 - ▶ bracketed numbers: [1], [2], [3], ...

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

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keywords

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- ▶ is a list of the most relevant concepts in the writing