

## Abbreviations Key

### General Conditions:

**nc: new condition** – as you would expect to find in a bookstore selling new materials

**pn: practically new** – one minor defect, possibly two if they are both very insignificant

**vgc: very good condition** – several defects; may contain previous owner's name, sl foxing, sl wear to the cover, etc.

**gc: good condition** – cover often is worn, may contain moderate foxing, some writing or underlining, etc.

**mc: moderate condition** – caif, significant foxing/writing/underlining; many exlib copies are mc

**pc: poor condition** – pages may be missing, combination of many of the above defects, etc.

### Other Abbreviations:

**al:** all leather binding – book is fully bound in any type of leather; exception: a book bound in vellum will be indicated as such

**bd:** bound

**bib:** bibliography

**bpig:** binding poor/inside good

**b/w:** black and white

**ca:** circa-approximately

**caif:** cracking at inside fold or hinge-hinge is loose or coming loose inside the book

**cf:** compare

**col:** color(ed)

**comp:** compiled or compiler

**dj:** dust jacket – assume the book does not have a dj if none is mentioned

**ds:** damp-stained

**ed:** edit, edited, edition, or editor

**enr:** engraved or engraving

**et al:** and others

**exlib:** ex-library copy-with the usual library markings

**fp:** frontispiece

**hds:** heavily damp-stained

**his:** heavily ink-scored

**hps:** heavily pencil-scored

**ill:** illustrat(ed/ions/or) – assume illustrations are in both b/w & col unless one is stated specifically

**ind:** index

**is:** ink-scored

**iss:** issued or issues

**lvs:** leaves

**misc:** miscellaneous

**nd:** no date

**np:** no place or no pub

**pb:** paperback – assume that the book is hardcover if not designated as pb

**PGS:** Pennsylvania German Society's bib, *The First Century of German Language Printing in the United States of America*, based on the studies of Seidensticker & Oda.

port: portrait  
pp: pages  
ppn: pen or pencil notations  
ps: pencil-scored  
pt: part  
pub: published, publisher, or publishing  
rbd: rebound  
rep: repaired  
rev: revised  
sds: slightly damp-stained  
sis: slightly ink-scored  
SK: Springer & Klassen's *Mennonite Bibliography, 1631-1961*  
sl: slight or slightly  
sps: slightly pencil-scored  
stis: slight tear in spine  
tp: title page  
tr: translated, translation, or translator  
ub: uniform bindings – the bindings of a set of volumes are identical  
vol: volume  
w/: with  
ybp: yellow, brittle pages

## **GLOSSARY**

**Ads:** advertisements typically found in the rear of a book, not including those for the publisher

**Association Copy:** book once owned by or annotated by the author, or once owned by someone associated with the author or the book's contents

**Blind:** decoration or impressions with no addition of gold or other color; "blind toolwork" refers to such impressions on a book's binding; "blind stamp" refers to words or a seal (often with the former owner's name) stamped or impressed by a die on paper

**Boards:** the covers of a hardcover book; newer boards are typically made of cardboard while older boards were usually wooden; the term cloth boards refers to boards covered with a cloth material

**Bookplate:** paper label used to identify ownership; often attached to the front pastedown

**Caption Title:** title located at the head of the first page of text; common in periodicals and older books; may be used if the title page is missing

**Chipped:** small pieces missing; e.g., "dust jacket chipped"

**Clasp:** mechanism for preventing a book from opening; most common are leather straps with brass hooks and eyes, or a hinged brass clasp; bindings may have one clasp or multiple clasps, depending on the size of the book

Clipped: piece cut out from a dust jacket or page; most common where the price has been removed from the inner flap of the dust jacket—often a corner is missing where the price had been printed

Cocked: a book's spine is said to be cocked when it is crooked or twisted, causing the front and rear boards to be out of alignment; when a book has been shelved or stored incorrectly so that the book is leaning, the spine can become permanently cocked

Cover Title: the title that appears on a book's cover; this is normally noted only when it differs from the title on the title page

Dust Jacket: the paper wrapper placed around a book's cover to protect the binding and for decorative purposes

Edges: the three outer edges of the leaves: head (top), fore-edge (opposite the spine), and tail (bottom); e.g., "marbled edges"

Endpapers: double leaves (usually blank) at the beginning and end of a book; the outer leaves are pasted inside the covers and the inner leaves are free

Engravings: illustrations or decorations made from a metal plate or wood block

Ex-Library: a book identified as having been part of a library or other lending institution

Flyleaf: a blank leaf at the front or rear of a book; strictly speaking, it is the leaf following the front, free endpaper, but the term is often used for the free endpaper itself

Foxing: reddish-brown spots or splotches most commonly found on a book's pages, but also sometimes found on the cover

Frontispiece: illustration just before, and usually facing, the title page

Gilt: gold-colored; e.g., "top edge gilt" or "gilt toolwork"

Hinge: the joint that bends when a book is opened; strictly just the inside juncture, but also used for the outside juncture between board and spine

Laid In: loosely inserted; an ephemeral item (often related to the contents of a book, such as a map or newspaper clipping) that has been inserted in a book, without being fastened to the book in any fashion, is said to be "laid in" as opposed to being "tipped in" or bound with the book

Large Format: a book whose spine measures more than 11 inches (not an official bibliographic term)

Leaf (plural: Leaves): a piece of paper, comprising two pages (front and back); pagination is specified according to how an item is printed; e.g., "100 lvs" indicates that the book is comprised of 100 leaves, with each leaf printed only on one side; "100pp"

indicates that the book is comprised of fifty leaves, with each leaf printed on both sides (also see the definition for Plates)

Marbled: a procedure that creates a pattern on paper roughly imitating marble; “marbled endpapers” are most commonly found in 19th-century books

Miniature: a book measuring less than 2 inches by 1½ inches

Pastedown: the half of the endpaper that is pasted to the inside of board

Pictorial Boards: illustrated covers (boards); the term is often used to describe a book with no dust jacket for decoration, but that instead has an illustrated cover

Plates: normally full-sheet illustrations, but also used for other illustrations; “leaves of plates” refers to pieces of paper containing illustrations printed on only one side, as opposed to a “pages of plates,” which would designate papers having illustrations printed on both sides; if a book contains both leaves of plates and pages of plates, all are designated as pages; both of these phrases are used only if the leaves or pages are not included in the book’s pagination

Presentation Copy: a copy of a book that was given by the author to an acquaintance, including an inscription to that individual and not just the author’s signature

Running Title: title located at the head of every page or every other page of a book; may be used if the title page is missing

Signatures: letters and/or symbols printed on the bottom of a book’s leaves; common in books printed before the 20th century, the signatures served as a guide to the binder in assembling the leaves in the correct order; typical patterns of signatures follow: a, a2, a3, a4, a5 ... b, b2, b3, b4, b5, ... OR \*, \*\*, ... a, a2, ... b, b2, ...

Signed: autographed by the author

Slipcase: protective box—often decorative—into which a book is slipped

Spine Title: title located on a book’s spine; may be used if the title page is missing

Tipped In: lightly attached along one or two edges; an item that has been pasted in a book in this manner is said to be “tipped in” as opposed to being “laid in” or bound with the book; art books often contain illustrations that are attached to the leaf along the top edge of the plate

Title Page: normally the first or one of the first printed pages of a book; the title page is the source of a book’s official title and typically contains important publication information as well, such as publisher and date

Toolwork: decoration or impressions on a book’s binding; toolwork can be either blind or gilt

Uncut: leaves that still have rough or uneven edges after they have been opened (also see the definition for Unopened); once they have been cut or trimmed, the edges are smooth

Unopened: leaves that are still folded and attached to one another at the top and fore-edge; new books are sometimes sold in this manner and, in order to read the book, the owner must cut the paper at the folds, thus making each leaf independent; a book that is unopened is also uncut, but one that is uncut is not necessarily unopened

Vellum: calfskin; originally it was used like parchment, and later (16th-17th centuries) it was used like leather in the binding of books; its color is off-white to pale yellow