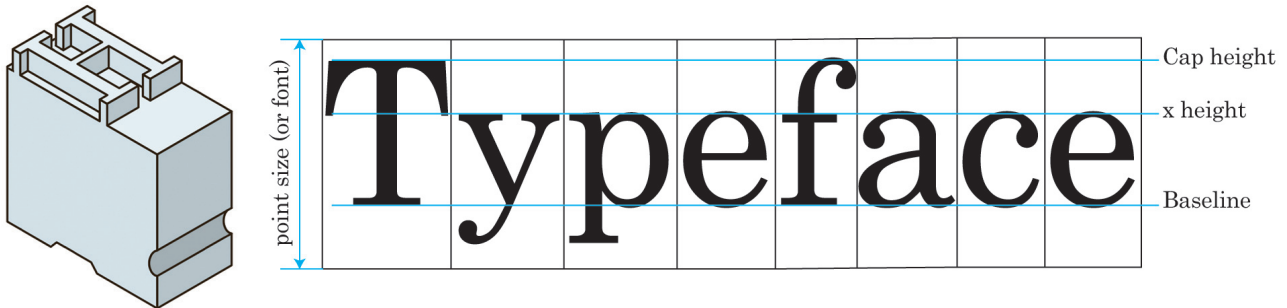


Typefaces, leading, and fonts

Most of the terms we use today come from setting metal type by hand. Each individual letter was cast on a slug. This was large enough to accommodate descenders and ascenders (the upright of an **h** or **f** and capital letters, and the bottom part of a **y** or **p**).



Typeface - This is the design of the letter forms. eg Times, Ariel, Helvetica, Garamond.

Font - This refers to the size and style within the typeface family. eg 12pt italic bold.

Commonly used fonts are: Roman, Italic, Semi Bold, Semi Bold Italic, Bold, Bold Italic

eg Times (*Typeface*) 12pt bold italic (*Font*)

The letters can look a different size (known as appearing size) in different typefaces. Those shown below are all the same font. eg 48pt Roman (meaning upright or normal)



Leading - the space between each line of type.

Originally these were thin slats of lead, slid between each line of type. Typewriters used single or double spacing, a totally different concept.

An 11pt font, with 2pt leading, would set each line of type 13pt apart.

(For the dedicated nerd, there are 72pts to an inch. France used a different system)



The specification for typesetting a novel might be 11/13pt Garamond Roman (Roman simply means the standard non-bold, non-italic basic font).

By using this precise measurement it is easier to specify heading and subheadings.

NB Microsoft Word uses approximately 115% of the fonts size as a default setting, which would be 11/12.65pt (I prefer 11/13pt as the maths is easier if you are adding chapter drops on and it gives each line a tiny bit more air)