

### Suggestions on Making Up.

THE March number of the Bookmaker contains some valuable "suggestions on making up," by Side Stick, from which we call the following:

"The first thing is to get a number of the galleys containing the matter to be made up and place them so that the pages can be measured off easily. Usually a double stand is available for this purpose, and galleys can be placed not only along the lower ledge of the cases or board, but may be placed one above the other until the whole top of the stand is covered. By this means a dozen or more pages can be measured off and the trouble of going back and untying pages may be avoided. The necessity for this precaution may not appear at first sight, but it will grow upon a man after a little experience.

"When the length of the pages is left to the compositor he should make them about one-half longer than their width. For instance, if the matter is twenty-four picas wide the pages should be thirty-six picas long without the headline or folio. Of course this proportion cannot always be strictly adhered to, but it will serve as a basis.

"The matter should be roughly measured off to see whether there are likely to be any bad divisions. There are certain laws in regard to this part of the work which must on no account be violated. The last line of a paragraph must not be turned on to the top of a page, even though it should be a full line; nor must one line of a paragraph be allowed to stand at the foot of a page, if it is possible to avoid it. By keeping a look out ahead these difficulties usually can be avoided, but it may sometimes be necessary to 'get in' or 'drive out' a line.

"The first page of a chapter or section should be sunk about one-fourth the depth of an ordinary page; that is, if the length of the page is thirty picas, such first page should begin about seven picas from the top. Where a chapter ends below the middle of a page, it is better to begin the next chapter on a new page rather than to crowd the heading and have just a few lines at the foot.

"Where there are running heads to the pages they should be set either in even small capitals or in italics, and the space under them should be equal to one line of the type. Where there are cross headings occurring in the body of the pages, such

headings should be made a little more prominent than the remainder of the page, and should have about twice as much space before them as after them, so that if there were a nonpareil after, there should be at least a pica before them.

"Great care should be taken to secure uniformity in the length of the pages; otherwise there will be trouble when they come to be imposed. The lines should be pressed close together with the fingers and examined to ascertain whether they may not be off their feet, for unless they stand perfectly upright there must be a variation in the length of the page.

"What I have written refers to the making up of ordinary book pages, although the rules laid down apply equally to the making up of magazines, journals and other periodicals. The appearance of a newspaper is very much affected by the manner in which its pages have been made up, and where we see crooked lines or columns, or a single line turned over to the top of a column, we may be sure that the maker-up is not a good workman.

"However, there is a class of making up which calls for much more skill and care than I have outlined here. Where there are side notes, foot notes, inserted cuts, or where the work is set in several different sizes of type, then indeed does the maker-up need to be a man of good judgment and excellent skill. To have a note fall just right, it may be necessary to go back several pages, or to overrun a paragraph or two in order to 'drive out' a line or to save one. Where the work is not too particular two corresponding pages may be made a line longer or shorter to help over such difficulties, or some liberties may be taken with the spacing between sub-heads or between the text and the foot notes.

"In high class work such irregularities would not be allowed, and from the first page to the last the most rigid uniformity must be preserved. Not only would a single line at the top of a page be an offence, but a single line at the foot of a page would be condemned also. Moreover, a page could not end with a line which finished with a divided word. All of the pages must be of exactly the same length; all of the chapters must be sunk the same number of lines; there must not be less than six lines turned over at the end of a chapter; there must be exactly the same number of leads before all sub-heads, and the same proportionate space after them."