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GREGORY WALKER

*Head of Slavonic Section, Bodleian Library, Oxford*

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G.P.M.W.

Wheatley, Oxford

1 May 1977



## *Glossary of specialised terms*

Explanations are given below of specialised terms which occur frequently in the text or notes. Other such terms are defined briefly or translated where they first appear.

**AUTHOR'S SHEET** (*avtorskii list*). Unit measuring the amount of work written by an author, the basis for calculating his fee, and one measure of the work-load of a publishing-house's editorial staff. Equal to 40 000 typographical units of text, including spaces between words but excluding contents lists, illustrations, and other matter for which the author is not responsible. See also SHEET, PRINTED SHEET, PUBLISHER'S SHEET.

**DECREE**. Used to render Russian *ukaz* and *postanovlenie*. Both are rulings by the highest Soviet administrative and legislative organs. An *ukaz* is issued by the Presidium of the Supreme Soviet. A *postanovlenie* is issued by the Central Committee of the Communist Party, the Councils of Ministers of the USSR and the constituent republics, state committees, and a few other bodies.

**EDITION SIZE** (*tirazh*). The number of copies of a book printed in a single production operation. A single *tirazh* may be printed by more than one printing enterprise, but further identical copies ordered separately at a later date (within the time limit of the original contract with the author) are described as a *dopolnitel'nyi tirazh*, i.e. a second, or subsequent impression.

**EDITOR** (*redaktor*). A member of the staff of a publishing-house, or sometimes an outside consultant, responsible for one or more of the following: recommendations for the selection and commissioning of manuscripts; ideological, literary and factual examination and amendment of completed manuscripts; preparation of a manuscript for the printer, supervision of its progress in production, and monitoring of its reception by the public. A chief editor (*glavnyi redaktor*) supervises the entire editorial side of a publishing-house's operations. See also EDITORIAL OFFICE.

**EDITORIAL OFFICE** (*redaktsiya*). In a book publishing-house, a group

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- of editors and ancillary staff, dealing with works in a particular area or with some other characteristic in common. In the charge of a 'head' (*zaveduyushchii redaktsiei*). See also EDITOR.
- ORDER (*prikaz*). A ruling issued, approved or confirmed by the chairman of a state committee or by the minister of an all-union or republic ministry.
- PRINTED (OR PRINTER'S) SHEET (*pechatnyi list*). Unit measuring volume of book production and amount of paper consumed. As a 'natural' unit it may be one side of any standard paper format, but for comparative purposes is converted by coefficients to one side of a sheet 60 cm × 90 cm. See also SHEET, SHEET-COPY, PUBLISHER'S SHEET, AUTHOR'S SHEET.
- PUBLISHER'S SHEET (*izdatel'skii* or *uchetno-izdatel'skii list*). Unit measuring amount of printing work. Equal to 40 000 typographical units, 700 lines of poetry or 3000 sq. cm of illustration. Includes spaces between words and all chapter headings, page numbers, contents lists, etc. See also SHEET, SHEET-COPY, PRINTED SHEET, AUTHOR'S SHEET.
- REFEREE. See REVIEWER.
- REISSUE (*pereizdanie*). Either the publication of a work in unaltered form after the expiry of the original contract period, or publication in altered form (i.e. a 'new edition') during or after that period.
- REVIEWER (*retsenzent*). A distinction is made, following English usage, between a 'reviewer' and a 'referee', to both of whom the Russian *retsenzent* is applied. A referee writes a 'report', which is usually confidential, for the publisher or some other authority *before* publication of a work, whereas a reviewer writes a 'review', which is normally itself published, *after* the work appears in print.
- SHEET (*list*). Sometimes translated as 'signature'. The usual Soviet unit of measurement for the physical extent of printed matter, measured in three ways for different purposes (see AUTHOR'S SHEET, PRINTED SHEET, PUBLISHER'S SHEET) and approximately equivalent to sixteen printed pages of an average-format book.
- SHEET-COPY (*list-ottisk*). Either PUBLISHER'S SHEETS or PRINTED SHEETS may be the basis for this unit of measurement for book production, referred to respectively as 'publisher's sheet-copy' or 'printed sheet-copy', which equals the number of sheets in a book multiplied by the number of copies printed (the *tirazh*).
- STATUTES. Used to render Russian *polozhenie* and *ustav*. Both are

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legal documents, confirmed by a DECREE or an ORDER, setting up an institution, organisation or enterprise and defining its rights, duties and basic structure.

THEMATIC PLAN (*tematicheskii plan, templan*). In its wider sense, any listing of specific publications or manuscripts, but more often applied to the publication plan (*plan vypuska literatury*) of works which a publisher intends to issue in a given year.

TITLE. Used in the text to denote books or pamphlets as bibliographically independent units. For example, the component volumes of a multi-volume work would not be regarded as separate titles, whereas a revised edition would rank as a different title from the original edition. To be distinguished from VOLUME.

VOLUME. Used to render the Russian *izdanie* in its specialised sense in Soviet publishing statistics, where it is defined as a typographically and physically distinct publication – often, and more accurately, called *pechatnaya edinitsa*. A ten-volume work would count as ten *izdaniya*, but as only one ‘title’ in the definition above.

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### *Note on transliteration*

The Cyrillic alphabet is transliterated and alphabetised according to the 'British' system of British Standard 2979:1958, with diacritics omitted.

### *References to journals and series*

References to journals use the year of issue, followed by the issue number in brackets, when the journal carries no volume numbering. References to irregular numbered series give the volume number followed by the year of publication in brackets.