Bibliographical Description II

Collation
(Pearce: p. 61-95)
Collation consists of 5 main parts

1. statement of format
2. statement of gatherings
3. statement of signings, foliation, and pagination
4. statement of plates and insets
5. statement of press figures
Review of the elements:

- **[Heading]** (p. 19)
- **Title page:** [description of compartment, frame, or rules; give measurement in height x width] (pp. 19-29)
- **[Letterpress transcription]** (pp. 30-38)
- **[Collation and colophon]:** includes statement of format; statement of gatherings; statement of signings, foliation, paginations] (pp. 61-97)
- **Contents:** (pp. 98-100)
  [Also include]
  - catchwords:
  - running titles:
  - type page:
- **Binding:** (p. 104)
- **Notes:** (p. 105)
In order to understand format it is important to understand how paper and books were made in the hand-press period (1501-1800)

- Paper was made by hand on a mold, 1 sheet at a time
- Sizes of paper for books ranged from 12x15 to 19x27 (Belanger 102)
- Most paper contained chain lines
- Often contains a watermark and sometimes a countermark
Position of chain lines and watermark

The pattern of chain lines always runs parallel to the short side of the sheet.

The most usual position of the watermark (black outline) and countermark (green cross) is shown in this image.

Image: Goucher College Library: Mapping Special Collections Blog (Duodecimo format: inner forme)
Imposition and format

• Imposition is the arrangement of type pages according to the number of printed leaves the printer wishes to obtain from each sheet of paper
• Each sheet is printed on both sides (perfected) by the use of two formes
• Outer forme contains the lowest page number
• Inner forme contains the next lowest page number
• Imposition varies according to the format required
Imposition and folding

- The imposition of the type pages in the forme is a mirror image of the printed page.
- Some type pages have to be imposed upside down.
- Printed pages are folded together to form gatherings.
- Gatherings are marked with signatures.
Some common formats

- Sheet unfolded – broadsheet 1° bs b.s.
- Sheet folded once – folio 2° fol.
- Sheet folded twice – quarto 4° 4to Q° Q
- Sheet folded 3 times – octavo eightmo 8° 8vo
- Sheet folded in half twice and then in thirds-duodecimo (twelvemo) 12° 12mo
- Sheet folded in half 4 times-sixteenmo 16° 16mo
Determining format

• Format is not always easy to determine
• Size alone does not indicate format
• Most reliable indicators are:
  • Direction of chain lines
  • Location of watermark(s)
Also: no. of leaves per gathering; location of deckle edges, if uncut; folds, if unopened
The statement of format is followed by a colon (4° :)

After the colon comes the statement of gatherings given according to the basic formula (handout of 73-74)

Also be aware of the following possibilities:

- Multiple signings (e.g. A — Z⁸, AA — ZZ⁸) (or 2A — 2Z⁸)
- Duplicate signings (e.g. A — Z⁴; A-D⁴ is A — Z⁴; 2A — D⁴)
- Inferred signings (e.g. [A]⁴, B — D⁴ or A — D⁴, [E]⁴, F — G⁴)
- Un-inferred signings. Use pi (π) before a 1st major series and chi (χ) within a sequence
Abnormal gatherings:

- Abnormal gatherings are caused by the insertion and/or cancellation of a leaf or leaves within the gatherings

- Inserted leaves (*disjunct*) are pasted or bound to the beginning, inside or end of a gathering
  - At the end: $D^4 (D_4+1)$ or $D^4(D_4+\chi_1)$, etc.
  - At the beginning: $D^4(1+D_1)$ or $D^4(\chi_1+D_1)$, etc.
  - Inside: $D^4(D_2+1)$ or $D^4(D_2+\chi_1)$, etc.

- Inserted folds (*conjugate*) Conjugacy is indicated by use of the full stop (e.g. $A \rightarrow E^4$, $F^4(F_4+F_{5.6})$, $G \rightarrow H^4$, etc.)
Cancellation and substitution

- Cancellation is the removal of a leaf – *cancellandum*
- Substitution is the insertion of a replacement leaf – *cancellans*
- Simple cancellation is denoted by a minus sign:
  - $A - B^4, C^4(-C_2), D^4(-D_4), E - H^4$
  - $A - B^4, C^4(-C_{1,2}), D^4(-D_{1.4}), E - H^4$
- If the cancellation is followed by a substitution, the same formula is used with the addition of the + sign
  - $A - B^4, C^4(\pm C_4)$
3. Statement of signings, foliation, and pagination (Pearce 93-94)

- **a) signings**: immediately after the statement of gatherings
  - Indicates exactly which leaves are signed
  - $ is used to mean either “all gatherings” or “in all gatherings”
  - $4°: A — K⁴, [$3 signed] (first 3 leaves in each gathering are signed)

- **b) foliation**: total of leaves. Must agree with the total in the statement of gatherings
  - $4°: A — K⁴, [$3 signed]; 40 leaves (10 gatherings of 4 leaves each)

- **c) pagination**: statement of pagination
  - $8°: π⁴, A — C⁸, D⁴, [$3 signed]; 32 leaves, pp. 1-64
4. Statement of plates and insets (Pearce 94)

These should be noted if they do not occur within the collational count:

- Plates I-III (opp. G2v, K3v, L3r)

5. Statement of press figures (94)

The press figure or press number appears in some books between 1680-1820

- press figure: 3(A2v, A4r, B2v, B4r)