

CANADA  
DEPARTMENT OF MINES  
HON. P. E. BLONDIN, MINISTER; R. G. McCONNELL, DEPUTY MINISTER

**MINES BRANCH**  
EUGENE HAANEL, PH.D., DIRECTOR

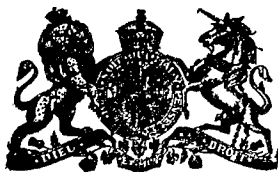
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# Standard Specifications for the Printing of Mines Branch Reports, Monographs, Bulletins, etc.

IN TWO PARTS

Part I, Specifications

Part II, Models



PART I

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OTTAWA  
GOVERNMENT PRINTING BUREAU  
1916

No. 440



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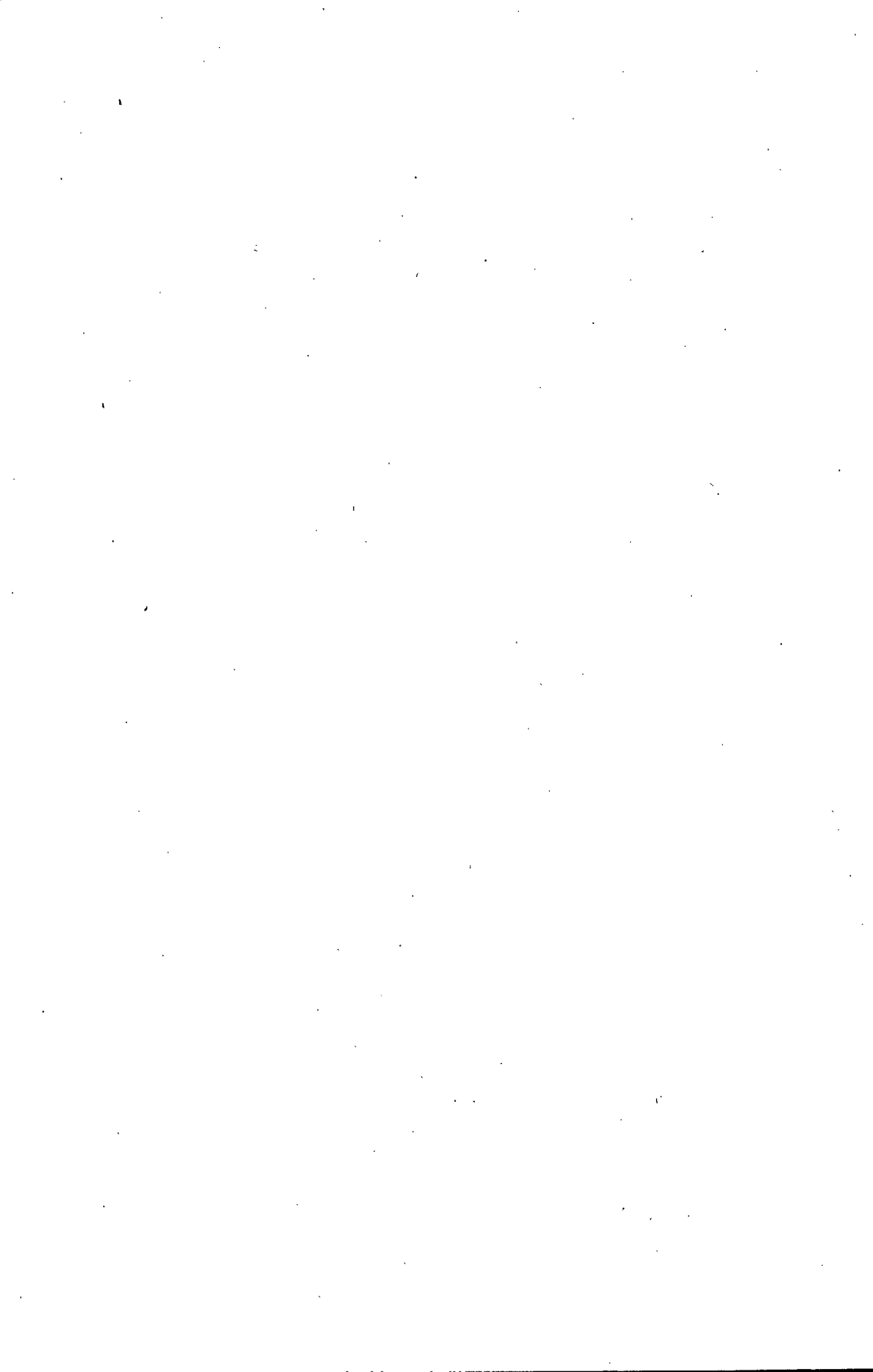
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**STANDARD SPECIFICATIONS FOR THE PRINTING OF  
MINES BRANCH REPORTS, MONOGRAPHS,  
BULLETINS, ETC.**



# STANDARD SPECIFICATIONS FOR THE PRINTING OF MINES BRANCH REPORTS, MONOGRAPHS, BULLETINS, ETC.

## I. SIZE OF BOOK.

- (a) Paper covered =  $9\frac{3}{4}'' \times 6\frac{1}{2}''$ .
- (b) Cloth covered =  $10'' \times 6\frac{3}{4}''$ .

## II. MATERIALS.

### 1. Covers.—

#### (a) *Paper*:—

Metals	=	Granite-grey.
Non-metals	=	Dark-brown.
Fuels	=	Light-brown.
Ceramics	=	Ripple-finish copper.
Highways	=	Walnut.
Statistical	=	Monastery-buff.
Summary reports	=	Government standard blue book cover.

#### (b) *Cloth*:—

Metals	=	Granite-grey.
Non-metals	=	Dark-brown.
Fuels	=	Light-brown.
Ceramics	=	Reddish-brown.
Highways	=	Dark-grey.
Statistical	=	Buff.

#### Note,—

For approved material, and particulars of same, see  
book of standard samples: Part II.

### 2. Text sheets.—

#### (a) *General*:—

Text, and page-size zinc engravings, to be printed on  
genuine English featherweight book paper,  $28''$   
 $\times 42'' = 62$  pounds.

Blank leaves—same as text paper—to be incorpor-  
ated between front and back covers and body of  
book.

#### (b) *Special*:—

For volumes with more than 150 pages—inclusive of  
illustrations, index, catalogue, etc.—the paper is  
to be "Super calendered book stock,"  $24\frac{1}{2}'' \times 36\frac{1}{2}''$   
 $= 50$  pounds: same as used for "Canada Year  
Book, 1914."

(c) *Quality of materials:—*

It is important that the stock upon which Mines Branch publications are printed should be of good quality: that is, the physical characteristics should be, approximately, as follows:—

"Fibres—Not less than 70 per cent of fibres.

Sizing—Not more than 2 per cent rosin, and finished with the normal acidity of pure alum.

Loading—Not more than 10 per cent total mineral matter (Ash)."

Note,—

See book of standard samples: Part II.

**3. Illustrations.—**(a) *Halftone engravings:—*

All photographs, whether plates or figures, are to be reproduced as halftone engravings, and must (unless otherwise ordered) be printed, for separate insertion, on "Suede finish, white, coated, book stock," 28" × 42" = 126 pounds. In making halftone engravings, use 150-mesh screen. Border to consist of a fine black line, having white line, twice the width of the black line, inside the border line.

(b) *Zinc engravings:—*

All page-size drawings for figures, diagrams, charts, and page-size maps, are to be reproduced as zinc engravings, and be printed in the text feather-weight forms. In most cases, the numerals and legends outside the main drawing, or cross-section base, are printed from type.

(c) *Photo-lithographic engravings:—*

In the case of diagrams or charts on small-scale, cross-section paper, the lines of the cross-section base must be in pale green. (See p. 30, in book of standard samples). The diagrams are over-printed thereon, in black. This, of course, involves two printings, on standard map bond.

(d) *Folders:—*

All folders to be printed on standard map bond.

Note,—

See book of standard samples: Part II.

**III. TYPE.****General text:—**

Monotype, 10 point, modern face, solid, with text limits  $7\frac{1}{2}" \times 4\frac{5}{8}"$ , having outer vertical margin  $\frac{3}{8}"$  wide; except in the case of the annual summary report (Blue Book), in which the text limits are  $7\frac{1}{2}" \times 5"$  with  $\frac{3}{4}"$  margin. (See Model, p. 9.)



The size of type for the subordinate headings or captions throughout the text will be regulated by the various subject values indicated by line indents in the table of contents. The following type sizes, however, to suit the respective declensions, may be taken as a general guide:—

Main caption.....	=	12	point roman caps.
Chapter.....	=	10	„ caps, antique.
Sub-caption.....	=	10	„ caps.
Introductory.....	=	8	„ caps, boldface.
Description under			
introductory.....	=	8	„ caps.
Next indent.....	=	10	„ caps and lower case, boldface.
„ „ .....	=		Level small caps.
„ „ .....	=		Italics.
„ „ .....	=		Roman.

Whenever duplication or succession of words or figures occurs in vertical series, standard ditto signs must be used, not quotation marks. (See Model, p. 26).

#### Tables:—

In the case of tables, the superscription (i.e., “Table IV”) to be in 8 point roman caps, and the title of table, in 10 point caps and lower case, boldface. (See Model, p. 11.) The general type for headings in rule boxes to be the same as in the columns; unless otherwise specified on MS. (See Model, p. 32.)

**Table of contents, legends for illustrations, extracts, appendices, tables generally, indexes, and catalogue of Mines Branch publications,** to be printed in 8 point, monotype. (See Models, pp. 10, 11, 22, 23, 25, 26, and 27.)

#### Footnotes:—

All footnotes to be printed in 6 point, monotype.

#### Reference signs after numerals in columnar statistics, etc.—

When a reference is made after numerals in columnar statistics, weights, and dimensions, or in chemical and mathematical formulæ where letters are used instead of figures, use signs of the asterisk series, in the following order: \* † ‡ § ¶ || ¶¶; repeated in duplicate, as \*\* ††, etc. (See Model, p. 13.)

In the case of mathematical formulæ, however, where figures only are used, 5 point, lower case, italic superior letters a, b, c, d, etc., are preferable, since superior reference figures might lead to error. (See Model, p. 13.)

#### Reference letters and figures in text:—

Where reference is made in the text, to parts of machines, etc., the major references must be in 8 point caps, gothic type; and the minor, in 8 point lower case, gothic type. When figures are used in place of letters, the numerals must be in boldface type. (See Model, p. 12.)

**Mathematical signs and symbols:—**

Where mathematical symbols are used in the text, the  $\times$  and  $+$  signs should be the same height as the lower case letters used in the text lines, (see Model, p. 14); while inclusive brackets should be boldface, and of the character shown per Figs. 1 and 2, on Model, p. 14.

**Cover:—**

The title, general superscription, imprint, and backbone legend on cover—as regards size and general arrangement of type—to be similar to approved model, p. 18. The backbone legend, however, may be omitted in the case of bulletins, pamphlets, and separates, where the volume is too thin to allow of the use of type similar to that on model.

**Title-page:—**

The arrangement and size of type on title-page to be similar to that on Model, p. 19.

**Letter of transmittal:—**

The body type to be 10 point, with caption in 10 point, boldface caps, and the author's signature in 10 point caps and lower case, boldface. (See Model, p. 20.)

**Preface:—**

In the case of a preface, the body type is to be 10 point, with caption in 10 point caps, boldface, and the signature in 10 point caps and lower case, boldface. (See Model, p. 21.)

**Sub-title page:—**

The type to be 12 point caps, antique: unless otherwise specified. (See Model, p. 24.)

**Special series:—**

In the case where it is intended to publish a special series of volumes, and where a number of the volumes of which have already been issued from the press, the subsequent volumes must be printed—as regards paper, style, type, and general make-up—precisely similar to the initial volumes of each of the series previously published. This rule applies to French editions also.

**French translations:—**

All French translations of English editions (not forming part of a series)—whether the English edition was published prior to the adoption of the present standards or not—must be printed in accordance with standard specifications.

#### IV. BINDING.

(a) **Text forms:—**

The combined leaves of all books containing more than three forms, to be oversewn with strong hempen thread, (See Fig. 1, on Model, p. 28), so that the book will open easily, and remain open when held in the hand. (See Fig. 2, on Model, p. 28.) Books or pamphlets having less than three forms, may be wire stitched through the back. (See Fig. 3, on Model, p. 28.)

(b) **Cover:—**

The cover to be glued to backbone of combined forms, and reinforced on the inner sides—front and back—with linen strips.

(c) **Halftone illustrations:—**

Since all halftone illustrations are printed on special stock, and are generally incorporated in the volume as separate inserts, they must be introduced into their respective places in the forms, prior to binding, and be oversewn in (not glued or pasted in) with the forms. This applies also to cases where halftone plates are, imperatively, bunched between forms, or at rear of text forms, as in the case of all Blue Books.\*

(d) **Photo-lithographic engravings:—**

Inasmuch as photo-engravings are printed on standard map bond, and are, therefore, separate inserts, the method of binding in, as applied to halftone engravings, applies in this case also.

(e) **Folder inserts:—**

All map bond and coated stock folders to be oversewn in with the forms, as in the case of the halftone plates.

#### V. MAP HOLDER.

Where volumes are accompanied by folder maps, a pocketed holder is to be provided, in which the maps are to be inserted.

(a) **Size and form of holder:—**

The map holder to consist of an envelope  $9\frac{1}{2}$ " long  $\times$   $5\frac{1}{2}$ " wide, made of manilla paper  $30" \times 40" = 80$  pounds. (See book of standard samples.) This holder to be placed at end of book, next to back cover, with pocket opening facing inwards, to prevent map from falling out. (See Model, p. 29.)

(b) **Method of binding into volume:—**

Before the series of text forms are finally "oversewn" together, the binder takes the last of the forms, and overwraps the back with about  $\frac{1}{4}$ " of the glued selvage edge of the manilla holder; then sews through the form—including the manilla wrapping—and the rest of the series of forms. (See Model, p. 29.)

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\* See footnote to Clause (j) Section VI, p. 7.

## VI. MAKE-UP OF BOOK.

### (a) **Cover:—**

The departmental superscription, title, imprint, and backbone legend on cover, to be in accordance with model, p. 18.

### (b) **Frontispiece:—**

This illustration must face the title-page. If, however, there is no frontispiece, a blank leaf is to be substituted.

### (c) **Title-page:—**

The letterpress on this page is to be printed on one side of leaf only, and to face the front of the book. (See Model, p. 19.)

### (d) **Letter of transmittal:—**

The author's formal letter of transmittal is to follow the title-page, and is to be printed on one side of leaf only, facing front of book. (See Model, p. 20.)

### (e) **Preface:—**

The author's preface (if any) is to follow the letter of transmittal; but if the preface is written by the Director it must follow the title-page, and begin on a right-hand page. (See Model, p. 21.)

### (f) **Table of contents:—**

Embodies an epitome of the textual contents, together with a detailed list of plates, figures, maps, etc.: all printed continuously, in 8 point monotype, commencing on a right-hand page. (See Model, p. 22 and 23.)

### (g) **Sub-titles:—**

Sub-title pages—on which the letterpress is in the middle of the leaf, on one side only, and facing front of book—are to be placed (1) before the first page of text; (2) before the Catalogue of Mines Branch publications; and (3) before partial divisions of the report as a whole. (See Model, p. 24.)

### (h) **Text pages:—**

The text matter must always begin on a right-hand page, and be headed with general title of the report, in 12 pt. roman caps—the name of the author being omitted. (See Model, p. 9.) New chapters begin on right-hand page also.

### (i) **Tabular matter:—**

Where tables are continued from page to page, the rule boxes—with same headings as at the beginning of table—to be carried forward to top of subsequent page or pages.

**(j) Illustrations:—**

All page-size insert plates, figures, charts, maps, etc., to be same size as the text pages. In the case of folder inserts, however, the folded edges must be at least  $\frac{1}{4}$ " within the outside limits of the text pages: to allow for the trimming of text pages in the event of a cloth bound edition being required, or, for rebinding by libraries. In all Blue Books, the insert illustrations, etc., must be bunched between forms, or at rear of text forms.\*

**(k) Appendix:—**

This supplementary data illustrative of the subject matter of the report, must begin on a right-hand page. The superscription "Appendix" should be in 10 pt. caps, antique, and the title in 8 pt. caps. (See Model, p. 25.)

**(l) Index:—**

The index must begin on a right-hand page. The superscription "Index" should be in 10 pt. caps, antique. Each alphabetical section must be headed by a capital letter in 8 pt. caps, boldface. Where duplication of descriptive words occurs in a line or lines below another, standard ditto signs must be used, not quotation signs. And where a Christian name, or name of a company, or geographical name is abbreviated: i.e., "Camsell, Chas.—"; "Western Salt Co.—"; "Sussex, N.B.—"; the predication following any of these must be preceded by a period and dash; but where there are no abbreviations in the subject references, the predication following the same is followed by a colon, thus—"Camsell, Charles:" "Western Salt Company:"; "Sussex, New Brunswick:". (See Model, p. 26.)

**(m) Catalogue of Mines Branch Publications:—**

The font for this standard list—consisting of about 23 pages—is kept standing, but is changed with the publication of each new Mines Branch report, for incorporation in the next issue: thus keeping the list up-to-date. (See Model, p. 27.)

**(n) Pagination:—**

In numbering the text folios, the odd numbers must be on right-hand pages, and the even numbers on left-hand pages—all numbers to be in 10 pt. arabic numerals,

\* Copy.

House of Commons,  
Ottawa, June 22, 1903.

Dear Sir,—

I have to inform you that the subject of the insertion of plates has been considered by the Printing Committee, and that they have instructed that in future, plates for illustration in the sessional reports shall be placed either between sections or at the end of divisions of the volume. You are not to open up sections and paste plates in, in any cases where that would cause additional delay or expense.

Yours truly,  
(Sgd.) C. H. Parmelee,  
Chairman, Printing Committee.

Dr. S. E. Dawson,  
King's Printer.

and in middle of page; except in case of first page, where the number must be at bottom of page. The entire text pages from first to last leaf—including appendices, index, sub-title pages, and blank pages—to be numbered consecutively. This does not apply, however, to intermittent, page-size, halftone plates and map inserts, nor to folders: these are enumerated in table of contents as facing the page on left of each of the respective inserts. The folios preceding the text pages are numbered independently, in 10 pt. lower case, roman notation: beginning with the title-page, and ending with the back of sub-title page. The list of Mines Branch publications is also numbered independently, and in lower case roman notation. The numbers in each case to be in the middle of top of page.

(o) **Maps:—**

The maps—except those in the form of page-size zinc cuts, or photo-lithographic engravings, incorporated in the text, or inserted as folders—are to be placed in the manilla map holder at end of book. Such maps as are inserted in the text are to be folded in what is known as the “accordion” form, having the loose vertical edge projecting  $\frac{3}{8}$ ”, so as to facilitate the opening of the map, and to prevent ripping. Moreover, the folded edges of every folder map inserted in the text must be at least  $\frac{1}{4}$ ” within the outside limits of the book: to allow for the trimming of the text pages in the event of a cloth bound edition being required, or for rebinding by libraries. (See Models, pp. 36–37.)

## VII. SUPPLEMENTARY NOTES.

**Footnotes:—**

In manuscript copy, footnotes are written immediately underneath the line where the word or subject matter to which they refer occurs, and not at the bottom of the MS. page. (See Model, p. 38.) The compositor, in making up the page forms, however, must set the 6 point footnote at the bottom of the page—unless otherwise directed by special note on the copy. All superior reference figures used to direct the reader from the text to a footnote, should be outside the punctuation mark or quotes—when they occur in juxtaposition with these devices.

**Decimal points:—**

In the case of money, and time, decimal points should be level with the bottom of the numerals; but in all other cases should be midway between top and bottom of the numerals.

This rule should be carefully noted by the printer, because in

the MS. sent in, all decimal points will appear at bottom of the numerals, due to the fact that in typewriting machines no provision is made for the midway point, the period mark being used under all circumstances.

### **Special abbreviations:—**

The abbreviation for "British thermal unit" is B.Th.U.—to correspond with the usage of the Institute of Civil Engineers, Institute of Mechanical Engineers, and other important scientific bodies in England.

The abbreviation B.T.U. is the official contraction for "Board of Trade unit," namely, 1,000 watt-hours.

### **Geographic names:—**

In the matter of geographic names, the decisions of the Geographic Board of Canada—as set forth in its official publications—are to be followed; even though related reports, already published, may bear other names. In all new reports, the discarded geographic names should be referred to by means of a footnote, giving all the facts of the case.

### **Legends for illustrations:—**

#### *Halftone engravings,—*

Regular page-size vertical halftone illustrations to have a distinguishing plate number, in roman notation, printed above the picture—near the right-hand corner; while the descriptive legend, in 8 point caps and lower case, must be printed below the engraving; but whenever the picture is arranged at right-angles to the book, the plate number and legend are to be arranged vertically, not horizontally. In the event of two halftone illustrations appearing on one page, each engraving must have a separate plate number at top with descriptive legend immediately underneath each picture, as in the case of one on a page.

In the case, however, where a group of comparatively small microphotographs of metals, or small, full-size sections of coloured stones appear on one page, there will be only one plate number, and that at the top of the right-hand corner of the group; but underneath each illustration must be printed an identification number in either roman notation or arabic numerals. And instead of a descriptive legend under each picture, all the legends are to be assembled at the bottom of the group, or, printed on a page-size onion skin, or thin covering sheet, facing the engraving, as per Model, p. 43.

#### *Zinc engravings,—*

In some instances the legends and marginal notes on figures, charts, and diagrams, are engraved on the zinc block; but

in most cases the legends—which are always preceded by the designation “Fig.” and distinguishing number—are printed separately, in type. (See Models, pp. 31 and 33.)

**Acknowledgment legend:—**

Acknowledgment legends (if any), to be printed below the illustration, near the right-hand corner, and in 5 point italic type. (See Model, p. 15.)

Approved—

(Signed) **Eugene Haanel,**  
Director Mines Branch.

Endorsed—

(Signed) **R. G. McConnell,**  
Deputy Minister of Mines.

Prepared by—

(Signed) **S. Groves,**  
Editor Department of Mines.



