

Cities in time | Series specification



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Text inks

Two inks are used in the main text pages of the books, Pantone standard black and Pantone 485.

Major measurements

Refer to accompanying annotated scale spreads for exact measurements. These diagrams are authoritative on issues of measurement. If in any doubt please consult us.

Main text elements

The main text of the books is set in 10/14pt Monotype Photina. Text is set ranged left. Bold and Italic are provided by the old-style figures versions of Monotype Photina Bold and Italic respectively.

Paragraphs begin with a first-line indentation of 1-em (10pt). Paragraphs within the main body of the text are always indented, without exception.

The book samples have all been produced using Adobe InDesign. In the main body text InDesign's optical character spacing was used, together with an extra '10' tracking. If recreating these designs with software other than InDesign and/or different versions of the fonts this must be borne in mind and similar effects achieved.

Although ranging figures have been used throughout the main text this is because of technical issues with the fonts which we soon hope to clear up. Once these issues are resolved non-ranging ('old-style') figures will be used in the main text

Chapter openings

Chapters are not required to open facing an empty verso.

Chapter Headings

The chapter headings are set in Photina 24/28 pt using Pantone 485. All headings have a first-line indent of 10pt unless this is specifically over-ridden, as in the case of headings without chapter numbers and headings from sections where page layout changes, such as the index. Position of first baseline and behaviour of turnover lines is described by the accompanying illustrations.

Running feet

The running feet contain the folios and details of chapter and book. The type is 10 pt Monotype Photina, with non-ranging numerals used throughout. The verso text is the chapter's title, and the recto is the book's short title. The vertical bar is not a type character, it is a 15 pt rule with a weight of 0.5 pt, with its lower edge 5 pt below the running foot baseline. The rule is Pantone 485.

Images

Images in the main body of the text should be constrained within the height of the main text column, allowing space below for the caption, as described in the accompanying diagrams. Two basic configurations exist. In both cases the image edge closest to the gutter align with either the left edge of the text column (recto) or the apparent column edge (verso, 30 picas from left). The image then scales to the other column edge, or full out to the foreedge of the page. If an image would scale full-out but exceeds the height of the column then it must be scaled into the width of the column, which should reduce its height so that it's within the column. If this fails to solve the problem or if an image is especially strong or necessary then it may be run across the full surface of a page. The running foot of the page is removed in this case.

Image captions

Image captions are set in 10/14 pt Monotype Photina Italic (Old-style figures). Their final baseline falls on the final baseline of the text column.

Contents

The contents pages are set using the standard column, but with the chapter numbers hanging left off the vertical bar (dimensions and colour same as running foot, vertical position is 6pt lower than the text baseline). Chapter numbers are Ranged. Page numbers are separated from the chapter title by an en-space. Page numbers are set in Italic Old-style figures. Normal chapter titles have 14 pt space before them, except where one header immediately follows another, when a half-line (7 pt) separates the headings. For dimensions see diagrams.

Glossary

The glossary is set using the standard column and text sizes. The heading is not indented, and neither are turnover lines. The entry term is rendered bold, and

separated from the body of the entry by an en-space. Turnover lines are indented 1 em (10 pt).

Index

The index text is set in a two-column layout and the text, while using the same face as the main text is set 8/10pt and the '10' track usually applied to the body text is not applied, although test spreads were constructed using the optical character spacing feature of InDesign.

The Index heading is set flush left, but otherwise is as usual.

The introductory text is set as body text, except with no first-line indent.

The references are separated from the entry by an en-space. Italic figures are used to refer to illustrations of the entry, and bold is used to refer to main references to the entry. Turnover lines are set 3 em indented (30 pt) and sub entries are set 1 em indented (10 pt), with their turnovers indented 4 em (40 pt). Index entries should not be broken across pages or columns. The index columns should be balanced, with not more than 0.1 pt added or subtracted between paragraphs (if at all possible).

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Oxford first appears by name in a document known as the Burghal Hidage, dating from c.900, and the town was mentioned in the Anglo-Saxon Chronicle for the year 912. The name commemorates a 'ford for oxen' across the Thames which existed long before the town acquired any distinct urban identity. The medieval town was built on a gravel terrace above the river's flood-plain, with hills to the east and west, and flatter land to the north and south. For many years it was assumed that the original 'ox ford' was to the west, along the present Botley Road. But the recent discovery of an 8th-century stone causeway near Folly Bridge suggests that Oxford was named after a crossing to the south of the place where the town later grew up. This was the obvious place for an important river crossing, enabling people, goods, and animals from the Midlands to pass safely to the south of England, and vice versa. Oxford's prosperity, in the Middle Ages and later, owed much to the town's situation on this north-south trade route, which ran roughly along the line of the present A34 road; the east-west route through the town, equivalent to today's A40, counted for less at first. Today's constant procession of cars and heavy lorries on Oxford's bypass roads is a reminder of the town's continuing

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Like many important English provincial towns, Oxford owes its origins to the great expansion of urban life which occurred in the late 9th and 10th centuries. Recent archaeological research suggests that it was probably first laid out in the 890s by Aethelred, ealdorman of Mercia, or by his daughter-in-law Aethelthlaed, 'Lady of the Mercians'. Her father was Alfred, King of Wessex, whose territory extended to the south or Berkshire side of the River Thames, which passes to the south and west of medieval Oxford on its course from the Cotswold hills to London and the North Sea. Oxford thus seems to have begun life as a frontier town on the border of the two most powerful political units in southern England, and in many fundamental respects it has always remained a border town, fully identified neither with the Midlands nor with the south and west of England.

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33 | From Reformation to Restoration

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gap between picture and baseline is minimum 7pt



The chapel of Exeter College from the south

14pt above caption baseline

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The causeway was probably made during the reign of Offa, King of Mercia from 757 to 796, and led across the swampy flood-plain to the north of the Thames crossing; even today the low-lying ground near the river floods frequently in winter, and the city has long been notorious for its damp, stagnant air and enervating climate, conducive, some would say, to academic introspection and melancholy. Overlooking the causeway from the edge of the gravel terrace was a church, which stood near the present Christ Church Cathedral. According to medieval legend, a Mercian princess, Frideswide, escaping the unwanted attentions of a royal suitor, founded a community of holy women here, and after her death in 727 a religious community of some sort grew up around her shrine; recent dating of skeletons dug up from the cloister of Christ Church suggests that the community already existed in the 9th century. So, even before it became a town, Oxford was a centre of religious observance, with a minster church (monasterium) and a local saint of its own.

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Glossary of Architectural terms

aisle A passageway flanking the central area of a building, usually a church, and separated from it by an *arcade* or *colonnade*.

antechapel The western portion of an Oxford college chapel, separated from the main body of the building by a screen.

apse The rounded eastern end of a church's *chancel*.

arcade A row of arches resting on *piers* or columns.

ashlar Stonework cut in such a way as to present a smooth appearance, with the joints scarcely visible; the opposite of rubble masonry.

balustrade In Renaissance architecture, a row of stone balusters supporting a rail, often used at the roof level of a building.

bargeboard A carved wooden panel under the eaves of a *gable*.

battlement An indented parapet in medieval or medieval-inspired architecture, originally used as a means of fortification.

boss A raised carving at the intersection of the ribs in a medieval *vault*.

buttress A piece of masonry built against a wall, and usually at right angles to it, so as to add extra strength or to counteract the outward thrust of a roof.

capital The carved head of a column or *pilaster*.

chancel The eastern arm of a church, containing the main altar.

clerestory A row of upper windows lighting the inner parts of an aisled building, usually a church.

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