

# A

**A3** *adjective* European standard size paper, twice the size of A4: 297 x 420mm

**A4** *adjective* European standard size paper, 210 x 297mm

**A5** *adjective* European standard size paper, half the size of A4: 148 x 210mm

**AACR 2 Rev** *noun* Anglo-American cataloguing rules, revised second version

**A&I** *abbreviation* abstracting and indexing

**ABA** *abbreviation* American Booksellers' Association

**abbreviate** /ə'brɪ:vɪət/ *verb* to make shorter by leaving out some letters or by using only the first few letters of each word

**abbreviated entry** /ə,brɪ:vɪətɪd 'entri/ *noun* a shortened form of a bibliographic entry usually giving author, title and date only

**abbreviated text** /ə,brɪ:vɪətɪd 'tekst/ *noun* text which is shorter than the original

**abbreviation** /ə,brɪ:'vi:ɪf(ə)n/ *noun* a short form of a word

**ability** /ə'bɪlɪti/ *noun* a quality or skill which makes it possible to do something

**-ability** /ə'bɪlɪti/ *suffix* added to adjectives ending in *-able* to form nouns referring to a quality or state, e.g. readability

**able** /'eɪb(ə)l/ *adjective* quick to learn in an educational environment

**abridge** /ə'brɪdʒ/ *verb* to make something shorter

**abridged document** /ə,brɪdʒd 'dɒkjʊ:mənt/ *noun* a written document

which has been made shorter while keeping the main points

**abridged edition** /ə'brɪdʒd ɪ ,dɪf(ə)n/ *noun* a shortened text but keeping the main points or story

**abridgement** /ə'brɪdʒmənt/ *noun* a shortened version of a book

**abstract** *noun* /'æbstrækt/ a summary of the contents of a document  
■ *verb* /æb'strækt/ to summarise the main points of a document

**abstracting and indexing** /,æbstræktɪŋ ənd 'ɪndeksɪŋ/ *noun* the making of summaries and indexes for articles and books. Abbr **A&I**

**abstracting journal** /əb'stræktɪŋ ,dʒɜ:nəl/ *noun* a journal containing summaries of documents or articles in a given field

**ac** *abbreviation* **1.** in Internet addresses, the top-level domain for academic organisations **2.** in Internet addresses, the top-level domain for Ascension Island

**academic** /,ækə'demɪk/ *adjective* relating to studying ■ *noun* a person who teaches or does research usually in higher education

**academic library** /,ækədemɪk 'laɪbrəri/ *noun* a library which serves an academic community such as a university or college

**academic session** /,ækədemɪk 'seʃ(ə)n/ *noun* a school or university year, or one complete part of a year, e.g. a term or semester

**academy** /ə'kædəmi/ *noun* **1.** an educational institution devoted to a particular subject **2.** a secondary school which has been set up in cooperation

with private organisations such as businesses or voluntary groups

**accent** /'æksənt/ *noun* a mark put above or below a letter in writing or printing to show how it should be pronounced

**access** /'ækses/ *noun* the opportunity or right to use something ○ *They were given access to all relevant information.*  
 ■ *verb* to obtain, examine or be able to reach something ○ *You can access this information in a library or on a computer.*

**access code** /'ækses kəʊd/ *noun* a code used for information retrieval to show where something can be found

**access course** /'ækses kɔ:s/ *noun* a course of study designed for people without formal educational qualifications, so that they can gain entry to higher education

**accessibility** /ək,sesɪ'bɪlɪti/ *noun* the quality of being able to be found and used

**accessible** /ək'sesɪb(ə)l/ *adjective* easy to find and use

**accession** /ək'seɪʃ(ə)n/ *noun* a new addition to a library or collection

**accession list** /ək'seɪʃ(ə)n lɪst/ *noun* a list of new purchases or additions to a library

**accession number** /ək'seɪʃ(ə)n ,nʌmbə/ *noun* a consecutive number used to identify new additions to a library or collection in an inventory system

**accession register** /ək'seɪʃ(ə)n ,redʒɪstə/ *noun* a physical record of new purchases or additions to a library or collection

**access name** /'ækses neɪm/ *noun* a unique name that identifies an object in a database

**access number** /'ækses ,nʌmbə/ *noun* the telephone number used to link to an Internet service provider or other network provider using a dial-up connection

**access point** /'ækses pɔɪnt/ *noun* a transceiver in a wireless local area network that connects a wired local area network to wireless devices or that connects wireless devices to each other

**access time** /'ækses taɪm/ *noun* the time taken to get into a computer program

**accompany** /ə'kʌmp(ə)ni/ *verb* to play a musical instrument to provide a second part for a piece of music

**account** /ə'kaʊnt/ *verb* □ **to take account of something, to take something into account** to consider something when you are thinking about a situation

**accountant** /ə'kaʊntənt/ *noun* a person whose job is to keep the financial accounts for a business

**accounting** /ə'kaʊntɪŋ/ *noun* the process of keeping financial records for a company or organisation

**accounting period** /ə'kaʊntɪŋ ,pɪəriəd/ *noun* a period of time at the end of which a company's accounts are closed for checking

**accounting year** /ə'kaʊntɪŋ ,jɪə/ *noun* any period of twelve months which an organisation uses to control its money ○ *Many universities have an accounting year from August to August.*

**accounts** /ə'kaʊnts/ *plural noun* detailed records of money received and spent by a business or person

**accreditation** /ə,kredɪ'teɪʃ(ə)n/ *noun* the granting of official approval to a person or organisation, or the condition of having received this approval

'...the exams, certificates and other pieces of paper that go with CILIP education and accreditation really benefit info pros; raising their profile, and that of the whole profession.'  
 [Information World Review]

**accumulate** /ə'kju:mjuleɪt/ *verb* to collect things over a period of time ○ *We have accumulated a large collection of reference materials.*

**accumulation** /ə,kju:mju'leɪʃ(ə)n/ *noun* the act of collecting items gained over a period of time

**accurate** /'ækjʊrət/ *adjective* capable of providing information in accordance with an accepted standard

**acetate** /'æsiteɪt/ *noun* transparent plastic used for writing or drawing on, for use with an overhead projector

**achievement** /ə'tʃi:vmənt/ *noun* something which somebody has succeeded in doing, often after considerable effort

**acid-free paper** /,æsid fri: 'peɪpə/ *noun* paper which has had certain acid chemicals removed, so that it will not become yellow and brittle with age

**acidic paper** /ə,sɪdɪk 'peɪpə/ *noun* paper which is made from naturally acidic wood pulp or chemicals used in the manufacturing process, which deteriorates quickly

**acid process** /'æsid ,prəʊses/ *noun* the process of making chemical paper pulp using acid

**acknowledge** /ək'nɒlɪdʒ/ *verb* to inform the sender that a message or object has been received

**acknowledgement** /ək'nɒlɪdʒmənt/ *noun* a piece of text printed at the beginning of a written document thanking people who have helped in its production (NOTE: **Acknowledgement** is usually used in the plural.)

COMMENT: The acknowledgements may also include references to institutions which have given permission to quote copyright material or to use copyright photographs. The acknowledgements are usually placed after the verso of the title page and before the preface; if short, they can be listed at the end of the preface itself.

**acoustic hood** /ə,kʊ:stɪk 'hʊd/ *noun* a soundproof covering placed over such things as public telephones or computer printers, to cut out noise

**acquiescence** /,ækwi'es(ə)ns/ *noun* agreement with what somebody wants to do

**acquire** /ə'kwɪə/ *verb* **1.** to obtain or buy something ○ *to acquire the paperback rights to a new novel **2.** to gain a skill*

**acquisition** /,ækwi'zɪʃ(ə)n/ *noun* **1.** an object or item which is obtained, purchased or received as a donation to a library **2.** learning or obtaining a skill ○ *The acquisition of a new language is a long process.*

**acquisition policy** /,ækwi'zɪʃ(ə)n ,pɒlɪsi/ *noun* a plan for what types of stock will be bought by a library

'The British Library is to stop collecting every book, magazine and journal printed in Britain because it has nowhere to store them... The government's decision to review the library's acquisition policy follows news that shelves at its new £450m St Pancras site will be full before the building opens.' [*Sunday Times*]

**acquisition register** /,ækwi'zɪʃ(ə)n ,redʒɪstə/ *noun* a list of all books and materials obtained by a library

**Acrobat** /'ækroʊbæt/ a trademark for a file format developed by Adobe Systems, which describes a graphics, text and indexing system that allows the same screen image or page layout file to be displayed on different hardware

**acronym** /'ækronɪm/ *noun* a word made from the initial letters of other words, e.g. DIANE Direct Information Access Network Europe

**action shot** /'ækʃən ʃɒt/ *noun* a still photograph showing an action taking place

**activate** /'æktɪveɪt/ *verb* to cause something to start working

**active** /'æktɪv/ *adjective* busy, being used, working

**active database** /,æktɪv 'deɪtəbeɪs/ *noun* a database file currently being accessed by a database management program

**active vocabulary** /,æktɪv vəʊ'kæbjʊləri/ *noun* the range of words that somebody normally uses in speech or writing, as opposed to words he or she understands when used by others

**activity** /æk'tɪvɪti/ *noun* a job or task you spend time doing

**activity log** /æk'tɪvɪti lɒɡ/ *noun* a written account of things that are done in a given period of time ○ *She kept an activity log of her daily tasks for one week.*

**Act of Parliament** /,ækt əv 'pɑ:ləmənt/ *noun* in the UK, a decision which has been approved by Parliament and so becomes law (NOTE: The US equivalent is **Act of Congress**.)

**acute accent** /ə,kju:t 'æksənt/ *noun* a mark usually over the letter e (é) to show how it should be pronounced

**ad**<sup>1</sup> /æd/ *noun* same as **advertisement**

**ad**<sup>2</sup> *abbreviation* in Internet addresses, the top-level domain for Andorra

**adapt** /ə'dæpt/ *verb* to change a person or thing in order to make it suitable for a specific purpose ○ *Has the play been adapted for the cinema?* ○ *She adapted the story for TV.*

**adaptation** /,ædæp'teɪʃ(ə)n/ *noun* a film or play based on a story or novel

**adapter** /ə'dæptə/ *noun* somebody who adapts a literary work to another format, e.g. a novel to a play

**added entry** /,ædɪd 'entri/ *noun* a secondary entry in an index or catalogue

**addendum** /ə'dendəm/ *noun* an additional section at the end of a document giving extra information (NOTE: The plural is **addenda**.)

**addition** /ə'dɪʃ(ə)n/ *noun* something extra to what is already there ▢ **in addition to something** added ○ *There is a lending charge in addition to the reservation fee.*

**address** /ə'dres/ *noun* **1.** details of where somebody lives or where their business premises are **2.** a label, number or name which locates where information is stored ■ *verb* to deal with something ○ *He addressed the problem.*

**addressee** /,ædre'si:/ *noun* the person to whom a letter, package or communication is addressed

**address harvester** /ə'dres ,hɑ:vɪstə/ *noun* a computer program that collects email addresses from the Internet

**adequate** /'ædɪkwət/ *adjective* large or good enough for the purpose

**adherent** /əd'hɪərənt/ *noun* somebody who holds a particular belief or view or supports a particular group

**adhesive** /əd'hi:sɪv/ *noun* a substance used to make things stick together

**adhesive binding** /əd,hi:sɪv 'baɪndɪŋ/ *noun* a type of binding where the folds of the signatures are trimmed, and not sewn, the cover being glued to the cut pages. Also called **perfect binding**

**ad hoc** /,æd 'hɒk/ *adjective* unplanned or only organised to meet a

particular short-term unexpected situation

**adjacent** /ə'dʒeɪs(ə)nt/ *adjective* next to or near to something

**adjustable shelving** /ə ,dʒʌstəb(ə)l 'ʃelvɪŋ/ *noun* library shelves which can be raised or lowered to meet the requirements of different-sized books

**administer** /əd'mɪnɪstə/ *verb* to be responsible for managing a company, institution or country

**administration** /əd,mɪnɪ 'streɪʃ(ə)n/ *noun* **1.** a group of people who are responsible for the management of a company, institution or country **2.** the range of activities connected with management

**Adobe** /ə'dəʊbi/ a trade name for a leading producer of graphics and desktop publishing software

**adopt** /ə'dɒpt/ *verb* to accept ideas, plans or attitudes and be willing to carry them out

**ADS** *abbreviation* advertisement delivery system

**adult education** /,ædʌlt ,edʒʊ 'keɪʃ(ə)n/ *noun* courses designed especially for adults outside the formal system of schooling

**adult literacy** /,ædʌlt 'lɪt(ə)rəsi/ *noun* the level of reading and writing ability in the adult population of a community

**adult literacy programme** /,ædʌlt 'lɪt(ə)rəsi ,prəʊgræm/ *noun* a programme to teach adults to read and write

**advance** /əd'vɑ:ns/ *adjective* happening or arriving before the expected time

**advance copy** /əd'vɑ:ns ,kɒpi/ *noun* a copy of a book sent to people such as reviewers and the author before the official publication date

**advanced** /əd'vɑ:nst/ *adjective* **1.** modern and developed from earlier versions **2.** at a high level of study or achievement ○ *courses for both beginners and advanced students*

**advance information sheet** /əd ,vɑ:ns ,ɪnfə'meɪʃ(ə)n ,ʃi:t/ *noun* full form of **AI**

**advance order** /ədˈvɑːns 'ɔːdə/ *noun* an order for goods or services to be supplied at a later date

**advertisement** /ədˈvɜːtɪsmənt/ *noun* a notice which shows that something is for sale or that a service is offered or that someone wants something or that a job is vacant, etc. ○ *to put an advertisement in the paper* ○ *to answer an advertisement in the paper*

**advertisement delivery system** /ədˈvɜːtɪsmənt dɪˈlɪv(ə)rɪ ,sɪstəm/ *noun* a digital file format used in the transmission of mono and colour images. Abbr **ADS**

**advertisement file** /ədˈvɜːtɪsmənt faɪl/ *noun* a file of advertisements arranged by the name of the product or firm

**advertisement page** /ədˈvɜːtɪsmənt peɪdʒ/ *noun* a page facing the title page of a book, which may have a list of other works in the same series or by the same author

**advertising** /ˈædvətəɪzɪŋ/ *noun* the act of telling people about products or events in order to make them want to buy them or take part

**advocacy** /ˈædvəkəsi/ *noun* active verbal support for and promotion of a cause

**aerial** /ˈeəriəl/ *noun* a device which enables a radio or television to receive signals

**aero** in Internet addresses, the generic top-level domain for the aviation industry

**af** *abbreviation* in Internet addresses, the top-level domain for Afghanistan

**affiliate** /əˈfɪliət/ *verb* to form a close official link with an organisation

**affirmative** /əˈfɜːmətɪv/ *adjective* meaning 'yes' or agreement or approval

**afford** /əˈfɔːd/ *verb* **1.** to be able to allow something to happen ○ *We cannot afford another argument.* **2.** to have enough money to pay for something

**AFNOR** /ˈæfnɔː/ *abbreviation* Association Française de Normalisation

**A format paperback** /,eɪ ˈfɔːmət ˈpeɪpəbæk/ *noun* a paperback with the format 178 x 111mm

**After Dark** /,ɑːftə ˈdɑːk/ *noun* a non-prime time database service of BRS allowing access to the database at cheaper rates at night

**afterword** /ˈɑːftəwɜːd/ *noun* a short piece of text placed at the end of a book sometimes used for a note about the author, especially if the author has died since the first printing of the book

**ag** *abbreviation* in Internet addresses, the top-level domain for Antigua and Barbuda

**agate line** /ˈægət laɪn/ *noun* *US* a measure of page space, e.g. in classified advertising, one column wide and 1.8 mm deep

**agenda** /əˈdʒendə/ *noun* a list of items to be discussed at a meeting

**agent** /ˈeɪdʒənt/ *noun* somebody who arranges work or business for other people for a fee

**age of information** /,eɪdʒ əv ˌɪnfə ˈmeɪʃ(ə)n/ *noun* a description of the period in history during the second half of the twentieth century when computers made information easily accessible to large numbers of people

**aggregation services** /,ægre ˈgeɪʃ(ə)n ,sɜːvɪsɪz/ *plural noun* services which allow information from different places (in digital form) to be available in one single place

'Google was today accused of stifling the media industry's profits by with its news aggregation service. A panel of media executives speaking at the Online Publishers Association conference said that the search engine was infringing on their audience and revenues by aggregating headlines and stories into its Google News service.' [*The Guardian*]

**agreement** /əˈɡriːmənt/ *noun* a formal document stating what two or more people have decided together

**Agricultural System for Storing and Subsequently Selecting Information** *noun* a software package of particular use to employees in agricultural information. Abbr **ASSASSIN**

**ai** *abbreviation* in Internet addresses, the top-level domain for Anguilla

**AI<sup>1</sup>** *noun* a document which is put together by a publishing company to provide marketing information about a book before publication. Full form **advance information sheet**

**AI<sup>2</sup>** *abbreviation* artificial intelligence

**aim** /eɪm/ *noun* what an action or plan is intended to achieve

**aim for** /'eɪm fɔː/ *verb* to plan or hope to achieve something

**airmail** /'eəmeɪl/ *noun* a system of transporting letters and packages by air

**airmail envelope** /'eəmeɪl ,ɛnvələʊp/ *noun* a lightweight envelope usually of blue paper with a red, white and blue striped edging, used for sending letters by air to foreign countries

**airport fiction** /'eəpɔːt ,fɪkʃ(ə)n/ *noun* a type of fiction which sells well at airports, generally because it is not serious and is therefore easy to read on a plane journey

**al** *abbreviation* in Internet addresses, the top-level domain for Albania

**ALA** *abbreviation* **1.** Associate of the Library Association **2.** American Library Association

**album** /'ælbəm/ *noun* a collection in book form of short literary or musical pieces or pictures

**algorithm** /'ælgərɪð(ə)m/ *noun* a logical sequence of steps for solving a problem, often written out as a flow chart, that can be translated into a computer program

**alias** /'eɪliəs/ *noun* **1.** a name used instead of a real name. ♠ **allonym**, **pseudonym** **2.** a copy of a computer application

**align** /ə'laɪn/ *verb* to place two objects side by side in a line

**alignment** /ə'laɪnmənt/ *noun* the ordering of lines of type relative to a margin or line

**allocate** /'æləkeɪt/ *verb* to give a particular amount of money, goods or tasks to somebody for a particular purpose

**allocation** /,ælə'keɪʃ(ə)n/ *noun* the specified amount of something allowed for a particular purpose ○ *All the staff*

*had an allocation of time for extra study.*

**allocation of funds** /,æləkeɪʃ(ə)n əv 'fʌndz/ *noun* how much money is given to each person or department for a specific purpose

**allonym** /'ælənɪm/ *noun* a false name often used by authors. ♠ **alias**, **pseudonym**

**all over style** /,ɔːl 'əʊvə ,stɑɪl/ *noun* a style of cover decoration which uses the whole cover instead of just the front

**allow** /ə'laʊ/ *verb* to give permission

**allowance** /ə'laʊəns/ *noun* the amount of something given for a specific purpose ○ *They were given an allowance of money to buy children's books.*

**all published** /,ɔːl 'pʌblɪʃt/ *noun* a catalogue entry to show that a series or periodical run has not been completed

**all rights reserved** /,ɔːl ,raɪts rɪ 'zɜːvd/ *phrase* printed on books and documents to show that they are subject to copyright

**allusion book** /ə'luːʒ(ə)n 'bʊk/ *noun* a collection of allusions or references to a writer from other works

**almanac** /'ɔːlmənæk/ *noun* a book of information, often in tables, about events on particular days of the year such as tides, new moons, times of sunset and festivals

**alphabet** /'ælfəbet/ *noun* a set of letters or symbols in a fixed order used for writing the words of a language

**alphabetical** /,ælfə'betɪk(ə)l/ *adjective* in the same order as the letters of the alphabet

**alphabetical index** /,ælfəbetɪk(ə)l 'ɪndeks/ *noun* an index where the items are listed in the order of the letters of the alphabet

**alphabetically** /,ælfə'betɪkli/ *adverb* in alphabetical order ○ *The files are arranged alphabetically under the customer's name.*

**alphabetical order** /,ælfəbetɪk(ə)l 'ɔːdə/ *noun* arrangement according to the usual order of letters in an alphabet ○ *The authors' names are given in alphabetical order.*

**alphabetise** /'ælfəbetarɪz/, **alphabetize** *verb* to sort into alphabetical order

**alphanumeric** /,ælfənjʊ'merɪk/, **alphanumerical** *adjective* using a combination of symbols made up of Roman letters and Arabic numerals including punctuation marks

**alphanumeric** **data** /,ælfənjʊmerɪk 'deɪtə/ *noun* data shown by the letters of the alphabet and the Arabic numerals

**alphanumeric** **indexing** /,ælfənjʊmerɪk 'ɪndeksɪŋ/ *noun* a system which uses both numbers and letters

**alpha pulp** /'ælfə ɒlp/ *noun* wood pulp with almost all the cellulose removed

**alphasort** /,ælfə'sɔ:t/ *verb* to sort data into alphabetical order

**alt** *noun* a type of newsgroup on the Internet that contains discussions about alternative subjects

**alternate** *adjective* /ɔ:l'tɜ:nət/ occurring regularly at one time and then missing a time but occurring again the next time ○ *The library van comes on alternate Tuesdays.* ■ *verb* /'ɔ:ltəneɪt/ to cause things to happen alternately

**alternative** /ɔ:l'tɜ:nətɪv/ *noun* something that you can do instead of another

**alternative curriculum** /ɔ:l'tɜ:nətɪv kə'rɪkjʊləm/ *noun* in England and Wales, any available course of study that is not included in the National Curriculum

**alternative title** /ɔ:l'tɜ:nətɪv 'taɪt(ə)l/ *noun* other title information, also used to describe a subtitle

**alumni list** /ə'ɪlʌmnaɪ lɪst/ *noun* a list of past members of an educational institution

**always-on** /,ɔ:lweɪz 'ɒn/ *adjective* relating to a home or business with several computers and mobile phones, in which Internet access is not restricted to specific times

**am** *abbreviation* in Internet addresses, the top-level domain for Armenia

**ambient** /'æmbiənt/ *adjective* normal background conditions ○ *ambient temperature*

**ambiguity** /,æmbrɪ'gju:ɪti/ *noun* confusion arising from double meanings to words or writing

**ambiguous** /æm'brɪgjuəs/ *adjective* having a double meaning, possible to interpret in more than one way

**amend** /ə'mend/ *verb* to change something written or said

**amendment** /ə'mendmənt/ *noun* something that is added to a written or verbal statement in order to change it

**amendment record** /ə,mendmənt 'rekɔ:d/ *noun* a record containing new information used to update a master record or file

**amenities** /ə'mi:nɪtɪz/ *plural noun* facilities provided for people's convenience or enjoyment

**American Booksellers' Association** /ə'merɪkən 'bʊkseləz ə

,səʊsɪeɪf(ə)n/ *noun* an organisation representing American booksellers, which sponsors an annual convention at which publishing companies have stands showing their new titles. Abbr **ABA** (NOTE: The bookfair sponsored by the ABA, and formerly also called 'the ABA' has changed its name to BookExpo America.)

**American Library Association** /ə'merɪkən 'laɪbrəri ə,səʊsɪeɪf(ə)n/ *noun* the oldest and largest library association in the world for the support of qualified librarians and information workers. Abbr **ALA**

**American National Standards Institute** /ə'merɪkən ,næf(ə)nəl 'stændədz ,ɪnstɪtju:t/ *noun* an organisation issuing guidelines for production and distribution of goods and services in the USA. Abbr **ANSI**

**American Publishers Association** /ə'merɪkən 'pʌblɪʃəz ə ,səʊsɪeɪf(ə)n/ *noun* an organisation which represents American publishers. Abbr **APA**

**American Sign Language** /ə'merɪkən 'sɑ:n ,læŋgwɪdʒ/ *noun* a system of communication used by people with impaired hearing that uses motions or gestures of the hands. Abbr **ASL**

**American Society for Information Science** /ə,merɪkən sə,saɪətɪ fər ˌɪnfə'meɪʃ(ə)n ,saɪəns/ *noun* a professional support group for information employees in the USA. Abbr **ASIS**

**American Standard Code for Information Interchange** /ə ,merɪkən ,stændəd kəʊd fər ˌɪnfə'meɪʃ(ə)n ˈɪntətʃeɪndʒ/ *noun* a computer code which represents alphanumeric characters as binary code. Abbr **ASCII**

**ampersand** /'æmpəsænd/ *noun* a symbol (&) meaning 'and'

**amplifier** /'æmplɪfaɪə/ *noun* an electronic device for making signals sound louder

**an** /ən, æn/ *abbreviation* in Internet addresses, the top-level domain for Netherlands Antilles

**analects** /'ænələkts/ *plural noun* a collection of miscellaneous writings

**analogue** /'ænələg/ *adjective* relating to data in physical rather than numerical form

**analogy** /ə'nælədʒi/ *noun* a way of describing similarities between two different things

**analyse** /'ænəlaɪz/ *verb* to examine a situation in detail in order to understand it better

**analysis** /ə'næləsɪs/ *noun* the process of examining something in detail

**analyst** /'ænəlɪst/ *noun* a person who analyses data

**analytical entry** /ænə,lɪtɪk(ə)l ˈentri/ *noun* a catalogue entry for a part of a book or periodical which refers to the work containing it

**ancestral file** /æn,sestrəl ˈfaɪl/ *noun* a system of backing up computer files, from son to father to grandfather file, where the son is the current working file

**anchor** /'æŋkə/ *verb* to hold firmly to a solid base

**ancillary** /æn'sɪləri/ *adjective* supporting the main structure

**ancillary worker** /æn'sɪləri ,wɜ:kə/ *noun* a person in an organisation whose work supports the main aims of the organisation

**anecdotal** /,ænɪk'dəʊt(ə)l/ *adjective* consisting of or based on second-hand

accounts rather than first-hand knowledge or scientific investigation

**animate** /'ænɪmeɪt/ *verb* to draw pictures for films which make cartoon characters appear to move

**animation** /,æni'meɪʃ(ə)n/ *noun* the technique of drawing or photographing successive pictures to create the idea of movement

**animator** /'ænɪmeɪtə/ *noun* a person who draws or photographs the pictures that make up cartoons

**ann.** *abbreviation* annals

**annal** /'æn(ə)l/ *noun* a periodical that records events and reports in a field of research

**annals** /'æn(ə)lz/ *plural noun* history in general, as it is recorded in books and other documents

**annexe** *noun* /'æneks/ **1.** an appendix, epilogue or other additional material attached to a larger document **2.** *US* a supplement to a specialised book ■ *verb* /ə'neks/ to attach something such as a document

**annotate** /'ænəteɪt/ *verb* to add notes to something written in order to explain it more fully

**annotated bibliography** /,ænəteɪtɪd ,bɪbli'ɒgrəfi/ *noun* a bibliography with notes

**annotated catalogue** /,ænəteɪtɪd ˈkætələg/ *noun* an alphabetical list of items with additional notes of explanation

**annotated text** /,ænəteɪtɪd ˈtekst/ *noun* text with notes written by an editor

**annotation** /,ænə'teɪʃ(ə)n/ *noun* a note written to explain items in a text

**annual** /'ænjʊəl/ *adjective* **1.** happening once a year **2.** coming out once a year ■ *noun* a book that is published and updated once a year

**annually** /'ænjʊəli/ *adverb* each year  
○ *Our prices are raised annually on March 1st.*

**annual publication** /,ænjʊəl ,pʌblɪ ˈkeɪʃ(ə)n/ *noun* a book, journal or document that is published once a year

**annual review** /,ænjʊəl rɪ'vju:/ *noun* an inspection that takes place once a year

**anon** /ə'nɒn/ *abbreviation* anonymous

**anonym** /'ænənɪm/ *noun* a publication whose author is unnamed or unknown

**anonymiser** /ə'nɒnɪmaɪzə/, **anonymizer** *noun* a website through which a person browsing can visit the World Wide Web without leaving any trace of their identity

**anonymous** /ə'nɒnɪməs/ *adjective* of unknown name or authorship

**anonymous FTP** /ə'nɒnɪməs ef ti: 'pi:z/ *noun* a type of Internet file transfer in which no password is needed, used by some organisations to make their file archives publicly accessible

**ANSI** /'ænsi/ *abbreviation* American National Standards Institute

**answerphone** /'ɑ:nsəfəʊn/, **answer machine** *noun* a cassette recorder attached to a telephone which relays a pre-recorded message to callers and records messages

**anthologise** /æn'θɒlədʒaɪz/, **anthologize** *verb* **1.** to gather works from different writers, musicians or artists into a collection **2.** to compile or publish an anthology

**anthology** /æn'θɒlədʒi/ *noun* a book that consists of essays, stories or poems by different writers

**anticipate** /æn'tɪsɪpeɪt/ *verb* to realise in advance that something is going to happen and to prepare for it

**Antiope** /æn'taɪəpi/ *noun* a French videotext system also known as Teletel

**antiquarian** /,æntɪ'kwɛəriən/ *adjective* relating to or dealing with antiques or antiquities, especially rare and old books. Abbr **antiq.**

**antiquary** /æn'tɪkwəri/ *noun* a collector, scholar or seller of antiques or antiquities

**anti-setoff paper** /,ænti 'setɒf ,peɪpə/ *noun* thin transparent paper put between the pages of an expensive illustrated book

**antonym** /'æntənɪm/ *noun* a word which has the opposite meaning to another word

**anycast** /'enɪkɑ:st/ *noun* an act of sending data across a computer network from a single user to the nearest receiver

**ao** *abbreviation* in Internet addresses, the top-level domain for Angola

**AP** *abbreviation* PUBL Associated Press

**a.p.** *abbreviation* PUBL author's proof

**APA** *abbreviation* American Publishers Association

**Apocrypha** /ə'pɒkrɪfə/ *plural noun* books of the Bible that are included in the Vulgate and Septuagint versions of the Christian Bible, but not in the Protestant Bible or the Hebrew canon

**apocryphal** /ə'pɒkrəf(ə)l/ *adjective* of unknown authorship, possibly false or exaggerated

'The cardinal's main objection to the book is that it presents itself as a historical document. Acknowledging that the book is a brilliantly marketed page-turner, he accused Brown of relying on apocryphal texts that had been removed from the biblical canon because they were imaginative.' [*Irish Independent*]

**apostil** /ə'pɒstɪl/ *noun* a margin note or annotation

**apostrophe** /ə'pɒstrəfi/ *noun* a punctuation mark which indicates either contraction or possession

**app.** *abbreviation* PUBL appendix

**appeal** /ə'pi:l/ *noun* **1.** the attractiveness of something which makes it popular ○ *The illustrations have a lot to do with the book's continuing appeal.* **2.** a request for something to be reconsidered

**append** /ə'pend/ *verb* to add extra information to something, especially to a document

**appendix** /ə'pendɪks/ *noun* a section at the end of a document giving extra information (NOTE: The plural is **appendices** /ə'pendɪsi:z/.)

COMMENT: Appendices are always printed at the back of a book, always starting on a right-hand page. They must be laid out in a way which shows clearly that they are not part of the main text.

**Apple Mac** /'æp(ə)l mæk/, **Apple Macintosh computer** a trade name for a range of personal computers developed by Apple Inc. that has a graphical user interface and uses the 68000 family of processors.

**applicant** /'æplɪkənt/ *noun* a person who formally asks to be considered for a job

**application** /,æplɪ'keɪʃ(ə)n/ *noun* **1.** a written request for something ○ *job application* **2.** the use of a rule or piece of equipment in a particular situation ○ *Computer applications are electronic packages which allow particular tasks to be performed.*

**application form** /,æplɪ'keɪʃ(ə)n ,fɔ:m/ *noun* a standardised form to be filled in when applying for something

**apply for** /ə'plai 'fɔ:/ *verb* to make a formal, usually written, request for something

**appoint** /ə'pɔɪnt/ *verb* to choose somebody to do a job

**appreciate** /ə'pri:ʃieɪt/ *verb* **1.** to understand and know what a situation involves **2.** to like something because you recognise its good qualities **3.** to increase in value

**appropriate** /ə'prəʊpɪət/ *adjective* suitable or acceptable for a particular situation

**approve** /ə'pru:v/ *verb* to agree to ○ *to approve the terms of a contract* □ **to approve of** to think something is good ○ *They approved of the new signs for the library.*

**approximate** /ə'prɒksɪmət/ *adjective* not exact, almost correct

**aq** *abbreviation* in Internet addresses, the top-level domain for Antarctica

**AR** *abbreviation* aspect ratio

**Arabic** /'æərəbɪk/ *adjective* coming from Arabia or from the Arabs

**Arabic numerals** /,æərəbɪk 'nju:mərəl/, **Arabic numbers** /,æərəbɪk 'nʌmbəz/, **Arabic figures** /,æərəbɪk 'fɪgəz/ *plural noun* normal numbers (such as 1, 2, 3, etc.) as opposed to Roman numerals (I, II, III, IV, etc.) ○ *the page numbers are written in Arabic figures*

**arcane** /ɑ:'keɪn/ *adjective* requiring secret knowledge to be understood

**archetype** /'ɑ:kɪtaɪp/ *noun* a document or book that illustrates the styles of a particular time and subject

**ARCHIE** /'ɑ:tʃi/ *noun* retrieval software which gives access to Internet databases

**architecture** /'ɑ:kɪtektʃə/ *noun* the planning and design of buildings or systems

**archival management** /'ɑ:kɑ:vəl ,mæɪnɪdʒmənt/ *noun* control of archives

**archive** /'ɑ:kɑ:v/ *noun* **1.** a public record, document or photograph of historical interest kept in an official repository **2.** a collection of documents and records relating to the history of an organisation ■ *verb* to put data in storage

**archive file** /'ɑ:kɑ:v faɪl/ *noun* a file containing data which is out of date, but which is kept for future reference

**archive library** /'ɑ:kɑ:v ,laɪbrəri/ *noun* a library which stores and makes accessible historical materials

'The relevant portions of the digital content identified by the editor will be retrieved from the data archive library, automatically transcoded or reformatted as necessary and delivered directly into the nonlinear editing system. The labour efficiencies gained and vast creativity benefits of a digital archive management system are obvious.'  
[Broadcast Engineering]

**archivist** /'ɑ:kɪvɪst/ *noun* a person who organises archives

**area** /'eəriə/ *noun* a space in a building such as a library, designated for a particular purpose, e.g. reference area

**argument** /'ɑ:gjʊmənt/ *noun* **1.** a disagreement between two or more people **2.** a set of reasons used to try to convince people

**arrange** /ə'reɪndʒ/ *verb* to put things into a correct or desired order

**arrangement** /ə'reɪndʒmənt/ *noun* something that has been planned, agreed or put into order

**array** /ə'reɪ/ *noun* a set of numbers or symbols, e.g. experimental data, usually arranged in a specific order

**art book** /'ɑ:t bu:k/ *noun* a book with illustrations, dealing with a painter,

sculptor, style of design or other art topic

**article** /'ɑ:tɪk(ə)l/ *noun* **1.** a piece of writing in a newspaper or magazine **2.** a message sent to an electronic news-group

**articulated indexing** /ɑ: ,ɪkjuːlɪtɪd 'ɪndeksɪŋ/ *noun* a method of producing computer-generated subject indexes

**articulation of information** /ɑ: ,ɪkjuːlɪf(ə)n əv ,ɪnfə'meɪʃ(ə)n/ *noun* the way in which information is presented so that the user can easily access and understand it

**artificial indexing language** /,ɑ:tɪfɪʃ(ə)l 'ɪndeksɪŋ ,læŋɡwɪdʒ/ *noun* signs and symbols used as a controlled language in inverted order for subject indexing

**artificial intelligence** /,ɑ:tɪfɪʃ(ə)l ɪn'telɪdʒəns/ *noun* the design and development of computers which attempt to imitate some human characteristics. Abbr **AI**

**artificial language** /,ɑ:tɪfɪʃ(ə)l 'læŋɡwɪdʒ/ *noun* a man-made language for use in communicating with computers

**artistic map** /ɑ: ,tɪstɪk 'mæp/ *noun* a map made by an artist rather than a map maker

**artwork** /'ɑ:tɜ:zɪk/ *noun* drawings, photographs and text prepared for inclusion in a book or advertisement. Abbr **a/w**

**as** *abbreviation* in Internet addresses, the top-level domain for American Samoa

**ascender** /ə'sendə/ *noun* **1.** the part of a lower case letter such as h, d or b that projects above the body of the letter **2.** a lower case letter with an ascender

**ascending order** /ə'sendɪŋ 'ɔ:də/ *noun* a method of organising things so that each item is bigger than the one before it or comes later in the system ○ *The list was arranged in ascending order from A to Z.*

**ASCII** /'æski:/ *abbreviation* American Standard Code for Information Interchange

**ASCII character** /'æski ,kærɪktə/ *noun* a character which is in the ASCII list of codes

**ASCII file** /'æski faɪl/ *noun* a stored file containing only ASCII coded character data ○ *Make an ASCII file of the document for clients who use different word-processing software.*

**ASI** *abbreviation* Australian Society of Indexers

**ASIS** *abbreviation* American Society for Information Science

**ASL** *abbreviation* American Sign Language

**ASLIB** /'æzɪb/ *abbreviation* Association of Information Management

**aspect ratio** /'æspekt ,reɪʃiəʊ/ *noun* the ratio of the width to the height of an illustration, used especially in computer graphics. Abbr **AR**

**ASSASSIN** /ə'sæsn/ *abbreviation* Agricultural System for Storing and Subsequently Selecting Information

**assemble** /ə'semb(ə)l/ *verb* **1.** to bring the parts of a collection together **2.** to fit the parts of something together to make it whole

**assembly language** /ə'sembli ,læŋɡwɪdʒ/ *noun* a low-level computer programming language

**assertion** /ə'sɜ:ʃ(ə)n/ *noun* a firm statement of belief

**assess** /ə'ses/ *verb* to judge the importance or value of something

'Measurement is perhaps the least developed aspect of KM because of the inherent difficulty of measuring something that can not be seen or touched. However, if the discipline of KM is to survive and make a long-lasting contribution, it will need to achieve greater levels of standardization and better metrics to assess its effectiveness.' [*Journal of American Academy of Business*]

**assessed work** /ə'sest 'wɜ:zɪk/ *noun* assignments that have been judged as part of a course of training

**assign** /ə'saɪn/ *verb* to allocate a task to a person or send somebody to work in a particular place

**assignment** /ə'saɪnmənt/ *noun* a task often given as part of a programme of study

**assimilate** /ə'sɪmɪleɪt/ *verb* to learn and make use of something

**assimilation** /ə,sɪmɪ'leɪʃ(ə)n/ *noun* the absorption of ideas or people ○ *The assimilation of immigrants by the host culture is a long process.*

**assist** /ə'sɪst/ *verb* to help somebody, e.g. by giving them information

**assistant** /ə'sɪst(ə)nt/ *noun* somebody who is employed to help another in their work

**assistant librarian** /ə,sɪst(ə)nt laɪ 'brɛəriən/ *noun* somebody who is qualified as a librarian and usually works with a more senior person

**associate** *noun* /ə'səʊsiət/ somebody you work with ■ *verb* /ə'səʊsiət/ to connect something with another having a similar background

**association** /ə,səʊsi'eɪʃ(ə)n/ *noun*  
**1.** a group of people or of companies with the same interest ○ *a book trade association* ○ *a printers' association* **2.** a relationship between two or more topics or concepts

**association copy** /ə,səʊsi'eɪʃ(ə)n ,kɒpi/ *noun* a copy of a book which has a connection with the author, e.g. a copy given by the author to a friend or the author's own copy with his or her notes in it

**Association Française de Normalisation** /æ,sɒsi'æʃiən frɑ̃n ,ses də ,nɔːmæli'zæʃiən/ *noun* a French official body responsible for issuing standards. Abbr **AFNOR**

**Association of Information Management** /ə,səʊsi'eɪʃ(ə)n əv ,ɪnfə'meɪʃ(ə)n ,mæni'dʒmənt/ *noun* a body which gives advice and guidelines on the management of information within companies, and publishes ASLIB Information, ASLIB Proceedings and Journal of Documentation. Abbr **ASLIB**

**assume** /ə'sju:m/ *verb* to accept the truth of something or to take something on ○ *He assumed responsibility for the information service.*

**asterisk** /'æstərɪsk/ *noun* a symbol in the form of a star used to mark things to be noted: \* ■ *verb* to mark something with an asterisk or a star-shaped symbol, especially to draw attention to it

**asterism** /'æstɜːrɪz(ə)m/ *noun* a triangle formed of three asterisks which calls the reader's attention to a following passage

**asymmetrical digital subscriber line** /,æsimɪtrɪk(ə)l ,dɪdʒɪt(ə)l səb 'skrabə ,laɪn/ *noun* a high-speed telephone line that can transmit voice and video data over copper wires. Abbr **ADSL**

**asynchronous transfer mode** /eɪ ,sɪŋkrənəs 'trænsfɜː ,məʊd/ *noun* a method for transferring data very quickly using broadband. Abbr **ATM**

**asyndetic** /,æsin'detɪk/ *adjective* without cross-references

**at** *abbreviation* in Internet addresses, the top-level domain for Austria

**athenaeum** /,æθə'neɪəm/ *noun* an institution where reading materials are made available to the public, e.g. a library

**atlas** /'ætləs/ *noun* a book of maps

**ATM** *abbreviation* asynchronous transfer mode

**attach** /ə'tætʃ/ *verb* to fasten on ○ *She asked them to attach the documents for her information.* □ **to be attached to** to be working with a company or person for a short time

**attachment** /ə'tætʃmənt/ *noun* a computer file that is transferred together with an electronic mail message

**attend** /ə'tend/ *verb* to go to ○ *to attend a meeting* □ **to attend to** to deal with something

**attendance** /ə'tendəns/ *noun* the number of people at a meeting

**attendant** /ə'tendənt/ *noun* somebody employed to serve or help members of the public in a public institution or place

**attention span** /ə'tenʃən spæn/ *noun* the length of time that a person is able to give undivided attention to something

**attribute** /ə'trɪbjʊ:t/ *verb* to say that somebody did something ○ *to attribute a piece of writing to a particular person*

**attributed author** /ə'trɪbjʊ:tɪd 'ɔ:θə/ *noun* the name of a possible author when there is doubt about authenticity

**au** *abbreviation* in Internet addresses, the top-level domain for Australia

**audience** /'ɔ:diəns/ *noun* a group of people gathered together to watch or listen to something

**audio** /'ɔ:diəʊ/ *adjective* relating to material which can be heard

**audio book** /'ɔ:diəʊ bʊk/ *noun* a book in spoken form recorded on a cassette or CD

**audio conference** /'ɔ:diəʊ ,kɒnf(ə)rəns/ *noun* a meeting that is held with the use of several linked telephones to connect the people who want to talk together

**audio media** /'ɔ:diəʊ ,mi:diə/ *noun* communication tools which use sound only, such as radio

**audio tape** /'ɔ:diəʊ teɪp/ *noun* a tape which is used to record and play back sounds for listening to

**audiovisual** /,ɔ:diəʊ 'vɪʒuəl/ *adjective* **1.** relating to sound and vision, especially when combined, e.g. in a presentation using both film and sound recordings ○ *audiovisual media* **2.** relating to hearing and seeing ○ *an audiovisual experience* Abbr **AV**

**audiovisual aid** /,ɔ:diəʊvɪʒuəl 'eɪd/ *noun* a teaching or lecture aid that combines sound and vision, e.g. in the form of video equipment, software programs or slides accompanied by sound recordings

**audiovisual materials** /,ɔ:diəʊvɪʒuəl mə'tɪəriəlz/ *plural noun* materials that can be listened to and looked at, such as CDs or slides with recorded speech

**audit** /'ɔ:ɪt/ *verb* to examine something officially to make sure it is correct

**Audit Commission** /,ɔ:ɪt kə 'mɪʃ(ə)n/ *noun* a government body which ensures that financial affairs are conducted according to approved standards, and examines the accounts of

government departments and local government organisations

**audit trail** /'ɔ:ɪt treɪl/ *noun* **1.** a record of all interactions with a system, kept to assess the level of use **2.** a record showing what operations a computer or computer user has performed in a specific period of time

**aural** /'ɔ:rəl/ *adjective* relating to hearing

**aural materials** /,ɔ:rəl mə'tɪəriəlz/ *plural noun* materials that can be listened to, such as CDs

**aural test** /'ɔ:rəl test/ *noun* a test of an individual's ability to listen and understand

**Australian Society of Indexers** /ɒ'streɪliən sə'saɪətɪ əv 'ɪndeksəz/ *noun* a professional support group for professional indexers in Australasia.

Abbr **ASI**

**authentic** /ɔ:'θentɪk/ *adjective* known to be real and not a copy

**authentication** /ɔ:θentɪ'keɪʃ(ə)n/ *noun* a security measure using data encryption that identifies the user and verifies that the message was not tampered with

**authenticity** /,ɔ:θen'tɪsɪti/ *noun* the quality of being authentic

**author** /'ɔ:θə/ *noun* somebody who writes books or articles ■ *verb* **1.** to be the author of something ○ *The book is authored by a college professor.* **2.** to create a multimedia presentation or application by combining text, video, sound and images using a programming language or special multimedia authoring system

**author catalogue** /'ɔ:θə ,kætələg/, **author index** /'ɔ:θə ,ɪndeks/ *noun* a catalogue which is organised according to an alphabetical list of writers' surnames

**author entry** /'ɔ:θə ,entri/ *noun* a catalogue entry under the name of the person or organisation responsible for writing or compiling a work

**authoring** /'ɔ:θəɪnɪŋ/ *noun* the act of creating a multimedia application by combining sound, video and images, usually using a script or authoring software

**authoring software** /ˌɔːθəɪŋ ˈsɒftweə/ *noun* software that allows users to add their own text and to link text, pictures and sound within a given framework

**authorise** /ˈɔːθəraɪz/, **authorize** *verb* to give official permission for something to be done

**Authorised Version** /ˈɔːθəraɪzd ˌvɜːʒ(ə)n/ *noun* an English translation of the Bible made in England in 1611 AD. Also called **King James Bible**

**authoritative** /ɔːˈθɒrɪtətɪv/ *adjective* reliable or official

**authority** /ɔːˈθɒrɪti/ *noun* an expert in the field

**authority control** /ɔːˈθɒrɪti kən ˌtrəʊl/ *noun* a list of headings used in a retrieval system

‘In addition, the ability to reassign records from one authority control heading to another [in the Open Q electronic library system] will aid in correcting the inconsistent author headings.’ [*Computers in Libraries*]

**authority file** /ɔːˈθɒrɪti faɪl/ *noun* a list of authoritative forms to be used in bibliographic records

**author’s alterations** /ˌɔːθəz ˌɔːltə ˈreɪf(ə)nz/ *plural noun* same as **author’s corrections**. Abbr **AA**

**author’s corrections** *plural noun* a change to proofs which is made by an author, and which is charged to the author if too many are made. Also called **author’s alterations**. Abbr **AC**

**autobiography** /ˌɔːtəʊbaɪˈɒɡrəfi/ *noun* an account of a person’s life written by that person

**auto-encode** /ˈɔːtəʊ ɪŋkəʊd/ *verb* to select keywords automatically by computer

**autograph** /ˈɔːtəɡrɑːf/ *noun* the signature of somebody famous ■ *verb* to sign a copy of the book ○ *He gave an autographed copy of his novel to the library.*

**auto-indexing** /ˈɔːtəʊ ˌɪndeksɪŋ/ *noun* the process of automatic indexing using a computer program

**automate** /ˈɔːtəmeɪt/ *verb* to use machines to do work previously done by people

**automatic** /ˌɔːtəˈmætɪk/ *adjective* able to operate by itself without constant user input

**automatic data processing** /ˌɔːtəˈmætɪk ˈdeɪtə ˌprəʊsesɪŋ/ *noun* data processing done by a computer

**automatic indexing** /ˌɔːtəˈmætɪk ˈɪndeksɪŋ/ *noun* using a computer to compile an index to a document by selecting specific words or items in the text

**automation** /ˌɔːtəˈmeɪʃ(ə)n/ *noun* the use of machines to do work with very little supervision

**autonomy** /ɔːˈtɒnəmi/ *noun* the opportunity to make one’s own decisions without being told what to do by somebody else

**auxiliary** /ɔːɡˈzɪliəri/ *adjective* used to describe a person or a machine which helps a more important worker

**auxiliary language** /ɔːɡˈzɪliəri ˈlæŋɡwɪʒ/ *noun* a language that is used by speakers of other languages in order to communicate

**auxiliary number** /ɔːɡˈzɪliəri ˈnʌmbə/ *noun* an additional number placed after the class number to allow materials to be further grouped into subgroups

**AV** *abbreviation* MEDIA audiovisual

**availability** /əˌveɪləˈbɪlɪti/ *noun* being able to be obtained, used or seen ○ *The new books were given limited availability of one week per person, so that more people could read them.*

**available** /əˈveɪləb(ə)l/ *adjective* ready to be used ○ *available time or information*

**a/w** *abbreviation* artwork

**award** /əˈwɔːd/ *noun* **1.** a prize given for doing something well **2.** a sum of money given for a specific purpose ○ *an award to help you to study* ■ *verb* to give a prize or financial grant

**awarding body** /əˈwɔːdɪŋ ˈbɒdi/ *noun* an organisation which gives a prize or scholarship

**awareness** /əˈweənəs/ *noun* knowing about things

**axis** /ˈæksɪs/ *noun* a fixed line against which other positions can be measured,

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e.g. the vertical and horizontal axes on a graph (NOTE: The plural is **axes**.)

**az** *abbreviation* in Internet addresses, the top-level domain for Azerbaijan