

# H

**hack** /hæk/ *verb* to gain access illegally to a computer system or program

■ *noun* a writer who produces poor quality material only for money

**hacker** /'hækə/ *noun* somebody who gains access to other people's computer files without their permission

**half binding** /'hɑ:f ,baɪndɪŋ/ *noun* bookbinding in which the back and sometimes the corners of a book are bound in one material and the sides in another

**half bound book** /'hɑ:f baʊnd ,bʊk/ *noun* a book with a style of binding which was common from the beginning of the 19th century, where binding leathers or vellum were used on the spine and corners and the rest of the boards were covered with marbled paper or plain paper and cloth

**half leather binding** /,hɑ:f ,leðə 'baɪndɪŋ/ *noun* a binding on a hard-cover book, where the spine and corners are covered with leather and the rest is left in ordinary cloth or paper

**half title** /'hɑ:f ,taɪt(ə)l/ *noun* the first page of a book with only the title and not the details of the publisher or author

**halftone** /'hɑ:ftəʊn/, **half-tone** *noun*  
**1.** continuous shading of a printed area  
**2.** a shade of grey appearing to be half way between white and black  
**3.** an illustration made using the halftone process ○ *a book with 25 halftone illustrations* ○ *The book is illustrated with twenty halftones.* ○ *We need a full page halftone facing the beginning of the chapter.*

COMMENT: Halftones are made by breaking up a continuous tone pattern into a series of dots of varying sizes.

When printed, the dots appear to merge into a continuous tone, though if you look at them closely the dots are visible. The dots are created by scanning or by photographing the original through a screen, which is a mesh of criss-cross lines or a series of dots.

**halftone screen** /'hɑ:ftəʊn skrɪ:n/ *noun* a screen with cross lines or a grid of dots used for preparing a halftone illustration

**half-yearly** /,hɑ:f 'jɪəli/ *adjective* **1.** happening every six months ○ *a half-yearly magazine* **2.** referring to a period of six months ○ *half-yearly royalty statement* ■ *adverb* every six months ○ *we pay some royalties half-yearly*

**halt** /hɔ:lt/ *verb* to stop completely, although usually temporarily

**handbook** /'hændbʊk/ *noun* a book of advice and instructions

**hand-held** /'hænd held/ *adjective* small and light enough to be used while held in the hand ○ *hand-held video camera*

**handle** /'hænd(ə)l/ *noun* **1.** a computer user's nickname or screen name **2.** (*in a graphics or DTP program*) a small square that is displayed on the edge of a frame, object or image ■ *verb* to deal with or accept responsibility for a situation or people

**handout** /'hændaʊt/ *noun* a printed paper which supports a talk or lecture with summaries or other information

**handover period** /'hændəʊə ,pɪəriəd/ *noun* a period of time when the outgoing holder of a job works with the new person to make sure they have all the necessary knowledge of the work

'Advocates of outsourcing argue that it allows companies to focus on their core business, improve employee services and cut costs. Initially, costs rose in the deal because the two were running parallel services during the handover period.' [*Financial Times*]

**handshake** /'hændʃeɪk/, **hand-shaking** /'hændʃeɪkɪŋ/ *noun* a term in computing which indicates that two machines are compatible and can transfer information to each other

**hands-on experience** /,hændz ɒn ɪk'spɪəriəns/ *noun* the ability to actually use machines or equipment rather than just learning about them

**hands-on training** /,hændz ɒn 'treɪnɪŋ/ *noun* a method of teaching using practical experience rather than just theory

**handwriting** /'hændraɪtɪŋ/ *noun* a system of putting words on paper using a pen or pencil ◦ *Everyone has their own distinctive style of handwriting.*

**handwritten** /,hænd'ɹɪt(ə)n/ *adjective* written with a pen or pencil rather than printed by a machine

**hang up** /,hæŋ 'ʌp/ *verb* to end a phone call by putting the receiver down

**Hansard** /'hænsɑ:d/ *noun* a written account of the proceedings of the UK Parliament

**hardback** /'hɑ:dbæk/ *noun* a copy of a book with a board cover. Compare **paperback**

**hardbound** /'hɑ:dbaʊnd/ *adjective* bound as a book in a stiff cover

**hard copy** /,hɑ:d 'kɒpi/ *noun* a printed version of a document held on a computer

**hardcover** /'hɑ:dkʌvə/ *noun* PUBL same as **hardback**

**hard disk** /'hɑ:d dɪsk/ *noun* a rigid magnetic disk usually built into a computer, which can store much more data than a floppy disk

**hardware** /'hɑ:dweə/ *noun* the machinery of a computer, rather than the programs written for it

**hardware costs** /'hɑ:dweə kɒsts/ *plural noun* the capital costs of buying computer equipment and other machinery

**hardware resources** /'hɑ:dweə rɪ ,zɔ:sɪz/ *plural noun* the amount of computer equipment and machinery available for use

**Harvard system** /'hɑ:vəd ,sɪstəm/ *noun* a bibliographic reference system, used in academic publishing, in which the author and date are given in the text and the full reference is supplied in a general list of references

**hash** /hæʃ/, **hashmark** /'hæʃmɑ:k/ *noun* **1.** a symbol (#) used to indicate the word 'number' in addresses ◦ *RD#3 (Rural District Number 3)* **2.** a symbol used on telephones for a variety of functions

**head** /hed/ *noun* the top or most important part or person ◻ **per head** referring to the cost or amount for each person

**head crash** /'hed kræʃ/ *noun* failure in a disk drive, where the read/write head touches the surface of the disk, causing damage and data loss

**headed stationery** /,hedɪd 'steɪʃ(ə)n(ə)rɪ/ *noun* notepaper which has the name and address of the person or organisation it belongs to printed at the top of each sheet

**header** /'hedə/ *noun* **1.** (*in a document*) a piece of text that appears at the very top of each page, containing e.g. the chapter name and the page number. ◊ **footer** **2.** the beginning of an e-mail message with full information about the recipient's address, sender's name and address and any delivery options

**header block** /'hedə blɒk/ *noun* a block of data at the beginning of a file, which contains the file characteristics

**heading** /'hedɪŋ/ *noun* a word, phrase, title or name at the beginning of a page, section or catalogue entry

**head librarian** /,hed laɪ'breəriən/ *noun* a qualified librarian who is in charge of a library or district

**headline** /'hedlaɪn/ *noun* **1.** the title at the top of a page or article in a newspaper story **2.** a spoken list of items to be covered in a radio or TV news bulletin

**head of department** /,hed əv dɪ 'pɑ:tmənt/ *noun* a person who is

responsible for a group of people working in the same department

**head office** /ˈhed ˈɒfɪs/ *noun* the main office of a company or organisation which has branch offices in other places

**headphones** /ˈhedfəʊnz/ *plural noun* a pair of small speakers worn over the ears to listen to speech or music

**headquarters** /hedˈkwɔ:təz/ *plural noun* the main administrative office of an organisation

**headword** /ˈhedwɜ:d/ *noun* the main entry word in a dictionary

**help line** /ˈhelp laɪn/ *noun* a telephone number dedicated to a specific topic which people can ring for advice and help

**help menu** /ˈhelp ˌmenju:/ *noun* a list of options available which instruct people how to use a computer program

**help screen** /ˈhelp skri:n/ *noun* a screen containing writing which explains how to use a computer program

**Heritage Lottery Fund** /ˌherɪtɪdʒ ˈlɒtəri ˌfʌnd/ *noun* a public body which distributes money raised by the National Lottery in the UK to heritage organisations, including libraries and archiving services. Abbr **HLF**

**Her Majesty's Inspectorate** /ˌhɜ: ˌmædʒəsti:z ɪnˈspekt(ə)rət/, **Her Majesty's Inspector** *noun* a British government department or official responsible for inspecting teaching in schools. Abbr **HMI**

**Her Majesty's Stationery Office** /ˌhɜ: ˌmædʒəstɪz ˈsteɪʃ(ə)n(ə)rɪ ˌɒfɪs/ *noun* the publications office of the British government. Abbr **HMSO**

**heuristic** /hjuəˈrɪstɪk/ *adjective* solving problems by using reasoning and experience rather than standard formulae

**heuristic searching** /hjuəˈrɪstɪk ˌsɜ:tʃɪŋ/ *noun* a method of searching which modifies the search according to each piece of information as it is found

‘The GA is one of the emerging heuristic searching techniques that is suitable for solving complex combinatorial problems (Reeves,

1993). The GA was invented and developed to mimic some of the processes observed in natural selection, initially by Holland and his associates at the University of Michigan in the 1960s.’ [*Integrated Manufacturing Systems*]

**hidden agenda** /ˌhɪd(ə)n əˈdʒendə/ *noun* the unspoken intentions behind a decision or action

**hidden Web** /ˌhɪd(ə)n web/ *noun* same as **deep Web**

**hide** /haɪd/ *noun* leather made from the skin of animals older than a calf, used for binding large-format books

**hierarchical** /ˌhaɪəˈrɑ:kɪk(ə)l/ *adjective* relating to data arranged in a tree structure with defined layers

**hierarchical classification** /ˌhaɪəˈrɑ:kɪk(ə)l ˌklæsɪfɪˈkeɪʃ(ə)n/ *noun* a system of classifying items with the broadest terms at the top and working down to more specific narrow terms

**hierarchical database** /ˌhaɪəˈrɑ:kɪk(ə)l ˈdeɪtəbeɪs/ *noun* the organisation of information in a database so that records can be related to each other within a defined structure

**hierarchical search** /ˌhaɪəˈrɑ:kɪk(ə)l ˈsɜ:tʃ/ *noun* a search in a catalogue using an upwards chain of entries from most to least specific

**hierarchy** /ˌhaɪəˈrɑ:kɪ/ *noun* a system of ranking things or people according to their importance

**hi fi** /ˈhaɪ ˈfaɪ/ *abbreviation* high fidelity ■ *noun* a set of stereo equipment with speakers and amplifiers used for playing records, tapes and CDs

**high density disk** /ˌhaɪ ˌdensɪtɪ ˈdɪsk/ *noun* a computer floppy disk capable of storing a quantity of data

**higher education** /ˌhaɪə ˌedʒu ˈkeɪʃ(ə)n/ *noun* education that takes place at universities or colleges usually after the age of 18, leading towards an academic qualification

**higher learning** /ˌhaɪə ˈlɜ:nɪŋ/ *noun* education or study at university level

**Higher National Certificate** /ˌhaɪə ˌnæʃ(ə)nəl səˈtɪfɪkət/ *noun* awarded at

British colleges in technical subjects.  
Abbr **HNC**

**Higher National Diploma** /,haɪə ,næf(ə)nəl dɪ'plɔʊmə/ *noun* an advanced qualification in technical subjects. Abbr **HND**

**high flier** /,haɪ 'flaɪə/ *noun* a person who is very capable, ambitious and likely to reach the top ranks of their career

**high-level language** /,haɪ ,lev(ə)l 'læŋgwɪdʒ/ *noun* a computer programming language that is easy to use and uses natural language

**high-level talks** /,haɪ ,lev(ə)l 'tɔ:ks/ *plural noun* discussions involving senior people in politics or business

**highlight** /'haɪlaɪt/ *verb* to colour or mark text on a document or computer screen to make it stand out from the rest

**high-resolution** /,haɪ ,rezə 'lu:f(ə)n/ *adjective* relating to the ability to display or detect a very large number of pixels per unit area. Abbr **hi-res**

COMMENT: Currently, high-resolution graphics displays can show images at a resolution of 1024x1024 pixels, high-resolution printers can print at 600 or 800 dots per inch and a high-resolution scanner can scan at a resolution of 800 or 1200 dots per inch.

**high-specification** /,haɪ ,spesɪfɪ 'keɪf(ə)n/ *adjective* having a high level of accuracy or quality

**high-speed** /'haɪ spi:d/ *adjective* operating at faster than usual speed

**high-tech** /,haɪ 'tek/ *adjective* using advanced technology

**hi-res** /,haɪ 'rez/ *abbreviation* high-resolution

**histogram** /'hɪstəgræm/ *noun* a graph on which the data is represented by vertical or horizontal bars

**historical background** /hɪs ,tɔrɪk(ə)l 'bækgraʊnd/ *noun* the reasons why something has developed over a period of time to its present form

**historical value** /hɪs ,tɔrɪk(ə)l 'vælju:/ *noun* something that helps in the understanding of past events

**hit** /hɪt/ *noun* a successful match when searching a database

**hit list** /'hɪt lɪst/ *noun* a list of people or organisations that are most likely to do something or have something done to them ○ *The local council had hit lists of branch libraries which were either likely to support their projects or which they were going to close.*

**hit rate** /'hɪt reɪt/ *noun* the number of relevant titles found during a database search

**hk** *abbreviation* in Internet addresses, the top-level domain for Hong Kong

**HLF** *abbreviation* Heritage Lottery Fund

**hm** *abbreviation* in Internet addresses, the top-level domain for Heard and McDonald Islands

**HMI** *abbreviation* 1. human machine interface 2. Her Majesty's Inspectorate

**HMSO** *abbreviation* Her Majesty's Stationery Office

**hn** *abbreviation* in Internet addresses, the top-level domain for Honduras

**HNC** *abbreviation* Higher National Certificate

**HND** *abbreviation* Higher National Diploma

**holding area** /'həʊldɪŋ ,eəriə/ *noun* a space allocated to the temporary storage of semi-current materials

**holding file** /'həʊldɪŋ faɪl/ *noun* a computer file in which work waits until it can be processed

**holdings** /'həʊldɪŋz/ *plural noun* the stock of books and other items kept by a library

**holiday period** /'hɒlɪdeɪ ,prɪəriəd/ *noun* the time of year during which most people take their annual holidays

**hologram** /'hɒləgræm/ *noun* a three-dimensional photographic image created by laser beams

**holograph** /'hɒləgrɑ:f/ *noun* a book or document written in the author's own handwriting

**home computer** /,həʊm kəm 'pju:tə/ *noun* a stand-alone personal computer used at home

**homepage** /'həʊmpeɪdʒ/ *noun* 1. the opening page of an Internet website 2. somebody's personal website on the Internet, often containing personal data, photographs or contact information

**homograph** /'hɒməʊɡrɑ:f/ *noun* a word having the same spelling but different meaning from another, as with 'spell' meaning 'witchcraft' and 'spell' meaning 'to write words correctly'

COMMENT: Homographs are to be avoided where possible as headings when indexing.

**homonym** /'hɒməɪnɪm/ *noun* a word with the same sound and perhaps the same spelling another but with a different meaning, as with 'counter' meaning 'library issue desk' and 'counter' meaning 'machine for counting'

**homophone** /'hɒməfəʊn/ *noun* a word with the same sound but different spelling and meaning from another, such as 'threw' meaning 'past tense of throw' and 'through', which is a preposition

**honorarium** /,ɒnə'reəriəm/ *noun* a payment made for professional services which are usually provided without charge

**honorary** /'ɒnərəri/ *adjective* **1.** relating to a position or role that is held as an honour, without payment **2.** relating to a title or qualification that is given as a reward, not because it has been worked for in the usual way

**horizontal format** /,hɒrɪzənt(ə)l 'fɔ:mæt/ *noun* *US* a book format where the spine and fore-edge are shorter than the top and bottom edges (NOTE: The UK term is **landscape format**.)

**hospital library** /'hɒspɪtl 'laɪbrɪ/ **library**

**host** /həʊst/ *noun* the main computer in a system which allows access to online databases ■ *verb* to provide storage space on a server computer where a user can store files or data, often used to store the files required for a website

**host computer** /,həʊst kəm'pju:tə/ *noun* the controlling computer in a multi-user system

**host service** /'həʊst ,sɜ:vɪs/ *noun* a company that provides connections to the Internet and storage space on its computers which can store the files for a user's website

**hotline** /'hɒtləɪn/ *noun* a direct telephone line giving direct access, used e.g. for quick ordering, for complaints or between heads of governments

**hot link** /,hɒt 'lɪŋk/ *noun* a command within a hypertext program that links a hotspot or hotword on one page with a second destination page which is displayed if the user selects the hotspot

**hotspot** /'hɒtspɒt/ *noun* a special area on an image or display that does something when the cursor is moved on to it ○ *The image of the trumpet is a hotspot and will play a sound when you move the pointer over it.*

**hotword** /'hɒtwɜ:d/ *noun* a word within displayed text that does something when the cursor is moved on to it or it is selected

**hourly** /'aʊəli/ *adjective* happening every hour

**house journal** /'haʊs ,dʒɜ:n(ə)l/ *noun* an internal magazine giving information and news to the employees of a company or organisation. Also called **house magazine**

'...the new premises are said to be 'a sixth of the cost' and have better facilities for training and meetings... the organisation will offer a full package of membership benefits as before – including Aslib journals from Emerald, a range of training courses, and the monthly Managing Information house journal.' [Information World Review]

**housekeeping** /'haʊski:pɪŋ/ *noun* the work necessary to maintain any system of filing whether manual or computerised

**house magazine** /'haʊs mæɡə ,zi:n/ *noun* same as **house journal**

**house organ** /'haʊs ,ɔ:gən/ *noun* a magazine published by a business or other organisation for its employees or customers, containing information about the company, its products and its employees

**house style** /,haʊs 'staɪl/ *noun* a style of writing and presentation that is specific to a particular group, company or organisation

COMMENT: The aim of a house style is to give consistency to all the products of a

publishing house, thus making them more recognisable to the reading public. In the case of magazines, contributors will be sent a style sheet which shows how they should lay out their contributions. A house style will cover many aspects of layout, such as headlines, position of folios, typefaces and sizes; it will also cover details of spelling and punctuation: the form for writing dates (1st January 1999 or January 1st, 1999 or 1st Jan. 1999 or 01.01.99, etc.); the use of full stops after abbreviations (Mr or Mr., P.O.Box or PO Box, etc.). Most publishing companies have their own style sheets which are given to editors and form part of the training programme for new editorial and production staff. Many printers as well as publishers have their own house style and many follow the style of one of the University Presses (Oxford and Cambridge).

**hr** *abbreviation* in Internet addresses, the top-level domain for Croatia

**ht** *abbreviation* in Internet addresses, the top-level domain for Haiti

**HTML** /,eɪtʃ ti: em 'el/ *noun* a series of special codes which define the typeface and style that should be used when displaying the text and also allow hypertext links to other parts of the document or to other documents. Full form **HyperText Markup Language**. ◊ **Internet, SGML, XML**

**.html** *suffix* a file extension for an HTML file. Full form **HyperText Markup Language**

**HTTP** /,eɪtʃ ti: ti: 'pi:/ *noun* a series of commands used by a browser to ask an Internet web server for information about a webpage. Full form **hypertext transfer protocol**

**hu** *abbreviation* in Internet addresses, the top-level domain for Hungary

**human** /'hju:mən/ *adjective* concerning people rather than animals

**human capital** /,hju:mən 'kæpɪt(ə)/ *noun* the knowledge and skills that employees have, which are considered a resource of the company

**human-computer interaction** /,hju:mən kəm'pjʊ:tə ,ɪntər'æksjən/ *noun* the field of study relating to the interface between computers and users

**human factors** /,hju:mən 'fæktəz/ *plural noun* the needs of human beings

which must be considered when planning automation of an office

**humanities** /'hju:'mænitɪz/ *plural noun* subjects of study concerned with human ideas and behaviour, e.g. literature and philosophy

**Humanities Online Bulletin Board** /'hju:'mænitɪz ,ɒnlain 'bʊlətɪn ,bɔ:d/ *noun* an online current awareness service for the humanities. Abbr **HUMBUL**

**human machine interface** /,hju:mən mə'ʃi:n ,ɪntəfeɪs/ *noun* the way that a computer screen appears to the user. Abbr **HMI**

**human resources** /,hju:mən rɪ 'sɔ:ɪsɪz/ *plural noun* the staff of an organisation or company, which can provide skills to do specific jobs

**HUMBUL** /'hʌmbʌl/ *abbreviation* Humanities Online Bulletin Board

**hybrid** /'hæbrɪd/ *noun* a mixture of different things

**hymn book** /'hɪm bʊk/ *noun* a book containing the words, and sometimes the music, of church songs

**hyperlink** /'haɪpəlnɪk/ *noun* a word, symbol, image or other element in a hypertext document that links to another element in the same document or in another hypertext document

**hypermedia** /'haɪpəmi:diə/ *noun* a hypertext system that supports the linking of graphics, audio and video elements, and text

**hypertext** /'haɪpətɛkst/ *noun* 1. a multimedia system of organising information in which certain words in a document link to other documents and display the text when the word is selected 2. a way of linking one word or image on an Internet page to another page in which clicking on certain words or images moves the user directly to the relevant new page

**HyperText Markup Language** /'haɪpətɛkst ,mɑ:kʌp ,læŋgwɪdʒ/ *noun* full form of **HTML**

**hypertext transfer protocol** /,haɪpətɛkst 'trænsfɜ: ,prəʊtəkɒl/ *noun* full form of **HTTP**

**hyphen** /'haɪf(ə)n/ *noun* a punctuation mark (-) used to join two words together, as in 'two-sided'

**hyphenated** /'haɪfəneɪtɪd/ *adjective* formed of two words joined by a hyphen

**hyphen stringing** /'haɪfən ,strɪŋɪŋ/ *noun* the process of using hyphens to combine terms

**hypothesis** /haɪ'pɒθəɪsɪs/ *noun* a theory which has not yet been tested to prove its truth (NOTE: The plural is **hypotheses**.)

**hypothetical** /,haɪpə'tetɪk(ə)/ *adjective* based on suggestions rather than proved or tested