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jacket /'dʒækɪt/ *noun* a paper or plastic cover for a book ■ *verb* to put a jacket on a book

jacket design /'dʒækɪt dɪ,zain/ *noun* the design of a book jacket

jacket designer /'dʒækɪt dɪ,zainə/ *noun* a person who designs book jackets

jam /dʒæm/ *verb* **1.** to stop working because something is blocked or stuck ○ *The printer's jammed.* **2.** to interfere with a radio or electronic signal so that it cannot be received clearly

JANET /'dʒænit/ *abbreviation* Joint Academic NETWORK

jargon /'dʒɑ:gən/ *noun* a language that uses words and expressions in specific, often technical, ways that relate to a particular field of study

'According to a spokesperson for Barclays, the bank tested a much larger range of new words and phrases than the final set. 'The idea was to look at the language that banks use and eliminate the jargon that sometimes makes it difficult for customers to understand the bank and the bank to communicate with its customers', the spokesperson said.' [Bank Marketing International]

je *abbreviation* in Internet addresses, the top-level domain for Jersey

jiffy bag /'dʒɪfi bæɡ/ *noun* a padded envelope used to protect goods which are sent through the post

jigsaw puzzle library /'dʒɪɡzɔ: ,pʌz(ə)l ,laɪbrəri/ *noun* a UK library founded in 1933 and holding over 4000 wooden handcut jigsaws

JISC *abbreviation* Joint Information Systems Committee

jm *abbreviation* in Internet addresses, the top-level domain for Jamaica

jo *abbreviation* in Internet addresses, the top-level domain for Jordan

job /dʒɒb/ *noun* **1.** any task which needs to be done **2.** work that is done to earn money

job applicant /'dʒɒb ,æplɪkənt/ *noun* somebody who applies to be considered for a job

jobbing printer /'dʒɒbɪŋ ,prɪntə/ *noun* a person who undertakes small printing jobs

job description /'dʒɒb dɪ ,skrɪpʃən/ *noun* an official statement of what a job involves

job scheduling /'dʒɒb ,ʃedʒu:ɪŋ/ *noun* the process of allocating specific tasks to people and times

job specification /'dʒɒb ,spesɪfɪkeɪʃ(ə)n/ *noun* detailed objectives for a job

join /dʒɔɪn/ *verb* **1.** to fasten two or more things together **2.** to become a member of an organisation

joint /dʒɔɪnt/ *noun* either of the creases between the spine and the front and back covers of a book, especially a hardback

Joint Academic NETWORK /,dʒɔɪnt ,ækədemɪk 'netwɜ:k/ *noun* a national communication system which uses electronic mail and other systems between universities. Abbr JANET

joint author /,dʒɔɪnt 'ɔ:θə/ *noun* a person who writes a book in collaboration with others

joint authorship /,dʒɔɪnt 'ɔ:θəʃɪp/ *noun* a situation in which several

authors have written a book together and share the rights in it

joint imprint /,dʒɔɪnt 'ɪmprɪnt/
noun the imprints of two publishers which appear on a book that has been published by the two companies jointly

Joint Information Systems Committee /,dʒɔɪnt ɪnfə'meɪʃ(ə)n ,sɪstəmz kə'mɪtɪ/ *noun* a professional body which works to promote the use of information systems to support education and administration needs. Abbr **JISC**

Joint Photographic Experts Group /,dʒɔɪnt fəʊtə'græfɪks 'ekspɜːts gru:p/ *noun* full form of **JPEG**

journal /'dʒɜːn(ə)/ *noun* a specialist magazine

journalise /,dʒɜːnə'liːz/ *noun* a style of writing with clichés and hackneyed phrases often used by journalists

journalist /'dʒɜːn(ə)lɪst/ *noun* a person who writes for a newspaper or magazine

joystick /'dʒɔɪstɪk/ *noun* a hand-held control lever attached to a computer which can be used to play computer games

jp *abbreviation* in Internet addresses, the top-level domain for Japan

JPEG /'dʒeɪpeɪ/ *noun* a data file for pictures and photographs on the

Internet. Full form **Joint Photographic Experts Group**

.jpeg /'dʒeɪpeɪ/, **.jpg** *suffix* a file extension for a JPEG file. Full form **Joint Photographic Experts Group**

jumpstation /'dʒʌmp,steɪʃ(ə)n/
noun a website whose primary function is to provide links to other websites, especially those relating to a particular subject

junior /'dʒuːniə/ *adjective* younger or lower in rank than another person

junk /dʒʌŋk/ *noun* information or hardware that is old and useless

junk mail /'dʒʌŋk meɪl/ *noun* unwanted publicity and advertisements sent through the post

justification /,dʒʌstɪfɪ'keɪʃ(ə)n/
noun the process of adjusting the spacing in printed text so that the text starts and ends exactly at the margins

justify /'dʒʌstɪfaɪ/ *verb* **1.** to change the spacing between words or characters so that each line of the text ends exactly at the right-hand margin **2.** to give a good reason for something ○ *Can you justify the expenditure on children's books?*

juvenile /'dʒuːvəniəl/ *noun* a young person

juxtapose /,dʒʌkstə'pəʊz/ *verb* to put two things next to each other in order to emphasise the difference between them