

designed to collate all the information collected by an organisation and supplied to support anyone involved in decision making. Abbr **MIS**

'...of equal benefit has been the improvement in management information systems. In the past, banks and insurers were basing their risk decisions on inaccurate or out of date information; new technology has allowed companies to trade on real-time information with obvious implications for risk control and accuracy of pricing.' [*Investment Advisor*]

management of records

/,mænidʒmənt əv 'rekɔ:dz/ noun the process of creating, storing, retrieving and disposing of records

management style

/,mænidʒmənt stail/ noun any of several different ways of controlling, organising and motivating groups of people

management training

/,mænidʒmənt 'treɪnɪŋ/ noun the training of managers by making them study the principles and practices of management

manager **/'mænidʒə/ noun** a person who is responsible for running a company, organisation or group

managerial **/,mænə'dʒɪəriəl/ adjective** relating to the work of a manager

mandatory **/'mændət(ə)rɪ/ adjective** compulsory ○ *It is mandatory to pay taxes.*

manifesto **/,mæni'festəʊ/ noun** a written statement of the intentions of a person or group of people who are standing for election

manipulate **/mə'nɪpjʊleɪt/ verb** to control people, data or situations to produce a specific result

manipulation **/mə'nɪpjʊ'leɪʃ(ə)n/ noun** the act of moving, editing or changing text or data ○ *The high-speed database management program allows the manipulation of very large amounts of data.*

man-made **/,mæn 'meɪd/ adjective** made by people rather than formed naturally

manpower **/'mænpaʊə/ noun** a workforce or labour force which produces goods

manpower resources **/'mænpaʊə rɪ,zɔ:sɪz/ plural noun** the number of people available for work

manual **/'mænjuəl/ noun** a document or book containing instructions about the operation of a system or machine ■ **adjective** done by hand rather than by machine

manual data processing

/,mænjuəl 'deɪtə ,prəʊsesɪŋ/ noun the sorting and processing of information without the help of a computer

manual entry **/,mænjuəl 'entri,**

manual input **/,mænjuəl 'ɪnpʊt/ noun** the act of entering data into a computer by an operator via a keyboard

manual system **/'mænjuəl ,sɪstəm/**

noun an information control system that uses handwritten rather than computerised records

manufacture **/,mænjʊ'fæktʃə/ verb** to make something in a factory

manufacturer **/,mænjʊ'fæktʃərə/ noun** a company which makes a product

manuscript **/'mænjʊskrɪpt/ noun** a typed or handwritten text of something before it is printed ○ *The advance on royalties will be paid on acceptance of the completed manuscript for publication.* Abbr **ms**

manuscript music book

/,mænjʊskrɪpt 'mju:zɪk ,bʊk/ noun a book of paper ruled with five line staves for the writing of music

map **/mæp/ noun** a diagrammatic representation of an area of land

COMMENT: Maps are now mainly computerised and are output on plotters.

This allows the information on a map to be stored as a database, which can be used to produce maps on different scales, with different colour designs, etc.

map pin **/'mæp pɪn/ noun** a sharp metal object with a small round coloured head used to indicate places on a map

marbled paper **/,mɑ:b(ə)ld 'peɪpə/ noun** multi-coloured paper used by bookbinders usually for the endpapers of books

MARC /mɑ:k/ *abbreviation* Machine Readable Catalogue

margin /'mɑ:dʒɪn/ *noun* a blank space around a section of printed text between the printed text and the edge of the paper

margin of error /,mɑ:dʒɪn əv 'erə/ *noun* the number of mistakes that are considered to be acceptable in a document or calculation

mark /mɑ:k/ *noun* **1.** a sign or symbol written on a page **2.** the score or grade achieved for an assignment or examination ■ *verb* to assess work and award it a grade or score

marker /'mɑ:kə/ *noun* an object that is used to show the position of something

marker pen /'mɑ:kə pen/ *noun* a coloured pen used to indicate or highlight sections of text

market /'mɑ:kɪt/ *noun* the number of people wishing to buy a product or the area of the world where it is sold ■ *verb* to organise the sale of a product by deciding the price, the areas where it will be sold and how it will be advertised

marketing plan /'mɑ:kɪtɪŋ plæn/ *noun* a strategy for selling a product or service by planning the advertising and distribution within a selected market

market penetration /,mɑ:kɪt ,penɪ 'treɪf(ə)n/ *noun* an expression of how much of the chosen market is reached by a product ○ *They estimated a 50% market penetration for the information service.*

marketplace /'mɑ:kɪtpleɪs/ *noun* **1.** the potential number of people who will buy a product or use a service **2.** a place where goods or services can be sold or offered

market research /,mɑ:kɪt rɪ'sɜ:tʃ/,

market analysis /,mɑ:kɪt ə'næləʊsɪs/ *noun* the process of examining the possible sales of a product and the possible customers for it before it is put on the market

mark up /,mɑ:k 'ʌp/ *verb* to prepare copy for printing by indicating such things as font size, typeface and layout

mass deacidification /,mæs ,di:æsɪdɪfɪ'keɪf(ə)n/ *noun* the process

of adding chemicals to acidic paper to neutralise the acid and prevent further deterioration, especially in old collections

mass market /,mæs 'mɑ:kɪt/ *noun* a very large market, covering a large proportion of a population

mass market paperback /,mæs ,mɑ:kɪt 'peɪpəbæk/ *noun* a paperback book aimed at the mass market

mass media /,mæs 'mi:diə/ *noun* means of communication which reach large numbers of people, e.g. radio, television and newspapers

mass production /,mæs prə 'dʌkʃən/ *noun* the manufacture of large quantities of the same product

mass storage /,mæs 'stɔ:rɪdʒ/ *noun* the storage and retrieval of large amounts of data

“It’s not unusual for universities or government bodies to have rooms that are floor to ceiling with magnetic tapes”, says Kevin Murrell, a curator at Bletchley Park Computer Museum. “Ten or fifteen years ago this was the most common mass-storage medium, but today it’s increasing difficult to read them”.’ [*New Scientist*]

mass storage device /,mæs 'stɔ:rɪdʒ dɪ,vaɪs/ *noun* a computer backing store device such as a disk drive which is able to store large amounts of data

master /'mɑ:stə/ *noun* **1.** the original document from which copies are made **2.** the most important person or device within a system ■ *verb* to learn something so that you can do it well

master catalogue *noun* a file in which every entry contains full bibliographical information. Also called **master file**

master copy /'mɑ:stə ,kɒpi/ *noun* the original document from which photocopies are made

master file /'mɑ:stə faɪl/ *noun* **1.** same as **master catalogue** **2.** the main copy of a computer file, kept for security purposes

mastermind /'mɑ:stəmaɪnd/ *verb* to plan a complicated activity in detail and make sure it happens successfully

masterpiece /'mɑ:stəpi:s/ *noun* an original creation in the arts which is of exceptional quality

master plan /'mɑ:stə plæn/ *noun* a detailed plan to organise several difficult tasks

Master's degree /'mɑ:stəz dɪ'gri:/ *noun* an academic degree, usually awarded after one or two years of post-graduate study

match /mætʃ/ *noun* something that is equal to another in physical or mental characteristics ○ *The players were a perfect match for each other and the game ended in a draw.* ■ *verb* to find an item that has equal characteristics ○ *He had to match them for size and colour.* □ **to match a record** to search a database or record for a similar piece of information to the record you have

material /mə'tɪəriəl/ *noun* equipment or items needed for a particular activity
material requirements planning /mə'tɪəriəl rɪ'kwɪəmənts plænɪŋ/ *noun* a detailed statement of the equipment required for a specific task and its cost

mat /mæt/ *adjective* relating to paper that is not shiny, especially paper for photographs

matter /'mætə/ *noun* a situation that you have to deal with ○ *This is a matter which the library committee must decide.*

mature student /mə,tʃʊə 'stju:d(ə)nt/ *noun* a student aged 25 or over who has gone into higher or further education later than is usual, especially after working or raising a family

maximise /'mæksɪmaɪz/, **maximize** *verb* **1.** to make the most possible use of something **2.** to make something as large or important as possible ○ *They aimed to maximise their profits.*

maximum /'mæksɪməm/ *noun* **1.** the largest amount possible **2.** the highest achievement possible

Mb, MB *abbreviation* megabyte

MBO *abbreviation* Management By Objectives

MBS *abbreviation* mind body and spirit

mc *abbreviation* in Internet addresses, the top-level domain for Monaco

md *abbreviation* in Internet addresses, the top-level domain for Moldova

means /mi:nz/ *plural noun* **1.** a method of doing something ○ *We have the means to store a large number of documents.* **2.** the money that someone has to spend ○ *She has the means to buy a large house.*

measure /'meɪʒə/ *verb* to discover the size or quantity of something by using a calibrated instrument ■ *noun* **1.** a set of scales or strip for measuring **2.** an action taken to bring about a specific result ○ *Measures have been taken to reduce the loss of books.*

measurement /'meɪʒəmənt/ *noun* size in units such as centimetres or inches

COMMENT: In Britain, the measurements of paper sheets are normally given with the short side first (768 x 1008mm), while the physical measurements of a book are normally given with the height first and then the width. The format of this book is 198 x 129. Note that in many countries, the measurements are given with the width first and height second, leading to much confusion. The measurement of type is based on the point system (one point is 0.3515mm in Britain and the USA; 0.376mm in Europe).

mechanical /mɪ'kæni:k(ə)/ *adjective* relating to something that has moving parts and uses power to perform tasks

mechanics /mɪ'kæni:kz/ *plural noun* the way that something works or is done ○ *The mechanics of reading are difficult for children to learn.*

mechanism /'mekənɪz(ə)m/ *noun* **1.** a piece of machinery **2.** a method of doing something

media /'mi:diə/ *noun* the main means of communication as in radio, television and newspapers

media converter /'mi:diə kən'veɜ:tə/ *noun* a multi-disk reader device which can read data from various sizes and formats of disk

media coverage /'mi:diə ,kʌv(ə)rɪdʒ/ *noun* the number of reports about a situation or event in the newspapers, radio or television

media management system /'mi:diə ,mæni:dʒmənt ,sɪstəm/ *noun* an operating system which allows phys-

ical storage media such as tapes or disks to be catalogued and replayed. Abbr **MMS**

media resource officer /,mi:diə rɪ 'zɔ:s ɹfɪsə/ *noun* a person who is in charge of the management of audio-visual resources

media storage systems /'mi:diə ,stɔ:riɟz ɹsɪstəmz/ *plural noun* systems for storing and retrieving non-book materials such as audio tapes, video tapes or illustrations

medical /'medɪk(ə)/ *adjective* relating to the treatment and prevention of illness and injuries

medical abstracts /'medɪk(ə)l ɹbstræktz/ *plural noun* a collection of summaries of medical articles in journals

medical directory /'medɪk(ə)l daɪ ɹekt(ə)ri/ *noun* a list of medical institutions, practitioners and specialists

medical index /'medɪk(ə)l ɪndeks/ *noun* a list of bibliographical references to articles on medical subjects

medical journal /'medɪk(ə)l ɹɟʒ:ɪn(ə)/ *noun* a specialist magazine for medical practitioners

medical library /'medɪk(ə)l ɹaɪbrəri/ *noun* a special library to support medical work

Medical Literature Analysis and Retrieval Service /,medɪk(ə)l ɹɪt(ə)rɹɛfjə ə,næɪlɪs ən rɪ'tri:v(ə)l ɹɔ:vɪs/ *noun* a collection of databases operated by the National Library of Medicine. Abbr **MEDLARS**

medical publishing /'medɪk(ə)l ɹɒblɪʃɪŋ/ *noun* the publishing of books on medical subjects

medieval manuscript /'medi:vəl ɹmænju:skrɪpt/ *noun* a written manuscript dating from between 1100 and 1500 A.D.

medium /'mi:diəm/ *adjective* neither large nor small, but middle-sized ■ *noun* the means used to communicate or express oneself ○ *They communicated through the medium of the written word.* (NOTE: The plural is **media** or **mediums**.)

medium octavo /,mi:diəm ɒk 'tɑ:vəʊ/ *noun* a traditional book format of 9 x 5 3/4 inches

MEDLARS /'medlɑ:z/ *abbreviation* Medical Literature Analysis and Retrieval Service

MEDLIB /'medlɪb/ *noun* a subscription bulletin board mainly used by doctors

Medline /'medlaɪn/ *noun* an information database mainly used by employees in medical professions

meet /mi:t/ *verb* **1.** to make contact with somebody face to face **2.** to deal with a situation, need or requirement

meeting /'mi:tɪŋ/ *noun* an event when people come together to discuss things

megabyte /'megəbaɪt/ *noun* a storage unit in computers, equal to 1,048,576 bytes, or 10²² bytes. Abbr **MB, Mbyte**

membership /'membəʃɪp/ *noun* the state of belonging to an organisation or group

membership list /'membəʃɪp lɪst/ *noun* a list of names and addresses of members of an organisation or group

membership ticket /'membəʃɪp ɹɪkɪt/, **membership card** /'membəʃɪp kɑ:d/ *noun* a card or ticket stating somebody's name and the name of the organisation of which they are a member

memo /'meməʊ/ *abbreviation* memorandum

memoir /'memwɑ:/ *noun* a written account of somebody's life, especially one who has been well known in public life

memo pad /'meməʊ pæd/ *noun* a pad of headed paper used for internal messages

memorandum /,memə'rændəm/ *noun* a note sent internally within a company or organisation

memorial volume /mɪ'mɔ:riəl ɹvɒljʊ:m/ *noun* **1.** a book containing the names of people to be remembered **2.** a book written in memory of someone

memorise /'memərəɪz/, **memorize** *verb* to learn something so that you can remember it exactly

memory /'mem(ə)ri/ *noun* **1.** a person's ability to remember things **2.** the capacity to store information

menu /'menju:/ *noun* a list of options displayed on screen for the user of a computer program

menu-driven /'menju: ,dri:v(ə)n/ *adjective* relating to a computer program where the user can choose options from a menu

merchandise /'mɜ:tʃəndaɪz/ *noun* goods that are bought, sold or traded ■ *verb* to sell goods and services

merge /mɜ:dʒ/ *verb* to combine two data files on a computer. ◊ **mail merge**

merge sort /,mɜ:dʒ 'sɔ:t/ *noun* a software application in which the sorted files are merged into a new file

MERIT /'merɪt/ *noun* a US regional gateway with access to commercial services

MESH /meʃ/ *abbreviation* Medical Subject Headings for Medline

message /'mesɪdʒ/ *noun* a piece of information that you send or leave for somebody

message heading /'mesɪdʒ ,hedɪŋ/ *noun* a title given to information to indicate its contents

message numbering /'mesɪdʒ ,nʌmbəɪŋ/ *noun* identification of messages using a numerical system

metadata /'metədɪtə/ *noun* descriptive information about the elements of a set of data, e.g. information contained in a webpage which describes the topics covered by that webpage

'Contivo Vocabulary Management Solution (VMS) (TM) provides a central semantics-based metadata repository, development tools, infrastructure, and code generators that automate data transformation for application integration across multiple platforms.' [*BusinessWire*]

metaphor /'metəfə/ *noun* an expression used to describe one thing in terms of another, without using the words 'like' or 'as', as in 'the librarian was a fountain of knowledge'

meteorological office /,mi:tɪərə 'lɒdʒɪk(ə)l ,ɒfɪs/ *noun* a government office which records the forecasting and

occurrence of weather conditions worldwide

meteorology /,mi:tɪə'rɒlədʒi/ *noun* the study of weather formation and conditions

methodical /mɪ'thɒdɪk(ə)l/ *adjective* having a careful, planned and ordered way of working

methodology /,meθə'dɒlədʒi/ *noun* a system of ways and principles for doing something, e.g. in teaching or research

metric /'metrɪk/ *adjective* relating to a system of book and paper measurement, calculated in millimetres

COMMENT: The main metric stock paper sizes used in the UK are: metric quad crown (768 x 1008), metric large crown (816 x 1056), metric quad demy (888 x 1128), and metric quad royal (960 x 1272).

metric crown octavo /,metrɪk kraʊn ɒk'tɑ:vəʊ/ *noun* a book format (186 x 123mm)

mg *abbreviation* **1.** in Internet addresses, the top-level domain for Madagascar **2.** milligram

mh *abbreviation* in Internet addresses, the top-level domain for Marshall Islands

micro- /maɪkrəʊ/ *prefix* used to indicate a very small version of anything

micro computer /'maɪkrəʊ kəm ,pju:tə/ *noun* a small computer usually used as a stand-alone machine, i.e. one not connected to a network

microcontent /'maɪkrəʊ,kɒntent/ *noun* a single piece of data on the Internet which has its own URL or link and can be accessed by a hand-held device if needed, e.g. a weblog posting or a weather forecast

microcopy /'maɪkrəʊkɒpi/ *noun* a copy of a document which has been reduced in size

microfiche /'maɪkrəʊ,fɪ:ʃ/ *noun* a small sheet of photographic film on which information is stored in very small print

microfiche reader /'maɪkrəʊfɪ:ʃ ,ri:də/ *noun* a machine that magnifies the writing on microfiche film and displays it in readable form on a monitor

microfilm /'maɪkrəʊfɪlm/ *noun* material for making microfiches ■ *verb* to make microfiches

micro image /'maɪkrəʊ ɪmɪdʒ/ *noun* a stored graphical image which is too small to be seen with the naked eye

microphone /'maɪkrəʊfəʊn/ *noun* an electronic device used to record sounds or to make them louder

microprocessor /'maɪkrəʊ ˌprəʊsesə/ *noun* a microchip which can be programmed to do a large number of tasks or calculations

Microsoft Disk Operating System /ˌmaɪkrəʊsɒft dɪsk ˈɒpəreɪtɪŋ ˌsɪstəm/ *noun* full form of **MS/DOS**

Microsoft Network /ˌmaɪkrəʊsɒft ˈnetwɜ:k/ *noun* a vast online service to provide information, database links to the Internet and electronic mail especially for Windows users. Abbr **MSN**

middle management /ˌmɪd(ə)l ˈmænɪdʒmənt/ *noun* a level of management which has responsibility for a part within the structure of a whole organisation

mid-user /'mɪd ˌju:zə/ *noun* an operator who retrieves relevant information from a database for a customer or end user

migrate /maɪ'greɪt/ *verb* to transfer a file from one computer system or database to another

migration /maɪ'greɪf(ə)n/ *noun* a transfer of computer data, programs or hardware from one system to another

mil *abbreviation* in Internet addresses, the generic top-level domain for military organisation

milking machine /'mɪlkiŋ məʃi:n/ *noun* a portable machine which can accept data from other machines and then transfer it to a large computer

millboard /'mɪlbɔ:d/ *noun* thick paperboard used in binding books

millennium /mɪ'lenɪəm/ *noun* a period of one thousand years (NOTE: The plural is **millennia**.)

Mills and Boon /ˌmɪlz ən ˈbu:n/ *noun* a romantic novel published by, or of the kind typically published by, the

firm of Mills and Boon, publishers of popular romantic fiction

mind body and spirit /ˌmaɪnd ˌbɒdi ən ˈspɪrɪt/ *noun* a category of books dealing with alternative topics such as natural medicine, new faiths and oriental mysticism. Abbr **MBS**

mind map /'maɪnd mæp/ *noun* a diagram with nodes representing the main points of a topic, with the links between them and any other relevant information also shown

mine /maɪn/ *noun* a rich source of something, especially information ■ *verb* to search through a source and extract information

'In addition, once the business processes have been optimised/re-engineered, the information technology function should provide tools to empower staff to search for and mine the data stores around the organisation.' [*Financial Times*]

mini- /mɪni/ *prefix* combining with nouns to indicate a smaller version of something ○ *mini-computer*

miniature /'mɪnɪtʃə/ *noun* 1. a coloured picture in an illuminated manuscript 2. a much reduced copy of a document 3. a small, very detailed drawing or painting especially on ivory or vellum

minimise /'mɪnɪməɪz/, **minimize** *verb* 1. to reduce something to the smallest possible amount 2. to make something seem unimportant

minimum /'mɪnɪməm/ *noun* the smallest amount possible

ministry /'mɪnɪstri/ *noun* a government department

ministry publication /'mɪnɪstri ˌpʌblɪkeɪʃ(ə)n/ *noun* a published report of the proceedings of a government department

Minitel /'mɪntel/ *noun* a national information database in France accessible by telephone and home computer

minority /maɪ'nɔ:rti/ *noun* a group of people who form less than half of the total population of an area, e.g. in terms of race, religion or political opinion

minority sampling /maɪ'nɔ:rti ˈsɑ:mplɪŋ/ *noun* a method of surveying

the needs and opinions of a minority group

mint /mɪnt/ *adjective* new

mint condition /,mɪnt kən'dɪʃ(ə)n/ *noun* the same condition as when new

minuscule /'mɪnɪskju:l/ *adjective* extremely small

MIS *abbreviation* Management Information System

mis- /mɪs/ *prefix* combining with verbs or nouns to indicate that something is done badly or wrong ○ *misuse* ○ *mismatch*

miscalculate /mɪs'kælkjuleɪt/ *verb* **1.** to add something up incorrectly **2.** to make a mistake in judging a situation

miscellaneous /,mɪsə'leɪniəs/ *adjective* relating to a collection of items that are all very different from each other

miscellany /mɪ'seləni/ *noun* a collection of written texts on a variety of subjects in one book

miseducate /mɪs'edjukeɪt/ *verb* to educate somebody in a wrong or inadequate way

misfile /mɪs'faɪl/ *verb* to file something such as a document in the wrong place

misinform /,mɪsɪn'fɔ:ɪn/ *verb* to give incorrect information to somebody

misleading title /mɪs,li:dɪŋ 'taɪt(ə)/ *noun* a title that does not indicate the subject matter or the form of the work

mismatch /'mɪsmætʃ/ *noun* a situation where two things are not correctly linked

misprint /'mɪsprɪnt/ *noun* a mistake in printing

misquote /mɪs'kwəʊt/ *verb* to state incorrectly what somebody has said or written

misread /mɪs'ri:d/ *verb* **1.** to read something incorrectly **2.** to judge somebody's intentions incorrectly

miss /mɪs/ *noun* a document not retrieved by a computer search

missing /'mɪsɪŋ/ *adjective* not in the expected place

missing data /,mɪsɪŋ 'deɪtə/ *noun* information which is not available, so that a task cannot be completed

missing link /,mɪsɪŋ 'lɪŋk/ *noun* the missing piece of information in a chain of data, which makes it difficult to use the information

mission statement /'mɪʃ(ə)n ,steɪtmənt/ *noun* a statement of the aims and objectives of an organisation

missive /'mɪsɪv/ *noun* a letter, especially a long and detailed one

misspelt /mɪs'spelt/ *adjective* spelt wrongly

mistake /mɪ'steɪk/ *noun* an error

mixed ability class /,mɪksɪt ə,bɪlɪtɪ 'klɑ:s/ *noun* a class in a school or college where pupils have different levels of learning ability

mk *abbreviation* in Internet addresses, the top-level domain for Macedonia

ml *abbreviation* in Internet addresses, the top-level domain for Mali

MLA *abbreviation* **1.** Modern Language Association **2.** Museums, Libraries and Archives Council

mm *abbreviation* in Internet addresses, the top-level domain for Myanmar

MMS *abbreviation* media management system

mn *abbreviation* in Internet addresses, the top-level domain for Mongolia

mnemonic /nɪ'mnɒnɪk/ *noun* a word, rhyme or sentence which helps you to remember other things, e.g., 'Richard Of York Gave Battle In Vain' which has the same first letters as the colours of the rainbow – Red, Orange, Yellow, Green, Blue, Indigo, Violet

mobile /'məʊbaɪl/ *adjective* able to be moved easily or to move by itself

mobile library /,məʊbaɪl 'laɪbrəri/ *noun* a specially adapted van which takes library books to residential areas at the same time each week

mobile storage files /,məʊbaɪl 'stɔ:ɪrɪdʒ ,faɪlz/ *plural noun* files that can be moved physically or electronically

mobile unit /,məʊbaɪl 'ju:nɪt/ *noun* a complete set of filming and editing equipment which can be transported in a van for outside broadcasts

mock-up /'mɒk ʌp/ *noun* a model of a new product or building which can be used to show to potential customers

model /'mɒd(ə)l/ *noun* a theoretical statement of how a system will work which people can copy to achieve the same results

modem /'məʊdem/ *noun* an electronic device which converts binary to analogue signals so that data can be transmitted over the telephone network. Also called **dataset**

moderated list /,mɒdəreɪtɪd 'lɪst/ *noun* a mailing list in which a moderator reads all the material that has been submitted before it is distributed to the users on the list

moderated newsgroup /,mɒdəreɪtɪd 'nju:zgru:p/ *noun* a newsgroup in which a moderator reads all the material that has been submitted before it is published in the newsgroup

moderator /'mɒdəreɪtə/ *noun* a person responsible for reading messages sent to a mailing list or newsgroup and editing any messages that do not conform to the rules of the list, e.g. by deleting commercial messages

Modern Language Association /,mɒdən 'læŋgwɪdʒ ə,səʊsiəf(ə)n/ *noun* a professional body that provides standard guidelines on writing research papers, e.g. document formatting and citing other sources. Abbr **MLA**

modification /,mɒdɪfɪ'keɪf(ə)n/ *noun* a small change to something usually made to improve it

modify /'mɒdɪfaɪ/ *verb* to change something, often in only a small way, usually in order to improve it

modular /'mɒdjʊlə/ *adjective* relating to a method of organising and teaching courses as a series of independent modules

module /'mɒdju:l/ *noun* a small section of a larger programme which can also function as a unit in its own right

modus operandi /,məʊdəs ɔpə'rendɪ/ *noun* a particular and often personal way of working

moisture content of paper /,mɔɪstʃə ˌkɒntent əv 'peɪpə/ *noun*

the amount of moisture in paper, shown as a percentage of the paper weight

MOMI /'məʊmi/ *abbreviation* Museum of the Moving Image

monitor /'mɒnɪtə/ *noun* a visual display unit used to show the text and graphics generated by a computer ■ *verb* to make regular checks to see how something or somebody is working

mono- /mɒnəʊ/ *prefix* used with nouns that have 'one' or 'single' as part of their meaning

monograph /'mɒnɒgrɑ:f/ *noun* a book on one specific subject

monolingual /,mɒnəʊ'lɪŋgwəl/ *adjective* using only one language ○ *a monolingual dictionary*

montage /'mɒntɑ:ʒ/ *noun* a combination of photographs, drawings or parts of pictures used for display or advertising

monthly /'mʌnθli/ *adjective* coming out regularly once a month ■ *noun* a magazine published once a month

Moon type /'mu:n taɪp/ *noun* a system of reading for the blind, more easily learned than Braille and therefore often used by people who go blind late in life

morgue /mɔ:g/ *noun* in journalism, a collection of miscellaneous reference material

morocco /mə'rɒkəʊ/ *noun* a soft leather made from goatskin, or a leather made in imitation of it from sheepskin or calfskin, used for covering books

morocco binding /mə'rɒkəʊ ˌbaɪndɪŋ/ *noun* a fine leather book covering made from goatskin

Morse /mɔ:s/, **Morse code** *noun* a system for representing letters and numbers by signs consisting of one or more short or long signals of sound or light which are printed out as dots and dashes

mosaic /məʊ'zeɪɪk/ *noun* a picture made up of small dots as in a videotext system

mother tongue /'mʌðə tʌŋ/ *noun* the first language learned as a child

[Zeljko Perovic, Assistant Minister for Foreign Affairs of Serbia and Montenegro] said that... non-

Albanian communities were being denied any meaningful participation in political life, to the extent that "not even basic access to documentation in their mother tongues is ensured".' [*M2 Presswire*]

motif /məʊ'ti:f/ *noun* **1.** an often repeated pattern or design **2.** the main subject which acts as the base for a work of art or music

motion picture /,məʊʃ(ə)n 'pɪktʃə/ *noun* a film made to be shown in the cinema

motivate /'məʊtɪveɪt/ *verb* to encourage somebody to do something, especially to behave in a positive way

motivation /,məʊtɪ'veɪʃ(ə)n/ *noun* the feeling that you want to work hard

motive /'məʊtɪv/ *noun* a strong reason for doing something

mount /maʊnt/ *verb* **1.** to organise an event and ensure that it happens **2.** to fix something in a particular place, especially a piece of artwork or film on a card backing or in a frame

mounted picture /,maʊntɪd 'pɪktʃə/ *noun* a picture that is fixed on to a background to improve its appearance

mouse /maʊs/ *noun* a small hand device used to control the cursor on a computer screen (NOTE: The plural is **mice**.)

.mov *suffix* a file extension for a film file. Full form **movie**

move /mu:v/ *verb* **1.** to change position **2.** to propose a motion or amendment at a meeting

movement /'mu:vmənt/ *noun* **1.** a gradual change in attitude or opinion **2.** a group of people who share the same beliefs or ideas

Moving Picture Experts Group /,mu:vɪŋ 'pɪktʃəs 'ekspɜ:ts ,gru:p/ *noun* full form of **MPEG**

mp *abbreviation* in Internet addresses, the top-level domain for Northern Mariana Islands

MP3 /,em pi: 'θri:/ *noun* a computer file standard for downloading compressed music from the Internet, playable on a multimedia computer with appropriate software. Full form

Moving Picture Experts Group, Audio Layer 3

.mp3 *suffix* a file extension for an MP3 file. Full form **Moving Picture Experts Group, Audio Layer 3**

MPEG /'empeg/ *noun* a data file for moving pictures on the Internet. Full form **Moving Picture Experts Group**

.mpeg /'empeg/, **.mpg** *suffix* a file extension for an MPEG file. Full form **Moving Picture Experts Group**

mq *abbreviation* in Internet addresses, the top-level domain for Martinique

mr *abbreviation* in Internet addresses, the top-level domain for Mauritania

ms *abbreviation* manuscript (NOTE: The plural is **mss**.)

MS/DOS /,em es 'dɒs/ *noun* an operating system on personal computers. Full form **Microsoft Disk Operating System**

MSN *abbreviation* Microsoft Network

mt *abbreviation* in Internet addresses, the top-level domain for Malta

mu *abbreviation* in Internet addresses, the top-level domain for Mauritius

multi- /mʌlti/ *prefix* used to form adjectives describing things which have many parts

multicasting /'mʌltɪkɑ:stɪŋ/ *noun* the process of sending data across a network to several recipients simultaneously

multicultural /,mʌlti'kʌltʃərəl/ *adjective* relating to a community or philosophy that draws from many different races and cultures

multidisciplinary /,mʌlti'dɪsɪplɪnəri/ *adjective* studying or using several specialised subjects or skills

multi-disk reader /,mʌltɪ dɪsk 'ri:də/ *noun* a device that can take in data from different sizes and formats of disk

multi-level indexing /,mʌlti'lev(ə)l 'ɪndeksɪŋ/ *noun* the process of indexing a document by both broad and narrow terms

multilingual *adjective* using several languages ◦ a *multilingual dictionary of technical terms*

multilingual **thesaurus** /,mʌlɪŋgwəl θə'sɔ:ɪəs/ *noun* a collection of words providing synonyms in a variety of languages

multimedia /,mʌlti'mi:diə/ *noun* **1.** programs, software and hardware capable of using a wide variety of media such as film, video and music as well as text and numbers **2.** the use of film, video and music in addition to more traditional teaching materials and methods ■ *adjective* using several different communication channels

multiple /'mʌltɪp(ə)/ *adjective* having many parts, users or uses

multiple index /'mʌltɪp(ə)l ɪndeks/ *noun* a listing of contents from several documents on a related theme

multiplexer /'mʌlti,pleksə/ *noun* a device for sending several data streams down a communications line and for splitting a received multiple stream into components

multi-tasking /'mʌlti,tɑ:skɪŋ/ *noun* doing many things at the same time

multi-user system /,mʌlti ɹju:zə 'sɪstəm/, **multi-access system** /,mʌlti ˌækses 'sɪstəm/ *noun* a computer system that allows several users to access a program at the same time

'Multi-user systems allow several users to all work on the same transport plan at the same time, points out Paragon. Companies benefit from central planning efficiencies, but allow local users to review and modify the transport plan for their own depot.' [Motor Transport]

multi-value words /,mʌlti ˌvælju: 'wɜ:dz/ *plural noun* words that have different meanings in different contexts

multiversity /,mʌlti'vɜ:sɪti/ *noun* a university that has many affiliated or associated institutions such as research centres and colleges

multivolume /'mʌlti,vɒlju:m/ *adjective* published in several volumes

museum /mju:'ziəm/ *noun* a building where old, interesting and valuable objects are stored and displayed to the public

museum catalogue /mju:'ziəm ˌkætəlɒg/ *noun* an organised list of the contents of a museum

Museum of the Moving Image /mju:ziəm əv ðə ˌmu:viŋ 'ɪmɪdʒ/ *noun* a museum in London concerned with the history of the film industry. Abbr **MOMI**

Museums, Libraries and Archives Council /mju:ziəmz ˌlaɪbrərɪz ənd 'ɑ:kaivz ˌkaʊns(ə)/ *noun* a public body that works with libraries, museums and archiving bodies to promote collaboration and resource sharing. Abbr **MLA** (NOTE: The MLA was formerly called **Resource**.)

museum yearbook /mju:'ziəm ɹjəbʊk/ *noun* a listing of the museums in a country and their special collections and interests

music /'mju:zɪk/ *noun* a combination of sounds made by people singing or playing musical instruments

music department /'mju:zɪk dɪ ˌpɑ:tmənt/ *noun* **1.** a teaching department in a college or university for the study of music theory and performance **2.** a section of a library which holds music scores, cassettes and discs **3.** a department in a shop which sells products connected with music

music dictionary /'mju:zɪk ˌdɪkʃ(ə)nəri/ *noun* a reference book which gives information about music and musicians

music index /'mju:zɪk ɪndeks/ *noun* a reference list of articles and research about music

music paper /'mju:zɪk ˌpeɪpə/ *noun* paper ruled with staves of five lines for writing out music

muted /'mju:tɪd/ *adjective* used to describe a weak reaction to a situation

mutual /'mju:tʃʊəl/ *adjective* shared in common between two or more people

mv *abbreviation* in Internet addresses, the top-level domain for Maldives

mw *abbreviation* in Internet addresses, the top-level domain for Malawi

mx *abbreviation* in Internet addresses, the top-level domain for Mexico

my *abbreviation* in Internet addresses, the top-level domain for Malaysia

myth /mɪθ/ *noun* a story made up a long time ago to explain natural

phenomena or to justify religious beliefs

mz *abbreviation* in Internet addresses, the top-level domain for Mozambique