

AN INITIAL RESEARCH ON GLOSSARIES

(An introductory paper to facilitate the start up of ENCATC-LfC glossary project)

By Lidia Varbanova, 7 December 2007

1. What is a “glossary”?

- An alphabetical list of words and their meanings or interpretations (glosses) in specialised fields of knowledge, and in various contexts. In the translation/localization industry, it may refer simply to a bilingual or multilingual terminology list and is often confounded with dictionary. ...
- A list of terms in a particular domain of knowledge, with the definitions for those terms. Traditionally, a glossary appears at the end a book and includes terms within that book which are either newly introduced or at least uncommon.

A “core glossary” is a simple glossary or defining dictionary which enables definition of other concepts, especially for newcomers to a language or field of study. It contains a small working vocabulary and definitions for important or frequently encountered concepts, usually including idioms or metaphors useful in a culture.

2. Vania seminar : using the terminology in the cultural sector-main misunderstandings

The Vania Seminar, Delphi (the Workshop held on 27.08.2007) discussed how to avoid misunderstandings and confusion through words and terms used in the field of cultural policy and arts management that might translate with varying meanings in different languages; how to identify differences and various uses of terms with similar meaning (like exchange – cooperation; for profit - not-for-profit; independent-autonomous; co-production – collaboration; policy-politics, etc.)

The seminar identified some misunderstanding when using terminology in the cultural sector, related to:

- verbal misunderstandings;
- changes in patterns of use over time;
- new terms entering our daily practices;
- literal translation of a term from one language to another without following up the exact meaning;
- import of words from other sectors and “adopted” terms;
- differences in terms used by various professionals-curators, artists, managers, policy-makers;
- differences related to various context in different countries and regions.

3. Examples of existing glossaries

a. Dragan Klaić, *Mobility of Imagination, a companion guide to international cultural cooperation* (Budapest: CAC CEU, 2007)

Contains approx. 50 terms in the field of artistic practices related to cooperation projects. The words/terms can be divided into 5 groups:

- Related to fundraising : matching funds, foundation, sponsorship, structural funds,
- Related to the “third sector” – advocacy, NGO, non-profit, social cohesion, volunteers
- Related to artistic practices – co-production, curator, executive producer, festival, presenter-programmer,
- Related to policies – arms’ length, cultural diplomacy, decentralisation, governance, regionalisation
- Related to theoretical view on arts and culture: multiculturalism, mainstreaming, inter-disciplinarity, institutional fatigue, dialogue of cultures, cultural diversity

b. Funding glossary posted on LabforCulture, by Christopher Gordon, 2005

(<http://www.labforculture.org/en/funding/glossary>)

Aiming at assisting potential applicants whose first language is not English, to explain terms that may be encountered in the course of researching and writing funding applications. Consists of approx. 50 terms (translated in 5 languages), which can be divided into the following sub-categories:

- Related to corporate philanthropy, sponsorship and alternative funding: corporate giving, sponsorship, alternative financing, support in kind, patronage
- Related to foundations and charitable giving: referee, endowment, sustainability, , subsidy, individual giving, charity, mecenat, revenue grant
- Related to project management: project grant, project proposal,
- Related to financial management: cash flow, payroll, budget, annual accounts, balance sheet, break-even, cost centre, liabilities, input, outputs, overhead expenditure

c. Other online arts and culture glossaries:

FINE ARTS AND ARTS IN GENERAL:

- Architectural and heritage related glossary - <http://www.environment.sa.gov.au/heritage/glossary.html>
- Glossary of art terms: http://www.martinlawrence.com/glossary_explore.html
- Glossary of visual art terms - <http://www.ndoylefineart.com/glossary.html>
- ARTLEX art dictionary - <http://www.artlex.com/> - definitions for more than 3,600 terms used in discussing art / visual culture, along with thousands of supporting images, pronunciation notes, great quotations and cross-references. Linked with search engine and translator.
- Artcyclopedia (glossary of fine art terms) - <http://www.artcyclopedia.com/scripts/glossary-art-a.html>
- Words of art, Faculty of Creative & Critical Studies - <http://web.ubc.ca/okanagan/creative/links/glossary.html>

- Animation art glossary - <http://www.vintageip.com/Term.html>

CULTURE AND ANTHROPOLOGY:

- Cultural anthropology glossary - <http://www.paccd.cc.ca.us/instadm/socsci/ljarensen/cultural1.html>
- Glossary of terms on culture - <http://anthro.palomar.edu/culture/glossary.htm>
- Glossary of Medieval Art and Architecture - <http://www.pitt.edu/~medart/menuglossary/INDEX.HTM>
- A cross-cultural glossary - <http://shortwork.net/glossary.htm>
- Cultural experts - <http://culture.expert-answers.net/culture-glossary/en/> - definitions of basic terms such as cultural communities, cultural change, anthropology, civilization, cultural ecology, etc.). In 3 languages.
- Dictionary of Art Movements and Periods: <http://www.cftech.com/BrainBank/OTHERREFERENCE/THEARTS/ArtMvmtsandPeriods.html>

LIBRARIES, BOOKS AND PUBLISHING:

- Multilingual Glossary for Art Librarians, IFLA, 1996 - <http://www.ifla.org/VII/s30/pub/mg1.htm> In 7 languages. Attempts to bring together these vocabularies of the bibliographer, archivist, antiquarian and curator, as well as the vocabulary of librarianship.
- Glossary related to books and publishing - <http://www.bookjobs.com/page.php?prmID=9>
- Support for teachers in the arts glossary (cinema, dance, drama, music, arts) <http://www.openc.k12.or.us/start/>

MUSIC:

- Music glossary - <http://www.essentialsofmusic.com/glossary/glossary.html>
- Music educational glossary - <http://www.naxos.com/education/glossary.asp>
- Multimedia music dictionary - <http://www.music.vt.edu/musicdictionary/>
- Glossary of musical terms - <http://www.classicalworks.com/html/glossary.html>

THEATRE AND BALLET:

- Glossary of theatre terms - <http://www.dramatic.com.au/glossary/>

- Technical theatre glossary - <http://www.theatrecrafts.com/glossary/glossary.shtml> - This Glossary is a continuing project, and some words undefined, or partially defined.

- Glossary of ballet terms - http://www.ovalbooks.com/bluff/new_win/BalletGlossary.html

RELATED TO CULTURAL MANAGEMENT AND MARKETING:

- Arts Marketing glossary - <http://www.artsmarketing.org/includes/glossary-view.cfm>
- Glossary of legal terms related to patents, copyrights and trademarks - <http://www.uspto.gov/main/glossary/index.html>

NONPROFIT MANAGEMENT:

- Nonprofit management glossary - <http://www.ohiocan.org/OCANBB/AllAccess/ItemPage.aspx?groupid=2190&id=2198> (terms related to fundraising, foundations, philanthropy are also included, US interpretations)
- Glossary of nonprofit jargon - <http://www.npgoodpractice.org/CompleteGlossary.aspx?ID=-1>

FUNDRAISING:

- Glossary of fundraising terms, Charity fundraising consultants - http://www.tarnside.co.uk/how_subs/glossary_terms.php
- Fundraising glossary - <http://thelibrary.springfield.missouri.org/infolink/nonprofit/glossary.cfm>
- Glossary of fundraising terms - <http://www.apsu.edu/development/giftterms.htm>
- Fundraising glossary of terms <http://www.lamaze.org/Advocacy/ResourcesforAdvocates/FundraisingToolkit/FundraisingGlossary/tabid/445/Default.aspx>
- Glossary of fundraising and grantmaking terminology - http://www.sangonet.org.za/portal/index.php?option=com_content&task=view&id=2055&Itemid=168

OTHER GLOSSARIES:

- Multimedia glossary - <http://www.multimeddiaglossary.net/>
- Digital revolution and new publishing glossary - http://culturescope.ca/ev_en.php?ID=12850_201&ID2=DO_TOPIC
- Google glossary - <http://www.googleguide.com/glossary.html>

- Glossarist : <http://www.glossarist.com/> - a searchable and categorised directory of glossaries and topical dictionaries. Contains sub-category Arts and Culture with links to online glossaries and thesauri

4. **User-friendly and appealing features, related to online glossaries**

- Free subscription to the word of the day:
<http://dictionary.reference.com/wordoftheday/list/>
Receiving every day an email with the Word of the Day - definition and example sentences from literary works, newspapers, magazines and other published sources.
- Thesaurus: (<http://thesaurus.reference.com/>): a listing of words with similar, related, or opposite meaning . Helps to avoid repetitions, and build around synonyms. Groups words that are similar in meaning. In information technology, a thesaurus represents a database or list of semantically orthogonal topical search keys. Thesaurus databases, created by international standards, are generally arranged hierarchically by themes and topics.
- Underlying in the definition another related word which is “clickable” and leads to its definition
- Search and browse options:
 - o Word search (by typing of the word)
 - o Category search (by choosing a category/group of words)
 - o Browse by letter (possibility to browse by the first letter of the word)
 - o Random word finder (shows the definition/interpretation of a random word, in most cases an interesting, rarely used one) – serves educational purposes, and increasing of users' vocabulary
- Giving examples about the use of the word (in a sentence, or in a paragraph)
- Providing an image together with explanation of the word
- Showing the 10 or 15 latest words added to the glossary
- Providing translation of the term/word
- Interactive options:
 - o Possibility for users to email a word which is not listed, or to suggest a definition
 - o Joining glossary mailing list
 - o Message board (users can leave a message once when browsing the glossary)
 - o Forum space (where users can post their interests in a specific word)

5. **Common characteristics of researched online cultural glossaries**

- a. Most of them are specialised: related to a specific artistic field (music, fine arts, heritage, publishing, theatre, etc), or are very general, related to “culture”.
- b. The words are interpreted without explaining the context in which they are considered (country, beneficiaries, etc.). It is unclear how the definition of the word is created (by one person, in a collective manner, by group of experts, etc.)
- c. Most of the glossaries are set up as part of university programmes, or for educational and training purposes
- d. There is no online glossary related to cultural policy, arts management, international cultural cooperation
- e. “European” aspects are missing-most of the glossaries are created by US organisations and universities
- f. No interactive “user-participatory” glossary was found in the field of arts and culture (Wikipedia is the only one, but too broad, not focused)
- g. Most of the glossaries are present in English language only, multilingual aspects are missing

6. **Possible aspects of ENCATC-LfC GLOSSARY project (tbd by the working group):**

- a. Specialised: orientated towards “European cultural cooperation” terminology (incl. terms from cultural policy, artistic practice, arts management, fundraising, nonprofit sector, etc.)
- b. Multi-lingual: not only English (maybe providing translations in English, but keeping short definitions in original languages). Possibility to rotate languages on a regular basis.
- c. Participatory (interactive): done in a form of a “glossary game”, where users can also suggest a word/term, a definition, etc. Could be related with a forum space to discuss interpretations.
- d. Collective: to start by the working group with predetermined sample of keywords (30 to start with) and their interpretations/definitions, providing possibility for users to contribute and develop the terms in a collective mode
- e. Giving a sign for a daily update: having a feature “subscribe for the word of the day” or a similar one; showing the latest added 5-10 terms, etc.
- f. Giving the word in a context (country, region, jargon of a professional group using the word, together with the definition of a term)
- g. Linking the term/word with other online glossaries, providing various interpretations and definitions (where applicable)
- h. Linking the term/word with samples of LfC content (documents, publications, sub-sections, references, case studies, etc.) where this word is used
- i. Possibility to see the word in a “historical progress”: past, present and projected future changes
- j. Visually well presented: attractive online design. Presented both on ENCATC and LfC websites