rack /ræk/ noun a frame for holding things, often used for display purposes
designed to broadcast speech, sounds and data over long distances. Broadcasting to the public using this equipment.
Radio is a powerful medium for information.
Radio Frequency Identification /ˌreɪdiəˈfɪʃ(ə)n/ noun full form of RFID
radio phone /ˈreɪdiə feɪn/ noun a mobile two-way communications system that can access the public telephone network.
radio station /ˈreɪdiə stəʃ(ə)n/ noun the place from where a particular broadcasting company transmits its programmes
ragged margin /ˈrægdʒdʒɪn/ noun an uneven or unjustified right margin to a block of writing
RAM /ˈreɪm/ abbreviation random access memory
RAM chip /ˈreɪm tʃɪp/ noun a chip that stores information allowing random access
R&D abbreviation research and development
random /ˈrændəm/ adjective done without any definite plan
random-access /ˌrændəm ˈeɪkses/ adjective relating to the capability of a computer to obtain information from any memory location without having to begin its search at the memory’s starting point and work through it in sequence.
random access memory /ˌrændəm ˈeɪkses ˈmɛmərɪ/ noun the primary working memory in a computer, used for the temporary storage of programs and data and in which the data can be accessed directly and modified
random error /ˌrændəm ˈɛrə/ noun a computer error which has no special reason
random number /ˌrændəm ˈnʌmbə/ noun a number that cannot be predicted
random sampling /ˌrændəm ˈsæmplɪŋ/ noun a system of compiling unbiased samples in a survey population
Ranfurly Library Service /rea ˈlæbri ˈsiːvɪs/ noun
Book Aid International
range /reɪndʒ/ noun a large free-standing bookcase in a library that is built to hold books on both sides
rank /ræŋk/ verb to put into order according to size or merit
rapid /ˈræpɪd/ adjective very quick
rare books /reə ˈbʊks/ plural noun relatively modern books which are not in print and are not easy to find
ratings /ˈreɪtɪŋz/ plural noun a measurement of size of the audience for TV programmes
raw data /ˈreɪd/ noun data that has not yet been processed and compiled by a computer
re /riː/ preposition used in business English to refer to something which is to be discussed.
Re your letter of 12th Sept, I can now tell you...
re- /ri:/ prefix used with verbs and nouns to indicate repetition. They will re-order the book when it becomes available.
react to /rɪˈækt/ tu/ verb to act in response to an earlier event

read /rɪd/ verb to look at and understand what is written down

readable /rɪˈdæbl/ adjective 1. able to be read, also implies well written and interesting 2. in a form which can be processed e.g. by a machine © data in computer-readable form

reader /ˈrɛdər/ noun a person or device that reads written or printed texts

readership /ˈrɛdərship/ noun the number of people who read a publication

reading age /ˈrɛdɪŋ ɛdʒ/ noun a child’s competence in reading, measured against the average competence of children of the same age

reading group /ˈrɛdɪŋ ɡrʊp/ noun a group of people who meet regularly in a social situation to discuss a book, usually a book that the group has all read especially for that occasion

reading list /ˈrɛdɪŋ lɪst/ noun a list of recommended books on a specific subject

reading matter /ˈrɛdɪŋ ˈmætər/ noun anything which can be read

reading room /ˈrɛdɪŋ rʊm/ noun a room in a library where users can sit and read quietly

Readme file /ˈrɛdmiː/ fail/ noun a computer information file containing instructions about how to use a program or information on recent developments

read only memory /ˈrɪd ˈoʊnɪ/ noun full form of ROM

read/write head /ˈrɪd ˈrɔt ˌhed/ noun a device in a disk drive that can read data on a disk or add data to a disk

ready /ˈrɛdɪ/ adjective prepared and able to be used or to do something

ready money /ˈrɛdɪ ˈmʌnɪ/ noun cash in notes and coins rather than cheques, cards or other electronic transfer forms

ready reference /ˈrɪdɪˌref(ə)rans/ noun easily accessible information

realize /ˈrɛzlɪz/, realize verb 1. to understand what is happening 2. to make a physical representation of an idea as in a design

Really Simple Syndication /ˌrɪliˌsimp(ə)lˌsɪndrˈkeɪʃ(ə)n/ noun full form of RSS

real-time system /ˌrɪli tɛmˈsɪstəm/ noun a computer system where data is inputted directly into the computer which automatically processes it to produce information that can be used immediately

ream /rɪm/ noun 500 sheets of paper in a pack

COMMENT: For ordinary writing paper and handmade paper, a ream is 480 sheets, or 20 quires of 24 sheets each. For office paper or printing paper a ream is 500 sheets, or 20 quires of 25 sheets.

reback /rɪˈbæk/ verb to take the leather back off the spine of an old book and replace it

rebind /rɪˈbaɪnd/ verb to remove an old binding from a book and replace it with another one © The stock of paper-back copies have been rebound in PVC.

COMMENT: Rebinding means that the old covers have to be stripped off, new covers attached and the pages trimmed again. At least one or two millimetres will be lost at each of the three trimmed edges.

recall /rɪˈkɔːl/ noun 1. retrieval of a document from an information store 2. the number of relevant records returned by a search, expressed as a percentage of the total number of relevant records in the database © verb 1. to request the return of a library book 2. to bring back data or text on to the screen of a computer

‘Extensive print management facilities include the ability to recall and resize previous copy jobs without rescanning, and the practical function of being able to monitor and amend print queues according to priority.’ [M2 Presswire]

receive /rɪˈsɪv/ verb to accept things that are sent or given to you

received opinion /rɪ,siːv/ əˈpɪnjən/ noun an opinion or method that is generally accepted as correct

Received Pronunciation /rɪ,siːv/ prəˈnɒsən/ noun the standard accent of spoken British English with no regional variations. Abbr RP
recent /rɪˈsɛnt/ adjective happening only a short time earlier
recently /rɪˈsɛntli/ adverb not long ago.

reception /riˈsepʃən/ noun 1. the quality of radio or TV signal received. 2. an area for receiving visitors to a building

receptionist /riˈsepʃənist/ noun a person who works in a reception area, greeting and advising people who arrive

reciprocal /rɪˈspektrəl/ adjective agreed because it is mutually beneficial

record /rɛkˈɔrd/ noun a written or spoken sound kept on a disk

recognise /rɪˈkɒnɪsaɪz/, recognize verb to see something and remember that it has been seen before

recognised fact /rɪˈkɒnɪsaɪd ˈfækt/ noun a fact which is generally accepted as true

recognition /rɪˈkɒnɪzeɪʃən/ noun a process that allows something to be recognised

recommend /rɪˈkəmˌend/ verb to advise something is good or useful because you have experience of using it

recondition /rɪˈkənʃənd/ adjective 1. requiring a high degree of scholarship or specialist knowledge to be understood 2. dealing with material that is too difficult to be understood by those without special knowledge

reconfigure /rɪˈkənʃərɪɡ/ verb to alter the structure of data within a system

record /rɛkˈɔrd/ noun 1. a written account either on paper or in electronic format. 2. a measurement of some achievement which has not been surpassed. We have broken all sales records with this title. 3. verb to write down or preserve something on film or tape so that it can be used for later reference

record analysis /rɛkˈɔrd əˈnælɪsɪs/ noun an analysis of the information contained in a set of records

record clerk /rɛkˈɔrd klərk/ noun a person who has the job of filing records

record control /rɛkˈɔrd ˈkɒntrəl/ noun a system for organising records so that they can be traced, referred to or disposed of as necessary

record disposal /rɛkˈɔrd dɪˈsæl/ noun the process of destroying records when they are no longer needed

recorded information /rɪˌkɔrdid ɪˈnʃəmənˈʃən/ noun information which has been recorded on tape or disk

record inventory /rɛkˈɔrd ɪnˈvɛntəri/ noun a list of all the records held in a system

record management audit /rɪˌkɔrd ˈmeɪndʒmənt ˌɔdɪt/ noun an official check on the efficiency and effectiveness of the record management within an organisation

record management manual /rɪˌkɔrd ˈmænɪdʒmənt ˈmænʊˌjuəl/ noun a book of instructions for users of the record management system

record management programme /rɪˌkɔrd ˈmeɪndʒmənt ˈprəʊgræm/ noun a company policy programme for the control of records

record management software /rɪˌkɔrd ˈmænɪdʒmənt ˈsɒfwɛər/ noun computer software which enables records to be stored and retrieved

record office /rɪˌkɔrd ˈɒfɪs/ noun a form of archive library

record retrieval /rɪˌkɔrd ˈrɛtɪvəl/ noun the process of finding documents and making them available

record retrieval management /rɪˌkɔrd ˈrɛtɪvəl ˈmænɪdʒmənt/ noun the organisation and control of record retrieval

records /rɪˌkɔrdz/ plural noun documents which give information

record

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records information officer /rekˈɔ:zdˌɪnˌfərməˈʃən əˌfər/ noun 1. a specialist who manages the record storage 2. a company specialist who manages the record supply

record storage /ˈrekəsdˌstɔːrɪdʒ/ noun a system of storing records so that they can be retrieved easily

record supply /ˈrekəsdˈspəl/ noun the provision of records as required

record transfer /ˈrekəsdˌtrænsfər/ noun the process of transferring records from one system to another

record transfer document /ˈrekəsdˌtrænsfərˌdəˌdokəment/ noun a form which gives details of the record to be transferred and is used for record control

record update /ˈrekəsdˌʌpˈdʒət/ noun a system of keeping records up to date by changing data as necessary

record vault /ˈrekəsdˌvɔːlt/ noun a secure room where confidential records can be kept safely

recover /ˈrɛkəvər/ verb 1. to replace a cover on a document or book which has been damaged 2. to get back something that has been lost

‘With a few mouse clicks, even non-technical end users can selectively restore a deleted file, recover a previous version of a file, or completely restore the hard drive to a pre-crash working state.’ [M2 Presswire]

recoverable /ˌrɛkəˈvərəb(ə)l/ adjective able to be retrieved after being lost

recoverable error /ˌrɛkəˈvərəblˈɛrə/ noun a program error that can be corrected without causing a computer program to fail or data to be erased irretrievably. For example, if a user enters obviously wrong data, the program might request a different entry.

recovery procedure /ˌrɛkəˈvəri pəˌriˌdʒi/ noun methods of finding what has been lost, especially when using a computer

rectify /ˈrekətɪf/ verb to correct a mistake
ence. 3, an acknowledgement of somebody else’s work quoted in a written document 4, a source of information, e.g. a dictionary or an encyclopedia · a reference book 5, a note directing a reader’s attention to another source of information

reference book /ˈref(ə)rans buk/ noun an information book such as a dictionary, encyclopedia or directory in which you can look things up

reference collection /ˈref(ə)rans kəˈlekʃ(ə)n/ noun books in a library which can only be used within the library and cannot be borrowed

reference database /ˈref(ə)rans ′deɪtəbərs/ noun a large database which can be searched for information on a particular subject

reference interview /ˈref(ə)rans ′intəvju/ noun a discussion between a user and the reference librarian to establish exactly what information is required

reference librarian /ˈref(ə)rans ləbrəri/ noun a qualified person who works in a reference library to control the retrieval systems and supply information

reference library /ˈref(ə)rans ′laɪbrəri/ noun a library where the books and documents can only be used within the building and cannot be borrowed

‘Although copies of the sought-after video are not for sale, a copy is available to borrow from Crownhill Library. Copies are also held by the central reference library, and by local schools in the area.’ [Evening Herald]

reference manual /ˈref(ə)rans ′mənʃəmənl/ noun a book of instructions about how to use a machine which can be referred to when learning how to use the machine or when problems occur

reference mark /ˈref(ə)rans mark/ noun a typographical symbol used to draw the attention of a reader to a note or bibliographical entry, e.g. an asterisk or number

reference material /ˈref(ə)rans ′məriəl/ noun, books, documents and materials kept in a reference library or designated area

reference number /ˈref(ə)rans ′nʌmbə/ noun a number or letter that identifies a document and makes it easier to find when it has been filed

reference request form /ˈref(ə)rans riˈkwest ′fɔrm/ noun a form which users fill in to give details of exactly which reference books or documents they require to be fetched from stock

reference source /ˈref(ə)rans sɔrs/ noun any source of information which can be searched

reference tool /ˈref(ə)rans təl/ noun an index or retrieval system which helps the user to search for information

referral /rɪˈfərəl/ noun the act of sending something or somebody to a person who is better able to deal with them

referral centre /rɪˈfərəl ′sentər/ noun an organisation which directs researchers to information and appropriate sources but does not supply documents

refer to /rɪˈfər/ verb 1, to mention, deal with or write about something  2, to pass a question on to someone else to decide

reformat /rɪˈfɔrm/ verb to format a computer floppy disk and so erase any data on it

refresh /rɪˈfresh/ verb to update an electronic device, especially a visual display unit or active memory chip, with data

refusal /rɪˈfjuəl/ noun a deliberate statement that you will not do, say or allow something

regenerate /rɪˈdʒenəreɪt/ verb to reactivate something after a period of decline, so that it is improved

register /ˈredʒɪstr/ noun 1, an official list of things such as names or events 2, a ribbon attached to the binding of a book to act as a bookmark 3, the fact of being correctly aligned with something else on a page · The text is in register with the image · The running heads are out of register · to verb to make a record of something on an official list · to
register for to put one's name on an official list for something
registration /ˈredʒɪstrɪ/ noun the act of recording something on an official list
registration card /ˈredʒɪstrəkɑrd/ noun a card that is filled in with personal details to register for membership of something
repress /rɪˈpres/ verb to return to an earlier bad position
regular /ˈreɡjʊlər/ noun a person who frequently uses the same services
regular edition /ˈreɡjʊlər ɪˈdɪʃn/ noun an ordinary edition, as opposed to a particular type such as a deluxe or book club edition
regulate /ˈreɡjʊleɪt/ verb to control the behaviour of a situation or a machine
reimburse /ˌriːɪmˈbɜːrs/ verb to pay back money spent by somebody else while they were doing something for you
reinforced binding /ˌriːɪnˈfɔrst/ noun a binding which is strengthened at the joints for heavy wear as in a library, or for a particularly heavy book
reinstate /ˌriːɪnˈsteɪt/ verb to give somebody back a job that has previously been taken away
reissue /ˌriːˈɪʃuː/ noun a book or document that is made available again after a period of time
reject noun /riːˈdʒekt/ a product that is not up to standard, so is sold cheaply or not at all
rekey /riːˈkiː/ verb to re-enter lost text or data into a computer, or input text or data in a different form, using a keyboard
relate /rɪˈleɪt/ verb to show the connection between two things
related work /rɪˈleɪtidˈwɜːk/ noun a document which has some connection with another, e.g. a supplement or sequel
relational /rɪˈleɪʃənəl/ adjective relating to a way of organising and presenting information in a database so that the user perceives it as a set of tables
relational database /rɪˈleɪʃənəlˈdeɪtəbɑːs/ noun a database in which all the items of data can be interconnected. Data is retrieved by using one item of data to search for a related field.
relational index /rɪˈleɪʃənəlˈɪndəks/ noun an index which shows the relationship between works by the use of symbols
relationship /rɪˈleɪʃənʃi p/ noun the way in which two things are connected or linked together
relative /ˈreɪli vəl/ adjective relating to the qualities of something by comparing it with something else
relative clause /ˈreɪli kləs/ noun a clause that refers to and provides additional information about a preceding noun or pronoun, often beginning with a relative pronoun such as ‘who’, ‘which’ or ‘that’
relatively /ˈreɪli vələtli/ adverb in comparison to other things – A relatively small number applied this year compared to last year.
relay /ˈreɪli/ verb to transmit, broadcast or repeat what has been said or written
release /rɪˈleɪs/ verb to make something available
relevance /ˈreɪləvəns/ noun the relationship to the subject
To the best of my knowledge no one has yet conducted tests on the recall and relevance ratios of Web site searches conducted using search engines, but it certainly seems that though with diligence and luck recall may be high, relevance is likely to be extremely low.
relevance ratio /ˈreɪləvəns rəˈʃənəl/ noun the number of documents wanted in relation to the number retrieved which are relevant to the subject searched
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reprint

relevant  /ˈreləv(ə)nt/   adjective connected with and appropriate for what is being discussed or written about
reliability  /ˈrɛləbliətɪ/   noun the quality of being reliable
reliable  /ˈrɛləbəl/   adjective able to be trusted or depended on to function or behave as expected
relocate  /riːˈloʊkət/   verb to move data, people or an organisation from one place to another
reluctant user  /riːˌlʌktənt ˈjuːzər/   noun somebody who is forced to use a service but does not want to. Some children are reluctant users of the school library.
remainder  /ˈrɛməndər/   noun 1. something left when demand has fallen 2. a book sold cheaply to clear stock. Verb to deal with a book as a remainder
remaindered publication  /ˈrɛməndəd ˈpʌblɪʃmen/   noun a book that will not be reprinted because demand has almost ceased and so the stock is sold cheaply
remedial  /ˈrɛmədiəl/   adjective designed to correct a damaged situation or previous learning failure
remedy  /ˈremədi/   noun a successful way of dealing with a difficult situation
remote access  /rɪˈmɔːt ˈɛkses/   noun access that is gained to a computer by means of a separate terminal
remote control  /rɪˈmɔːt ˈkændəl/   noun a system of controlling a device from a distance by means of radio or electronic signals. Using remote control she could listen to her answer-phone messages when she was away from the office.
removable  /rɪˈmɔːvəbəl/   adjective able to be taken away or The records which were no longer needed were removable.
rename  /rɪˈnɛm/   verb to give a different name to somebody or something. They renamed all the computer files when they reorganised the system.
renew  /ˈrɪnjuː/   verb to extend the period of time for which a contract or a loan is valid. They were told that they could not renew their books because they had been reserved by another reader.
renumber  /ˈrɛnəmbər/   verb to change the numbers on items or within a system
repaginate  /rɪˈpetɪdʒɪneɪt/   verb to change the numbers on the pages in a document
repetitive  /rɪˈpetɪtɪv/   adjective repeated many times
repetitive letter  /rɪˈpetɪtɪv ˈlɛtər/   noun a standard letter which is reprinted with a different name and address each time
replace  /rɪˈpleɪs/   verb 1. to put something back where it was 2. to put a new item in the place of one that is broken, worn out or unsuitable. The third paragraph should be deleted and replaced by the new text as shown.
replacement  /rɪˈpleɪsmənt/   noun a person or thing that takes the place of another. The new library book was a replacement for the one that was lost.
replace mode  /rɪˈpleɪs ˈmeɪd/   noun an interactive computer mode in which new text entered replaces any previous text.
replicate  /rɪˈplɪkət/   verb to make an exact copy of something such as an action or research method
report  /rɪˈpɔːrt/   noun a formal document that discusses a particular subject or states exactly what happened
report generator  /rɪˈpɔːrt ˈdʒɛnərətər/   noun a word-processing facility for producing business reports on personal computers
repository  /rɪˈpɔːritɪˈzɑːri/   noun a book or archive store
representations  /ˌrepəˈzentəʃənz/   plural noun a formal request, complaint or statement made to an official body
representative  /ˌrepəˈzentətɪv/   noun a person who acts on behalf of another or of a group
reprint  /rɪˈprɪnt/   noun a book made from the original, but with a note in the publication details of the date of reprinting and possibly a new title page and cover design. Verb to print more copies of a book after all the others have been sold
reprinting

reprinting /ˈriːprɪntɪŋ/ adjective relating to a note indicating that a book cannot be supplied because it is being reprinted

reproduce /ˌriːprəˈdjʊs/ verb to produce copies of an item

reprographic equipment /ˌriːprəˈɡrɑːfɪk ɪˌkwɪpman/ noun machines such as photocopiers used to produce copies of documents and materials

reprography /ˈrɪprəɡrɑːfɪ/ noun the technique of producing copies

request /rɪˈkwɛst/ verb to ask formally for something

request document /rɪˈkwɛst ˌdɛknˈkɛmənt/ noun 1. a form which must be filled in asking for a restricted document 2. a document that has been requested for use in a closed access system

request form /rɪˈkwɛst ˈfɔːm/ noun a form that is filled in to ask for an item which is not immediately available

require /rɪˈkwɔːr/ verb 1. to need something 2. to demand something from somebody 3 to be required to do something because of a rule or regulation

requirement /rɪˈkwɔːrmaʊnt/ noun something that is essential in order to do what you want

requisite /ˌrekwɪzɪt/ adjective necessary for a particular purpose 2 They needed time to collect the requisite number of references.

re-run /ˈriːrʌn/ noun a film or programme that is shown again

research /rɪˈsɛtʃ/ noun work that is done to investigate something 2 verb to investigate a field of study and discover new facts about it

research and development /rɪˈsɛtʃ ənd ˈdɛvələpmənt/ noun work in an organisation which researches new products or services and makes recommendations. Abbrev R&D

research assistant /rɪˈsɛtʃ əˈstɪnt/ noun a person who helps a writer by doing research for him or her

researcher /rɪˈsɛtʃər/ noun a person who carries out research

research establishment /rɪˈsɛtʃ əˌstæblɪmənt/ noun an institution devoted to the work of research in a particular subject area

research tool /rɪˈsɛtʃ tuːl/ noun a system of discovering or measuring facts, e.g. a questionnaire

England’s 149 public library authorities are being encouraged to save money by using a new online reference tool from the Museums, Libraries and Archives Council, the first initiative of its kind in the country. [Datamonitor NewsWire]

reserve /rɪˈzɜːv/ noun a supply of things kept for use if the regular supplies have been used before replacements can be obtained

reserve collection /rɪˈzɜːv kəˌlɛkʃ(ə)n/ noun 1. a set of books for which there is little demand and which are kept in a closed store 2. a set of books for which there is heavy demand as in an academic library and which are put in a short loan collection for limited period loan

reserved book /rɪˈzɜːvd buk/ noun a book that has been specially requested to be obtained as it is not available at the time of the request

reset /ˌriːˈset/ verb to return a system to its original state so that it can start again

resident font /ˌrezɪdənt ˈfɒnt/ noun font data which is always present in a printer or device and which does not have to be downloaded

residual /ˌrɛzɪˈduəl/ adjective remaining after everything else has been used

resist /ˌrɛzɪst/ verb to refuse to accept or do something and even try to prevent it happening

resistance to change /rɪˈzɛstənti ti ˈʃeɪndʒ/ noun a refusal to accept changes often in working conditions or practices

resolution /ˌrezəˈljuːʃ(ə)n/ noun 1. a formal decision taken at a meeting by means of a vote 2. the solving of a problem 3. The resolution of her difficulties with the immigration authorities took a long time.
Resource /rɪˈzɔːs/ noun a method of teaching in which the student is allowed free access to resources in order to solve problems or undertake research on set topics

resource centre /rɪˈzɔːs ˈsɛntə/ noun a collection of books and audio-visual materials which is organised for people to use in schools or universities

resource-based learning /rɪˈzɔːs bɜːst ˈlɛnɪŋ/ noun information in a variety of formats which is useful and available

resources /rɪˈzɔːs (rɪˈzɔːz)/ plural noun a system of organising items so that information can be found quickly and easily

responsibility /rɪˈspɒnsɪbɪlɪtɪ/ noun ə have responsibility for to have a duty to deal with a situation or person because of one’s position

responsible /rɪˈspɒnsəb(ə)l/ adjective involving important duties and the need to make decisions ə be responsible to to work under a controlling person or body and have to report to them

response /rɪˈspɒns/ noun a reaction or reply to an event, action or statement

response rates /rɪˈspɒns reɪts/ plural noun the percentage of people who reply to a questionnaire or survey

result /rɪˈzʌlt/ noun the outcome of an event or activity ə The results of her exams were so good that she was given a scholarship for further study.

retrainer /rɪˈteɪnər/ noun a fee paid to somebody so that they will be available to work for you when required

retraining schedule /rɪˈteɪnɪŋ ˈskeɪdʒuəl/ noun a list of documents held for reference

return /rɪˈtɜːrn/ verb to get something back from where it has been stored

retrain /rɪˈtreɪn/ verb to return the company to its former position by investing a large amount of capital

return on investment /rɪˈtɜːrn ən mˈɪνstəmənt/ noun a profit made by
retype

investing money in something which is financially successful. Abbr ROI

retype /ˈrɪˌtaɪp/ verb to type a word, phrase or document again, usually in order to make changes or to correct errors

revealing /ˈrɪˈvɪliŋ/ adjective giving away new, surprising or valuable information

revert /ˌrɪˈvərt/ verb to return to an earlier state or system. Although they spoke slowly to the foreigner at first, they soon reverted to their normal speed of talking.

review /ˈrɪvju/ noun an evaluation of a book or other publication or a performance. verb to look again at something in order to assess what can be done

review copy /ˈrɪvju ˈkɒpi/ noun a copy of a book given to a reviewer

revise /ˌrɪˈvaɪz/ verb 1. to change something so that it is more accurate. 2. to go over work done earlier in order to learn it more thoroughly

revised edition /ˈrɪvɪzd ɪˈdɪʃn/ noun a book that has been reprinted with some changes, usually to bring it up to date

revised plan /ˌrɪvɪzd ˈplæn/ noun a plan that has been changed after consideration in order to make it more suitable for the task to be done

revision /ˈrɪvɪʒən/ noun 1. the improvement and correction of a text. 2. a change which is made to improve something. 3. the activity of re-learning work in order to do an examination

reward /ˈrɪwɜrd/ noun something given in return for doing a thing well

rewrite /ˈrɪˌraɪt/ verb to write something again with improvements

RFID /ˈrɪfɪd/ noun an electronic tracking chip which can be attached to books so that they can be automatically checked in and out. Full form Radio Frequency Identification

rhetorical question /ˈrɪtərəl ˈkwestʃən/ noun a question that is used as a statement and does not expect an answer

rhyming dictionary /ˈrɪmɪŋ ,dɜːkɪˈnɪŋ dɪˈkʃənri/ noun a dictionary which organises words in groups of rhymes so that they are useful for writers of poetry

right aligned /ˈraɪt əˈlaɪnd/ adjective with the right-hand margin straight

right-hand corner /ˈraɪt ˈhænd kərəŋ/ the top or bottom corner at the right side of a page or envelope

right justification /ˌraɪt dʒəˈstɪfɪˈkeɪʃən/ the process of aligning the right-hand margin on a piece of text so that the edge is straight

right justify /ˌraɪt dʒəˈstɪfaɪ/ verb to use a computer program to ensure that the right-hand margins of text are straight

rights /rɪts/ plural noun the legal right to publish something such as a book, picture or extract from a text

rigmarole /ˈrɪgmaʊrəl/ noun a long, complicated story or procedure. She told me some rigmarole about having lost her ticket.

ring back /ˈrɪŋ baʊk/ verb to telephone somebody after they have telephoned you first

ring binder /ˈrɪŋ ˈbændə/ noun a binder made of two hard covers with a ring attachment into which papers can be put, with holes punched in each sheet of paper to slip over the metal rings

ring off /ˈrɪŋ ˈɒf/ verb to finish a telephone call and replace the receiver

ring up /ˈrɪŋ ˈɑp/ verb to telephone somebody

risk /rɪsk/ noun the danger or chance of loss or injury. at your own risk doing something with understanding of the danger and accepting responsibility for the outcome. verb to do something even though you know it may have dangerous or unpleasant results

RLOGIN /ˈrəʊlɪn/ noun a gateway to Internet files. Telnet

to abbreviation in Internet addresses, the top-level domain for Romania

road atlas /rəʊd ˈætlæs/, road map /rəʊd ˈmæp/ noun a map which shows the roads that are passable by motor traffic but does not include very small roads or paths

road plan /rəʊd ˈplæn/ noun a map showing all the roads in an area
rogue site /ˈraʊg sɑːt/ noun a website that acquires visitors by having a domain name similar to that of a popular site
ROI abbreviation return on investment
role /ˈrəʊl/ noun a function or position within an organisation
role playing /ˈrəʊl ˈplɛɪŋ/ noun the activity of acting out the behaviour of somebody different from oneself as part of a training exercise
roll call /ˈrəʊl kɔːl/ noun a way of checking the people present by calling out their names and waiting for them to answer
rolling header /ˈrəʊlɪŋ ˈhɛdər/, rolling footer /ˈrəʊlɪŋ tɔtə/ noun a title that is repeated at the top or bottom of every page in a document
roll of film /ˈrəʊl əv ˈfɪlm/ noun a length of film wound round itself and ready for use in a camera
ROM /ˈrəʊm/ noun a computer system which allows data to be read but not edited. Full form read only memory. o CD-ROM (NOTE: There is no plural for ROM, and it is often used without the article: The file is stored in ROM.)
Roman /ˈrəʊməni/ adjective referring to ancient Italy, and especially to the Latin script
Romance language /ˈrəʊməns ˈlɑːndʒuːd/ noun any of the European languages that are almost entirely based on Latin, including French, Italian, Spanish, Portuguese and Romanian
romanisation /ˌrəʊmənəˈzeɪʃ(ə)n/, romanization noun transliterating a non-Western script into Roman characters
romanise /ˌrəʊmənəz/, romanize verb to transliterate a non-Western script into Roman characters o a Romanised version of Chinese
Roman numerals /ˈrəʊm ˈnjuːmərəlz/, Roman figures noun figures written I, II, III, IV, or i, ii, iii, iv, etc. (as opposed to Arabic numerals such as 1, 2, 3, 4)
ROM cartridge /ˈrəʊm ˈkɑːtrɪdʒ/ noun software stored in a ROM mounted in a cartridge that can be easily plugged into a computer
roster /ˈrɔːstə/ noun a list of people who take turns to do a job o According to the roster it will be my turn to work late at the library on Friday.
rotate /ˈrəʊtət/ verb 1. to move in a circular way 2. to turn turns to do a job until everyone has had a turn before starting again with the first one
rough trimmed /ˌrʌf ˈtrɪmd/ adjective relating to an art book whose pages are not all trimmed to the same measure, e.g. where only the excessively long or wide pages are trimmed
round off /ˌraʊnd ˈɒf/, round down /ˌraʊnd ˈdaʊn/ verb to approximate a number to a slightly lower one, e.g. 1.2 becomes 1
round up /ˌraʊnd ˈʌp/ verb to approximate a number to a slightly higher one, e.g. 1.9 becomes 2
roundup /ˌraʊndʌp/ noun a summary of everything that has been said and shown before o The newscaster gave a roundup of the evening’s news.
routing /ˈrʊtɪŋ/ noun distribution of written information among members of staff according to a routing list
routing list /ˈrʊtɪŋ lɪst/ noun a list of names attached to the front cover of a document which is passed round several people to be read
routine /ˈrʊtɪn/ adjective done every day as a regular part of one’s job o a procedure which, if followed, helps to perform tasks in an efficient and organised way
'In practice, Knowledge Management encompasses both technological tools and organizational routines in overlapping parts. Knowledge Management is not just about creating a new department and implementing technology but rather about a change management process.' [M2 Presswire]
row /ˈrəʊə/ noun a horizontal line in a table, as opposed to columns which are vertical
royal /ˈrəʊːl/ adjective a traditional size of book and paper (25 x 20 inches) o the metric royal paper sizes are: royal octavo (234 x 156mm), royal...
quarto (312 x 237 mm); the quad royal
sheet is (1272 x 960 mm).

RP  abbreviation  1. reprinting  2. Received Pronunciation

RSS noun a format which allows
pieces of microcontent to be sent as an
automatic feed from their source to
another website or a handset device.
Full form Really Simple Syndication

RTF noun a text file format which
includes text commands that describe
the page, type, font and formatting. The RTF format allows formatted pages
to be exchanged between different
word-processing software. Full form
rich text format

.ruft suffix a file extension for an RTF file

ru abbreviation in Internet addresses, the top-level domain for Russian Federation

rubber-stamp /ˈrʌbər ˈstæmp/ verb
to agree to something without discus-
sion or thought. noun a small block of
rubber, metal or wood which is used in
combination with ink to make a mark on
something to show that it is official or to
show ownership

rubric /ˈruːbrɪk/ noun a set of rules or
instructions like those at the beginning
of an examination paper

rule /ruːl/ noun a regulation telling
what is and is not allowed

ruled paper /ˈruːld ˈpeɪpər/ noun
paper that has lines printed on it for
writing on

ruler /ˈruːlər/ noun a long, flat object
calibrated in inches or centimetres
which is used for measuring or drawing
straight lines

running title /ˈrʌntɪt/ noun an official
decision which must be obeyed

run /rʌn/ verb 1. to take charge of and
be responsible for an organisation or
activity. The head librarian will be
running the next course. 2. to make a
machine work. They run the computer
every day. 3. to run risks to do things
even though you realise the result may
be dangerous or not what you expect.

in the long run over a long
period of time in the short run in the
near future

run down /rʌn ˈdaʊn/ verb 1. to
reduce the amount of work done by a
department or organisation. 2. to criti-
cise somebody aggressively

run-down /ˈrʌndʌn/ adjective in
poor condition

running title /ˈrʌntɪt/ noun a
title that appears throughout a book or
document at the top of each page

rw abbreviation in Internet addresses,
the top-level domain for Rwanda