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Submission Guidelines

BOOKBLOCKS – All interior book pages (includes blanks, front matter, core matter, back matter, etc.)

- Minimum number of pages = 40
- Maximum number of pages = 800
- Trim size dimensions ("W x "H): minimum = about 4.75" x 4.75"; maximum = about 8.25" x 10.75"
- Trim size works together with cover dimensions; i.e.:more pages = wider spine

To create “print ready” PDF files, follow these guidelines:

1. Write, edit, and proofread your book in whatever word-processing program you choose (Microsoft Word is common) until you are satisfied with your final text.

2. Make your pages look the way you want them to look in your book (called “formatting” or “layout”; instructions below apply to most word-processing programs):

A. Choose a “trim size” (the width x height dimensions of your finished book)—any size from about 5" x 5" up to about 8" x 10"; e.g., 5.5" x 8.5", 6" x 9", 7" x 10". Under Page Setup, change **Paper Size** from 8.5" x 11" to whatever trim size you choose and apply to whole document.

B. Also under Page Setup, set Top-Bottom-Left-Right **Margins** at 0.8" (or your preference).

C. Under Paragraph, set **Tabs** at 0.25" (or your preference).

D. Choose a **Font** and **Point Size** for your **body text** - Highlight your text (select all) and select a font and point size—experiment with different fonts/sizes; however, you are generally better off choosing a standard font; we may not have some of the same fonts your computer has. Keep in mind that serif fonts (see Glossary) are more readable than sans serif fonts for body text. Good standard fonts for readability and attractiveness include:

Garamond Palatino Times Roman Century

E. Choose a **Font** and **Point Size** for your **heads** (chapter titles, section heads, etc.) that complements your body text. In general, whatever font you choose for your body text works pretty well as a simple head once you bold it and bump up the size at least 2 points larger than your body text. Or, a sans serif font for heads complements serif body text fonts. Good standard head fonts for readability and attractiveness include:

Gill Sans Verdana Arial.

F. Choose **Line Spacing** - Single space is usually too tight (hard to read because there’s not enough white space between lines to rest your eyes), double space may be wider than necessary (will add more pages because there are fewer lines per page); 1.15 or 1.5 line spacing is nice. *EXAMPLE* - Here is a standard attractive and very readable layout format:

- Paper size 5.5" x 8.5"
- Margins 0.8" all around
- Tabs 0.25"
- Body Text Garamond 11pt
- Line Spacing 1.15
- Heads (chapters, sections, etc) GillSans 15pt

G. Now take a look at your pages and make sure the tops/bottoms of each page start/end the way you want them to (e.g., maybe you want each chapter to start at the top of a page). If you want to start the next section or chapter at the top of a new page, please **DO NOT** keep hitting the Return/Enter key until the page scrolls to where you want it; this will wreak havoc with your formatting. Instead, insert manual **Page Breaks** wherever necessary. Similarly, please **DO NOT** hit the space bar to align your text; for example, to indent or center a line. Instead, be sure to use the **Tab** key at the beginnings of paragraphs; to center a line, highlight the line and click on **Center**. In summary, **DON'T "WYSIWYG"** ("What You See Is What You Get")—that is, don't eyeball and jury-rig your text to make it look the way you want it to on the page. This wreaks havoc with your formatting and causes unpredictable (not to mention disappointing and frustrating) results and untold extra time and effort in preparing your book for publication.

H. Save only your actual **text pages** (first page of Chapter One, or first actual reading page; whatever should be page 1 of your book) in one Word document (this is your **Core Matter**), and save all of your **Front Matter** (e.g., title page, copyright page, table of contents, dedications, foreword, preface, other works, etc.) as a separate file; This way your text pages will have correct page numbers and the other pages that should not be numbered don't get page numbers. Save all **Back Matter** pages (includes everything after the books ends, such as notes, bibliography, resources, recommended reading, index, about the author, etc). The **(3)** files can be combined later, in the PDF stage.

I. Next, on your text page document (but not the **Front Matter**), insert **page numbers**. You can use Insert Footer or Insert Page Number; Be sure to format your page numbers in the same font as either your body text or your heads; try making them the same point size as your body text or maybe 2 points smaller.

3. Once you have all the pages laid out correctly and consistently, with page numbers if applicable, then convert your Word document file(s) to **PDF** using Adobe Acrobat PDF conversion software you can download free from the Internet (<http://get.adobe.com/reader/>). If applicable, once your book files are in PDF form you should be able to combine them into one PDF.

COVER Back + Spine + Front = one landscape-orientation rectangle; wraps around the printed bookblocks, then gets trimmed to "trim size"

Before you can create your cover, you must know:

1. The total number of **interior book pages** in your PDF, including blanks, front- and backmatter, etc.
2. What kind of **text paper** you are using, and the paper's **PPI** (pages per inch = the thickness of that particular paper).
 - Maximum cover dimensions = 10.75" x 16.75"
 - Spine width = number of pages ÷ PPI of text paper
 - Cover must be centered both vertically & horizontally on an 11" x 17" page
 - No crop/registration marks
 - 1/4" bleed on all sides

NOTE: See sample of Cover and Trim Bleeds on following page

PHOTOS/ILLUSTRATIONS:

When scanning photographs or other illustrations, please scan as **grayscale** (especially if there is shading in the artwork, as in a photograph or painting) or **line art** (e.g., pen-and-ink drawings or handwritten correspondence). Either way, please scan at **300 dpi** at about the **size** you plan to use the illustration, and save as a **TIF** file (best for B&W print). As you save each image file, give it a **file name** that is a number plus a keyword (e.g., "1-aunt_mary"), then also provide a separate **caption list** (a Word document is fine) referencing

those file names that includes a full description of each image. **NOTE:** You must own the rights to any photos or illustrations used in your book.

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Cover and Trim Bleed Sample:

- lay out the cover on 17"x11" (tabloid) and print the PDF to the same size
- leave 0.5" bleeds on all outside margins (a bleed ensures that there are no white edges on the cover)
- the safe zone for images and text is within 0.5" on all sides of the front and back of the cover
- photos and images should be 300dpi and CMYK
- the formula to calculate the width of the spine is:

Spine Formula: $x = a + by$

Cover thickness (constant) $a = 0.83$ mm

Paper thickness (constant) $b = 0.049$ mm

Number of pages (varies) $y =$

Note: The number of pages is the actual number of pages in the book, not the number of double sided pages

For example using a book block with 150 pages: $x = 0.83 + (0.049 \times 150)$

therefore: $x = 8.2$ mm. The spine thickness will be 8.2 mm.

book = 150 pages

spine = 8.2 mm or 0.3228"

page size = 6"x9"

complete cover size = 12.3228"x9"

cover including bleed = ADD 0.5" on every side, from the trim edge. In this case, 13.3228"x10"

safe zone = SUBTRACT 0.5" on every side, from the trim edge. In this case, 11.3228"x8"