SUBMISSION GUIDELINES

Measurements explained: The EBM is built in the United States and there the inch is king. Book dimensions are entered into the EBM in inches (") and fractions of inches. For the accepted fractions and some conversions, see the "Details at a Glance" part of these guidelines.

1. BOOK BLOCK

The Book block (interior pages) is printed in Amsterdam in color or black & white.
For submission it must be complete and in PDF format.

1.1 TRIM SIZE

You must start by deciding the trim size of your book. This is the width and height of the final product. You could use the dimensions of a book in your book case.
Depending on the spine width, the EBM can make books in trim sizes ranging from (h x w) 114.3mm x 127mm (4 1/2" x 5") to 266.7mm x 190.5mm (10 1/2" x 7 1/2").
It can bind a minimum of 40 pages and maximum of 800 pages.
It does NOT print books in A4 format.

Once you have decided on your page size, you must set-up your entire file to those dimensions because the default page size for most word processing programs is A4.

If you are changing something that you have already written in an A4 document, making the page smaller will alter much of the formatting you have done. For example: chapter headings may not be at the top of pages. You will have to check and adjust your whole document.
Once your page size is correct the image you see on screen will be what is produced in the final product.

Please remember that the trim size for your book depends upon the spine width of your book. The more pages you have, the larger your spine width will be, and the smaller your overall trim size may need to be for the cover to print properly on the A3 sheet. (See 1.4 below for spine calculations)

1.2 <u>TIPS FOR FORMATTING YOUR BOOK</u>

Once you have decided on the formatting of your book block you must apply the settings you have chosen to the whole document.
The EBM will not add or remove margins, change font or text size. In short, the machine does not think. As such, whatever formatting you have set will appear on the printed page.

Please avoid the following mistakes:

- Do not use the space bar to indent the beginning of a paragraph – instead use the tab key for any indentations.
- Do not use the space bar for changing the alignment of the text whether you want it left, right or center – instead format the whole paragraph or chapter by aligning it left, centered, right or justified.
- Do not use the enter key to get to a new page – instead use the page break function.

If you want headers and/or page numbers, we suggest that you separate your book into three documents: front matter, core text and back matter. This way you will be able to apply correct page numbers and headers to the core text, while not interfering with the formatting of the front and back matter. You can combine the files later when creating the PDF file for the book block.

Front matter file: anything leading up to the first page of your text, which will be page one of your book (title page, copyright page, acknowledgements and dedication, foreword, preface, introduction, table of contents and any blank pages.)

Core text file: where page one of the book actually begins.

Back matter file: anything after your text ends (after word, author biography, index, glossary, etc.)

Choose what looks good to you but be consistent, remembering that you want your book to be readable and attractive.

Check your whole book: make sure that each page looks exactly the way you want it to look (make sure that each page starts and ends the way you want it too). All specifications mentioned should be consistent throughout the document.

Margins: Set Top, Bottom, Left and Right Margins at the size you think looks good (20mm is standard) and apply to whole document.

Gutters: You can make your book even more readable and attractive by changing the size of the gutter (it is the inside or binding edge margin - the side of the page that is glued into the spine of the book.) Standard gutter size is 6.4mm larger than the top, bottom and outside edge margins. If you choose to change the size of the gutter, you might want to have a smaller margin size than the 20.3mm standard size. A 12.7mm margin will work better.

Tabs: Set Tabs at the size that looks good to you (6.4mm or 12.7mm work well.)

Font and Point Size: Choose a Font and a Point Size for your body text. Typically you should not need the text to be any larger than 11pt. The following standard fonts are very readable and attractive:

Century   Garamond   Palatino   Times New Roman

For headings (chapter titles or section heads), if you choose the same Font, make it at least 2 points larger or bold the text.
If you choose a different font, here are some suggestions:

Arial   Univers   Verdana

Line Spacing: Single Space is too tight (less readable) and Double Space is too wide (it will add more pages, thus will be more expensive). 1.15 to 1.5 line spacing should be fine.

Chapters: remember to use the *page break* function to start a new chapter or section. Do not "fake it" by hitting the enter key until you get a new page.

The following two formatting options, Headers/Footers and Page Numbers may not need to be applied to all the pages but just to the core text.
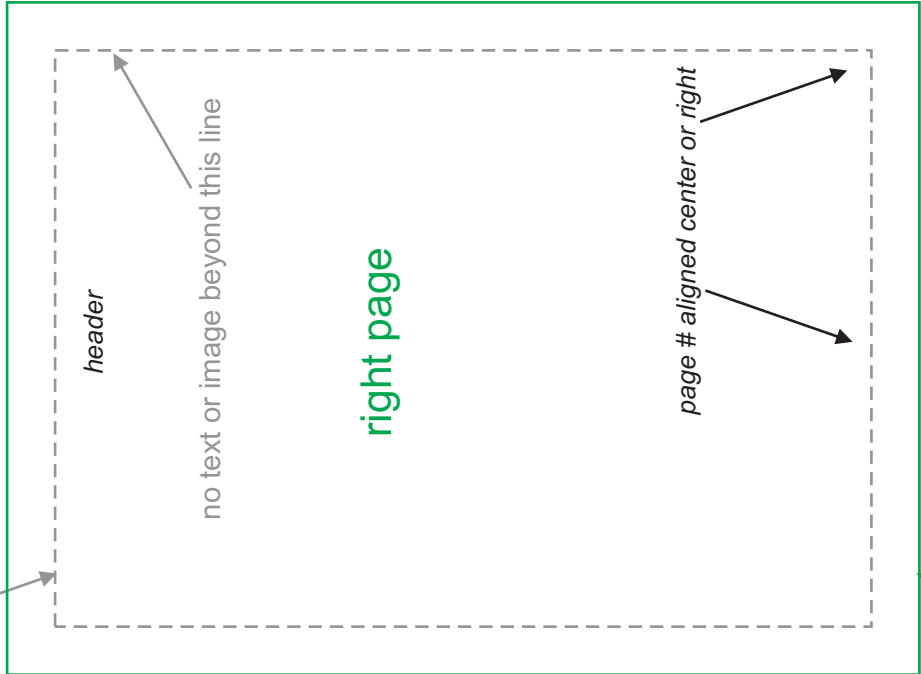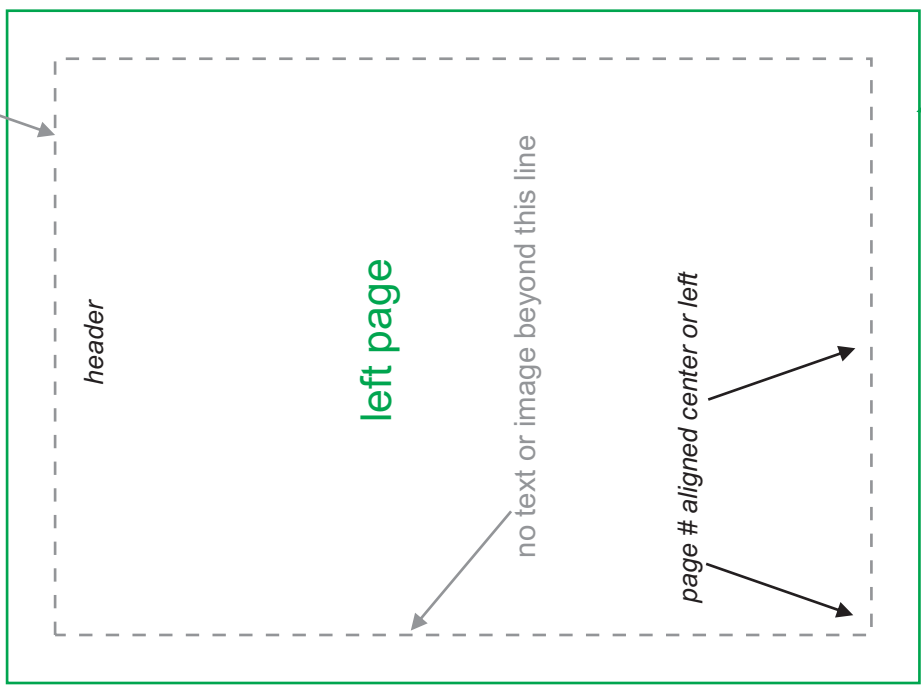
Headers/Footers: Some books have the book title, chapter title, or author name at the top or bottom of each page. You have the option to insert them on odd or even pages only.
Choose a font that complements your body text font. Set it to 2 points smaller than your body text and italicize. Choose if you want your header centered, aligned to the right or to the left.

Page Numbers: In your text pages document, insert page numbers, choose the position (Top or Bottom of the page) and alignment (Left, Center, Right). We advise aligning the numbers to the center or outer edge of the book. For outer edge alignment you will have a different alignment on odd and even pages.

First and Last Pages: To prevent text showing through a light cover, we advise you to make the first and last page of your book block blank.

header

no text or image beyond this line

right page

page # aligned center or right

maximum page width = 200.025mm

maximum page height = 282.575mm

12.7mm margin

header

left page

no text or image beyond this line

page # aligned center or left

maximum page width = 200.025mm

trim size = actual edge of book

1.3 <u>PHOTOS AND ILLUSTRATIONS</u>

The book machine can be print color, black and white, and grayscale images in the interior.

Scanning photographs or illustrations: scan at 300dpi and scale to the appropriate size you plan to use, and then save as a TIFF file.
To ensure that your photos and illustrations do not look pixilated in your book you will need to make sure that the images are at least 300 pixels/dots per inch (dpi) at their final size (100%).

Inserting images and illustrations: We strongly recommend that you do not use a word processor program (like MS Word) to insert images of any kind, as they are designed primarily for text and usually export images at a substandard quality.
The proper way to insert images without professional layout software is to allot whole blank pages for the images you wish to insert in correlation to the text on the opposing page. You should be able to insert the images when compiling your final PDF.

Note: you will need a program that can insert pages and delete pages from a PDF in order to insert your images into a finalized PDF.

1.4 <u>CALCULATE THE SPINE</u>

Before designing your cover, you need to know the spine width of your book. The thickness of the spine (and number of pages) can affect the final trim size of your book. The formula below calculates spine width when using 80 gr paper. Use the calculation tool on our website if your book will be printed on 120 gr paper.

The formula to calculate the width of the spine is: $w = (c) + (p \times s)$
c = 0.83mm cover thickness (constant)
p = 0.108mm paper thickness (constant for 80 gr paper)
s = sheet count (varies)

The cover thickness is used once because, as the paper is folded, part of the width being lost. The sheet count is the actual number of sheets of paper in the book, not the number of double sided pages. If your book has 101 pages, the sheet count is 51.

For example: using a book block with 300 pages (150 sheet count):
$w = 0.83 + (0.108 \times 150)$
$w = 17.03$ mm. So, the spine width will be 17.03 mm.

SPINE WIDTH, PAGE COUNT AND SHEETS				COVER WIDTH MAX	
	mm	pages	sheets	mm	inch **
MAXIMUM	44.03	800	400	184.150	7 1/4
	30.53	550	275	187.325	7 3/8
	22.43	400	200	190.500	7 1/2
	11.63	200	100	196.850	7 3/4
	8.93	150	75	196.850	7 3/4
	6.23	100	50	200.025	7 7/8
MINIMUM	2.99	40	20	200.025	7 7/8
** ROUNDED OFF TO INCHES ACCEPTED BY EBM					

2. COVER

The cover must be submitted in PDF format and in a very specific way. The EBM can print a full color cover. However, nothing can be printed on the interior side of the cover.

The complete cover is composed of the front, the spine and the back of your book laid on one A3 sheet. It must be positioned in the center of the A3 size page (297mm x 420mm landscape orientation rectangle). The cover wraps around the printed book block, and then gets trimmed to the "trim size."

The design of the cover should be simple, clean and straight-forward. Use a consistent color pallet and fonts throughout the whole cover for attractiveness and ease of recognition.

The front: Include the title, the author's name and perhaps a tagline, but we recommend not much more text than that. You may include an image that represents the contents of the book and reflects the meaning of the title.

The spine: It must be positioned in the center of the A3 page. Allow some space on all sides of text on the spine to make sure that the text doesn't shift off the spine if the alignment isn't exact. There should be no text on the spine if your book has a sheet count less than 100 (200 pages).

The back: It should have the title and description of the book with perhaps a quote from a credible reader. The back could also have the author's picture with a very short biography.

2.1 <u>Cover formatting</u>

The cover must be centered vertically and horizontally on an A3 (297mm x 420mm) sheet. Maximum dimensions of the cover (h x w) are 266.7mm x 406.4mm (10 1/2" x 16"), add the 3mm (about 1/8") bleed. The size of the whole file must be A3.
Avoid hard vertical lines separating the front or back panel from the spine.
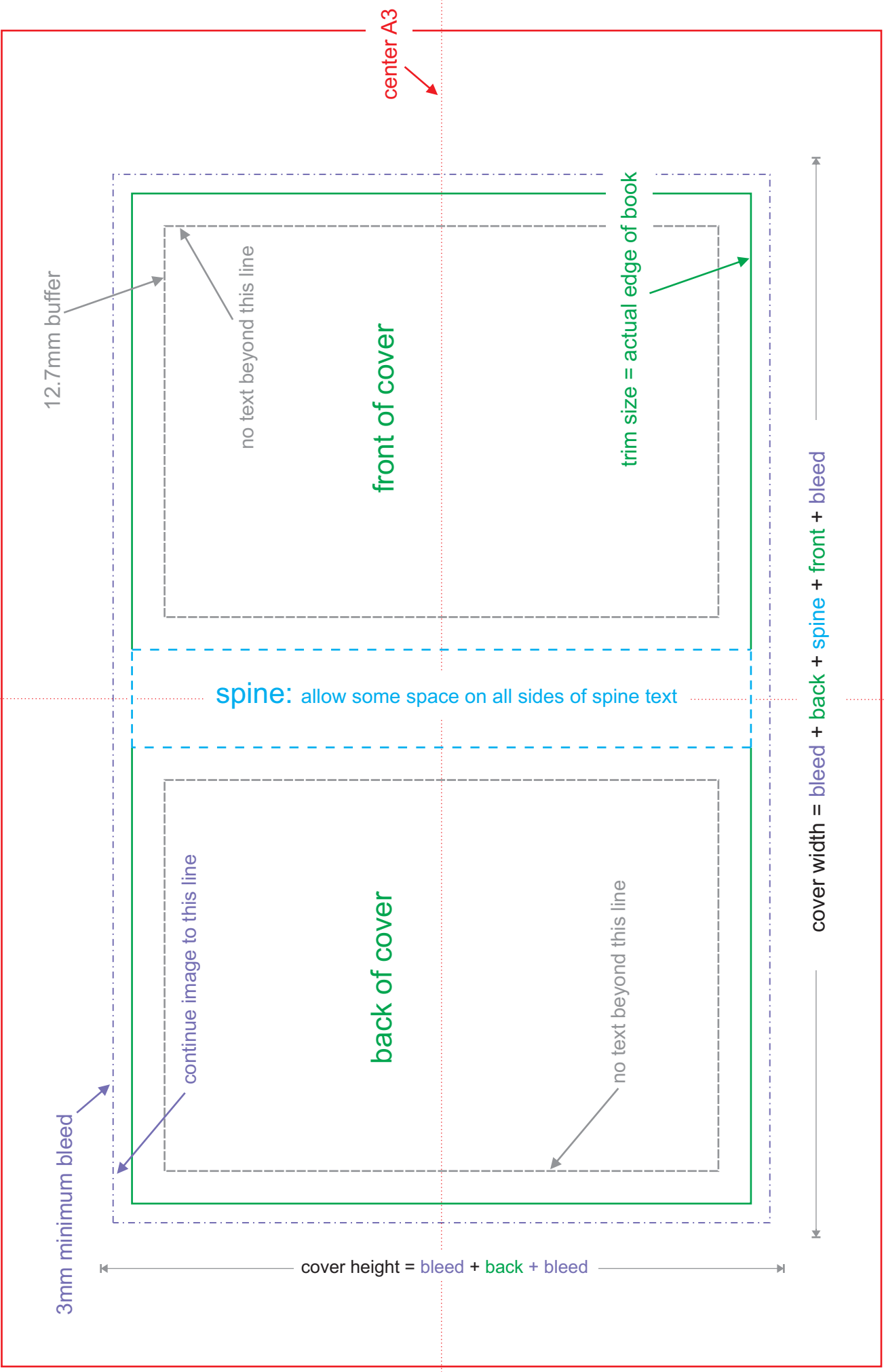
Photos and Illustrations:
Scan the image in color, 300 dpi, scaled to the size you plan to use in the book. Save as TIFF file.

ISBN & Bar Code: If you have your own ISBN (International Standard Book Number) and barcode, then remember to put it on the back cover of your book.

Trim & Bleed:
Your book's cover background image or color <u>must</u> extend 3mm beyond trim size on all four sides to allow for cutting/trimming tolerance. This is the "bleed." Doing so will help prevent any unwanted white space visible after the book is cut.

It's better to allow more cushion in your design than to crowd the margins. All books are trimmed and bound individually and slight variations are not uncommon.

center A3

12.7mm buffer

no text beyond this line

front of cover

trim size = actual edge of book

spine: allow some space on all sides of spine text

cover width = bleed + back + spine + front + bleed

center A3

continue image to this line

back of cover

no text beyond this line

3mm minimum bleed

cover height = bleed + back + bleed

Landscape A3 = 420mm x 297mm

3. CREATE .PDF FILES

The EBM only accepts Portable Document Files (PDF) - this is in order to maintain the fonts, margins and internal formatting of your document. The PDF is a stable file format that ensures your book will look exactly as it does when you format it on your home computer.

You need to provide us with 2 "print-ready" PDF files: one for the book block (interior content) and one for the cover.

"Print-ready" means that you provide us with PDF files that are finalized and ready to be uploaded and printed. You will have written, edited and proofread your book, and have formatted it to look exactly as you want it.

Once all the pages are laid out correctly, convert your word document files to PDF using Adobe Acrobat PDF conversion software.

Then combine your PDF files (front matter, core text and back matter and images) into one. Remember if you have "photo/illustration pages" you may need to purchase professional PDF software to insert your high resolution images into your final PDF.

Proof read the PDF to ensure that your manuscript is correct. Make sure that your PDF conversion will embed all fonts.

If your file has .PDF or .pdf at the end, you have successfully saved it as a PDF file.

4. COPYRIGHT

You must own the rights and/or have permission to use any content or images included in your book. For legal reasons an affidavit needs to be signed to confirm this.

5. SOFTWARE

Book block:
Microsoft Word
Open Office (free via www.openoffice.org)

Cover:
Microsoft Word and Open Office can be used to make the cover, otherwise use a design program like Corel Draw or InDesign. There are also free programs like Inkscape (inkscape.org).

PDF:
Adobe Acrobat (www.adobe.com)
How to guides for making a PDF are available online: you can do a search via your browser or have a look at the many "how to" films on YouTube.

6. BOOK SUBMISSION

The EBM only accepts Portable Document Files (PDF) - this is in order to maintain the fonts, margins and internal formatting of your document. The PDF is a stable file format that ensures your physical book will look exactly as it does on your home computer.

If the files are formatted correctly, the turnaround time from file submission to the finished product can be very fast, possibly the same day.

You must submit 2 "print-ready" files in PDF format:
1. Book Block
2. Cover

Note: We cannot work with "Password Protected" files. You have to send us the complete book files so that we can be sure it is possible to upload it. Sending partial files will result in a delay.

Submitting Files:
You may email your files to **betty@abc.nl** (Amsterdam) or bring them into either store on a USB stick, CD, or DVD.
Some files are too large for emailing – you could use www.wetransfer.com to send these in for submission.

If you have any questions or enquiries regarding the Espresso Book Machine or submitting your document, please email us at betty@abc.nl.

7. COST

Initial Upload
- € 35 handling (does not include a sample copy) *

Per Bookž, $˙[f˙dU̶dYf:
- 40 to 179 pages = € 5.00 + € 0.06 per page
- 180 to 200 pages = € 15.74
- Above 200 pages = € 15.74 + € 0.06 per page above 200 pages

Per boek, 120 gr paper:
- 40 to 179 pages = € 5.00 + € 0.10 per pagina
- 180 to 200 pages = € 22.90
- Above 200 pagina's = € 22,90 + € 0,10 per page above 200 pages

Extra
- € 40 ISBN supplied by ABC's AnyBook Press and upload onto www.abc.nl *
- € 10-35 for minor formatting adjustment (time permitting, please ask in advance) *
  - € 35 for all cover work (time permitting, please ask in advance) *

Our 10% ABC Card discount and Large Quantity discount of up to 25% apply too!
Large Quantity Discount

- 15% (10 - 29 copies)
- 20% (30 - 59 copies)
- 25% (59+ copies)

* Discounts do not apply

SUMMARY (1/2)

Affidavit/Copyright
You must own the rights and/or have permission to use any content or images in your book.

Book block
In color or black and white
Images at 300 dpi
Document paper size = trim size

"Trim size" Dimensions (h x w) – the size of the page in the PDF
The EBM calculates book dimensions in inches and fractions of inches (h x w)
Minimum 114.3mm x 127mm (4 1/2" x 5")
Maximum 266.7mm x 190.50mm (10 1/2" x 7 1/2")
A4 books are **not** possible

POPULAR EBM BOOK (TRIM) SIZES	HEIGHT		WIDTH		SPINE MAX	
	mm	inch	mm	inch	pages	mm
square	127	5	127	5	600	33.23
standing rectangle	215.9	8 1/2	139.7	5 1/2	600	33.23
lying rectangle	114.3	4 1/2	139.7	5 1/2	600	33.23
standing rectangle	228.6	9	152.4	6	600	33.23
standing rectangle	254	10	177.8	7	600	33.23
lying rectangle	127	5	190.5	7 1/2	400	22.43

EBM BOOK (TRIM) SIZES	HEIGHT		WIDTH		SPINE MAX	
	mm	inch	mm	inch	pages	mm
MINIMUM	114.3	4 1/2	127	5	800	44.03
MAXIMUM (allowing for 3 mm bleed)	266.7	10 1/2	200.025	7 7/8	40	2.99

Below is a table with some standard book sizes as found in stores. The EBM cannot follow these exactly.

STANDARD SIZES (non EBM)	HEIGHT		WIDTH		SPINE MAX	
	mm	inch	mm	inch	pages	mm
A Format (mass market)	177.8	7	110.067	4 1/3	600	33.23
B Format (the EBM uses 7 7/8" height)	198.12	7 4/5	130.175	5 1/8	600	33.23
C Format (trade paperback)	215.9	8 1/2	135.467	5 1/3	600	33.23

Page count and Sheets
101 page count = 51 sheets (always round page count up to a whole number)
Maximum 800 (400 sheets), minimum 40 (20 sheets)

Paper Thickness
Book block, 80 grams paper = 0.108mm per sheet
Cover = 0.83mm per sheet

Paper Standards
A4 = portrait orientation - 297mm x 210mm (11.69" x 8.27"). A4 books are **not** possible
A3 = landscape orientation - 420mm x 297mm (16.54" x 11.69")

Spine
Minimum for text on spine 200 pages (100 sheets)
Formula: spine width = 0.83 + (0.108 x sheet count)
Formula results are in mm

SPINE WIDTH, PAGE COUNT AND SHEETS				COVER WIDTH MAX	
	mm	pages	sheets	mm	inch **
MAXIMUM	44.03	800	400	184.150	7 1/4
	30.53	550	275	187.325	7 3/8
	22.43	400	200	190.500	7 1/2
	11.63	200	100	196.850	7 3/4
	8.93	150	75	196.850	7 3/4
	6.23	100	50	200.025	7 7/8
MINIMUM	2.99	40	20	200.025	7 7/8
** ROUNDED OFF TO INCHES ACCEPTED BY EBM					

Cover
Full color images at 300 dpi
Front + spine + back + "bleed". (bleed is 3mm on each side)
Centered on an A3 page, orientation landscape
No crop / registration marks

Submit 2 PDF files
Book block as a PDF set to "trim size" dimensions
Cover as a PDF, image centered on an A3 page 297mm x 420mm, orientation landscape
Password protected files cannot be worked with

INCH CONVERSIONS		
INCHES FRACTIONAL	INCHES DECIMAL	METRIC mm
1/8 **	0.125	3.175
1/4 **	0.25	6.35
3/8 **	0.375	9.525
1/2 **	0.5	12.7
5/8 **	0.625	15.875
3/4 **	0.75	19.05
7/8 **	0.875	22.225
1	1	25.4
2	2	50.8
3	3	76.2
4	4	101.6
5	5	127
6	6	152.4
7	7	177.8
8	8	203.2
9	9	228.6
10	10	254
** FRACTIONAL INCHES ACCEPTED BY THE EBM		