

Self-Publishing with Betty the Book Machine | Submission Guidelines Summary

PLEASE READ THE FULL INSTRUCTIONS FOR MORE DETAILED INFORMATION AND FORMATTING TIPS:

www.abc.nl/selfpublishing > GUIDELINES & SUBMISSION > SHORT & DETAILED GUIDELINE DOWNLOADS

Submission - General

Please submit two PDF's: one for the **cover** and one for the **book block**. Send both files to betty@abc.nl to have them checked and to make an appointment to print the book. Use wetransfer.com if the files are too large to send via e-mail.

The cover is printed in full-color. The book block is printed in either color or black and white. All books are centrally printed in Amsterdam, but may be shipped to you or be collected in The Hague upon request.

EBM Operators can, for a fee, make small changes in the book block and create a simple cover. Please keep in mind that this requires extra time. Attention: your document content will *not* be edited nor corrected by us.

Use a search engine to help find solutions for specific tasks. For instance, search: "How do I change page size in Word?" or "How do I export to a PDF from Pages?"

Would you like to be forwarded to a designer for a free estimate? Let us know!

Do you have a **deadline**? Please contact us in time. Your files **always** need to be checked in advance. For large quantity orders, printing and checking a test copy is recommended.

Book Size

The EBM prints books with a minimum of 40 pages and a maximum of 800 pages.

The EBM does **not** print books in A4 (or larger than A4). Your book must be smaller than A4.

The EBM prints books that measure between (h x w) 114.30 x 127 mm and 266.7 x 190.50 mm.

Keep in mind: 2x the width of the book + the spine should be smaller than A3 (420 mm).

The spine width is based on the number of sheets (not pages) and the thickness of the paper. The number of sheets is half the number of pages. Round up when the book has an uneven number of pages.

To calculate the spine width:

80 gram paper Spine width = 0.83mm + (0.108mm x sheet number)

120 gram paper Spine width = 0.83mm + (0.145mm x sheet number)

Alternatively, use the calculation tool at www.abc.nl/selfpublishing via *Calculate exact price, cover dimensions and spine width*.

Cover

The cover is printed full color on an A3-sized sheet. Please see the image below which shows what the cover should look like. It is also possible to print your book with an empty white cover.

Submit your cover as a **.pdf document**.

The cover, with the proper measurements, should be centered on a **landscape A3 document**.

Any background color or cover illustration should have a bleed of 3mm on all sides.

The spine should only contain text when the book has 200 or more pages (100+ sheets).

Book block

The book block is like a stack of double-sided copies. The first page (on the very top of the stack) is a right page. Your physical book will have the same measurements as the page size of the .pdf. The book block can be printed black and white or full color.

Submit your book block as a **.pdf document**.

Add **page numbers** that are *either* centered *or* on the outside of your pages. If all page numbers are on one side of the page, then half of the page numbers will be in the inner gutter of the book.

Scan any images at **300 dpi** and scale them to the size they should be in your book.

Make sure all colors are converted from screen colors (RGB) to print colors (**CMYK**). This should prevent color shifts when printing.

Export your book block as **single pages** – not as spreads.

Ready to Print – Checklists

- The book block and cover are .pdf documents
- The book block and cover use only embedded formatting and fonts
- The book block and cover do not contain cut marks or trimboxes
- The book block and cover use only CMYK colors

The book block...

- is smaller than A4
- Has more than 40 pages
- Has less than 800 pages
- Contains properly aligned page numbers

The Cover...

- Is centered on a landscape A3
- Has exactly 3 mm bleed on all sides
- Less than 200 pages? Then the spine contains no text

Ready to print your book? Contact us at betty@abc.nl!

