UVIC bookstore

**Publishing Guidelines for the Espresso Book Machine**

Getting Started

Send your masterpiece to us in two separate PDF files. One file will hold the inside content of the book, called the "**Book Block**". The other file will contain the "**Cover**". The files will be printed by two separate printers, then married, glued, trimmed, and finished by the binding robot (the espresso book machine).

If you are already confident about formatting your book properly, please go back to the espresso book machine page on our website and download the "order form" to complete your inquiry, and send that order form to onedemand@uvic.ca, or hand it in store to our info desk.

Guidelines

Book Block (min. 80 pages, max. 500 pages)
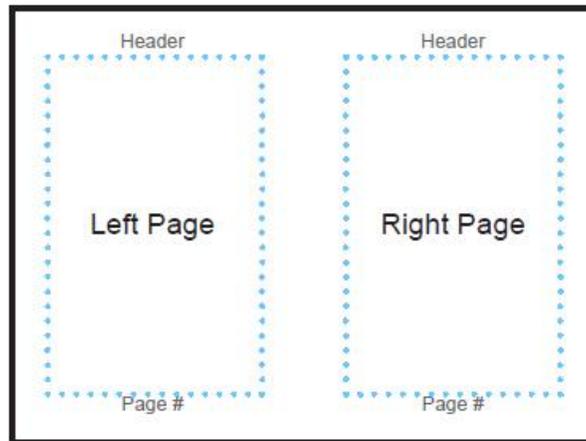
When formatting text, consistency is key. Decide how you want your pages to look. Choose font, point size, margins, tabs and line spacing. Then apply them to the entire document. The only variation might be for titles or chapter headings. Use the formatting tools in your word processing program. Don't rely on the space bar or try to format by 'eyeballing.'

Front and Back Matter

Take a look at the books on your bookshelf. There are various title pages, a copyright page, a dedication page, blank pages, and sometimes an index at the front. At the back, there could be an acknowledgment page, or a biography and photo of the author. And more blank pages. These need to be added to your manuscript.

- ❖ *Some kinds of pages, like the title page, always fall on the right hand side of the book,* so you may need to add a blank page before it to get the placement correct.
- ❖ *New chapters or sections almost always start on the right hand side*, and the right hand side page numbers are always odd.

Line Spacing

Single spaced documents are hard to read, so a spacing of 1.15 or 1.5 is suggested. Most books set the alignment to "**Justify"**, rather than "**Center"**. Remember to use the "**Page Break"** function between each page.

Font

Font size usually ranges between 9 and 11. The easiest fonts to read are Garamond, Times Roman, Palatino and Bodoni MT. For a more modern look, try Franklin Gothic, Myriad Pro or Arial. Print a page and test the font. Do you like it? Is it easy to read? To ensure that all the fonts you use will be printed properly, it is a very good idea to embed your font(s) within your documents.

Margins

Make sure all margins (top, bottom, right and left) are at least 0.75'. Some people go as wide as 1.0'. Slight variations occur when the book is trimmed, so make sure your images do not crowd the margins.

Extras

Do you want page numbers, headers or footers? In MS Word, add these using the 'Insert' function. Make sure they stay within your margins.

Print Images

Images in the Book Block will be printed in grey scale, **NOT** colour. For best results, images should be 300dpi or higher and saved as a TIFF file.

Nothing is sure to check every formatting may beginning of the correct all the way more help? Check we offer on our consult with our staff by emailing or calling 250-721-8322.
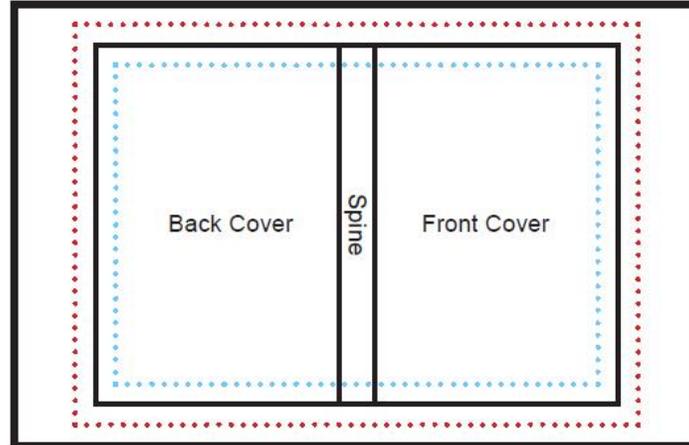
more important! Be page. The look right at the book, but is it through? Need out all the services pricing page or knowledgeable ondemand@uvic.ca

Cover (The back, spine, and front of your book)

The cover is the back, spine, and front of your book, laid out as a single landscape oriented image. The cover will be printed in colour on 11' x 17' stock and the image must be centered horizontally and vertically.

Before designing your cover, you MUST know your spine width.

Spine Formula : x = a + by where:
x = spine width
a = cover thickness (0.0327")
b = paper thickness (0.0019")
y = number of pages in book block

For instance, let's say we want to print a 300-page book. The spine width should be:

0.0327 + 0.0019*300 = 0.603".

The background image or colour of your cover should extend 0.25" to 0.5" beyond the edge of the cover. This is known as "bleed" and ensures that you won't have unwanted white space around the edges when the book is trimmed. Do not include crop or registration marks.

If you have your own ISBN or barcode, remember to insert it on the back cover. For information on obtaining an ISBN, please go to :

http://www.collectionscanada.gc.ca/isn/index-e.html

Still have questions?

Check out all the services we offer on our pricing page or consult with our knowledgeable staff by emailing ondemand@uvic.ca or calling 250-721-8322.