

the espresso book machine manuscript submission guide

Submissions Overview

The University of Pittsburgh Book Center's EBM can print a perfect-bound, high-quality trade paperback in minutes. In order to have your book printed on the EBM, you will need to provide 2 files: a cover file and an interior book-block. You must own all copyrights and/or have permission to use any content or images included in your book. You may submit your files via email or in person on a USB, CD or DVD. If you have specific inquiries regarding your files, please call 412-648-1461.

Book-Block Guidelines

- The book-block consists of all interior pages, including front and back matter, and core material. At this time, the EBM only prints interior pages in black & white.
- Your book must be between 40 and 830 pages. All interior pages, both printed and blank, are included in the final page count.
- Proofread, proofread, proofread! Edit your text for spelling and grammatical errors. Extensive corrections after submission slow down the publishing process and may result in extra charges.

Trim Size

- Trim size refers to the final height and width of the book. Minimum trim size is 4.5" x 5". Maximum trim size is 8.25" x 10.5". The EBM can trim books anywhere between these extremes in increments of 1/8". The most common trim size is 6" x 9".
- For your book to print properly, you must set up your document size to match the trim size.
- Set your trim size by modifying the page size of your document.
 - In MS Word, go to Page Setup or Page Layout and choose Paper Size. Change from the default paper size to your chosen trim size and Apply to Whole Document.
- The EBM binds books by wrapping a 17" x 11" cover around the interior pages. The greater the number of interior pages, the larger the spine. As a result, the number of pages affects the allowable trim width. Here are the maximum trim sizes for books of varying length:

Page Length	Maximum trim width x height
○ Up to 100 pages	8.25" x 10.5"
○ Up to 200 pages	8.125" x 10.5"
○ Up to 300 pages	8" x 10.5"
○ Up to 400 pages	7.875" x 10.5"
○ Up to 500 pages	7.75" x 10.5"
○ Up to 600 pages	7.6" x 10.5"
○ Up to 700 pages	7.5" x 10.5"
○ Up to 800 pages	7.4" x 10.5"
○ Up to 830 pages	7" x 10.5"

Suggestions for Preparing Your Book-Block

- In general, it is easiest to work on your text block in 3 separate files which can later be merged into a single PDF.
 - Front Matter (FM): Includes everything up to the page where your book actually begins (title page, dedication, acknowledgments, foreword, table of contents, etc.)
 - Core Material (CM): From page one to the final page of the book itself.
 - Back Matter (BM): Includes everything after the book ends (afterword, notes, bibliography, resources, glossary, author bio, etc.)
- Use minimal formatting and be consistent in your use of style sheets. Use the same font for the main body of text and consistent styling for all headings, subheadings and so on.

Margins

- Margins are the space between your text and the edge of the physical page.
- Typically margins look best when kept consistent on all sides.
- Standard margins are 0.8" to 1".
 - In MS Word, go to Page Setup or Page Layout and choose Margins.

Tabs

- Standard tabs (or indents) are 0.25" to 0.5".
- Choose your preferred tab size and apply that setting to your whole document. This will keep your tabs consistent throughout the work.
 - In MS Word, go to Paragraph and click on Tabs to modify your settings.

Line Spacing

- While single spacing is discouraged, as it is difficult to read, double spacing is often too wide.
- Standard line spacing is from 1.15 to 1.5.
 - In MS Word, go to Paragraph and adjust your Line Spacing.

Fonts

- Select readable fonts. For the main text, designers often choose a serif font because these are more readable for long periods of time. Among the best are:
Garamond Palatino Times New Roman Century Schoolbook
- A 10, 11, or 12 point font is best for the main body of work.
- Headings are often bold and are about 2 points larger than the main text font size. Suggested fonts include:
Gill Sans Verdana Arial Century Gothic
- Consistently justify your text, aligning to the right margin or to both left and right margins.

Headers/Footers

- Some books have the title or author name at the top or bottom of each page. A header will show up at the top of the page. Footers will show up at the bottom of the page.
 - In MS Word, go to the Insert function to add Headers/Footers.
- Consistently position all headers/footers. Keep in mind that you can choose to alternate headers/footers on odd or even pages.
 - In MS Word, with the cursor in the Header/Footer area, click Different Odd & Even Pages.
- The header/footer will show up within your margin space. For example, if you chose 0.8" margin, your header/footer will appear in that 0.8" space.
- Even though your header/footer is within your margin space, make sure that it is an appropriate distance from the edge of the page. If it is too close to the text, the page will look crowded. We recommend that you keep headers/footers about 0.25" to 0.3" away from the edge of the page.
 - In MS Word, with the cursor in the Header/Footer area, adjust the Header from Top/Footer from Bottom distances.
- Select a Header/Footer font which compliments your main text--traditionally 2 points smaller.
- Adjust the alignment of your headers/footers. Alignment along the inside margins is discouraged, as the text can get lost in the spine. Centered alignment is easiest and consistent. Alignment with the outside margins is often used, but requires odd and even pages to be formatted differently.

Page Numbers

- Don't forget your page numbers.
 - In MS Word, go to the Insert function to add Page Numbers.
- Decide where on the page you want to position your page numbers. As with headers/footers, we discourage positioning page numbers along the inside margin. Centered alignment is easiest, while alignment with outside margins will require different formatting for odd and even pages.
- Select a font that complements your main body of text--traditionally 1 to 2 points smaller.

Chapters/Sections

- The beginnings of chapters and sections often require different formatting than standard pages.
 - In MS Word, to create a new chapter/section, go to the Insert function and select Page Break. **Do not hit the Enter/Return key until you get to the next page.**
- Select a font that compliments your main body of text—traditionally 2 to 4 points larger. They are also often bold or italicized.
- Determine the placement of your chapter/section heading. Often, they are aligned to the left or center. They may also be placed at the top of the page, or further down.
- Consider the chapter drop. The first paragraph of a new chapter can start near its heading, or further down on the page.
- Determine what you want the first words/line of a new chapter or section to look like and remain consistent throughout your book. First words/lines may be bold, capitalized, or use a drop cap.
- Even pages fall on the left, odd on the right. New chapters typically start on the right (odd page).

Other Book-Block Basics

- Regardless of your book's subject matter, all books should begin with a title page. The title page should contain the book's title and author, and may list subtitles or publisher's information if relevant. The next page in your book should be the copyright page, so that the title page prints on the front and the copyright page on the back of the same sheet of paper.
- Some people choose to have a blank sheet of paper before the title page. Should you choose to do this, please keep in mind that a blank sheet of paper equals two pages in your MS Word/PDF document.
- The title page should fall on the right side of the book (on an odd page). If you do not include a blank sheet as your first page, the title page will be page 1. If you include a blank sheet, the title page will be page 3.
- Whether your book contains dedications, a table of contents, etc. is up to you. Often it is helpful to carefully examine the design of books you admire to get a sense of what you think looks best.

Using Images in Your Book-Block

- You must own the rights to, or have permission to use, any images that you include in your book.
- Interior images can be black & white only.
- Scan all images at 300 DPI and save as TIFF files.

Things to Avoid When Formatting Your Manuscript

- Don't WYSIWYG (what you see is what you get). While it may look fine on your screen, it can cause extensive problems when the document is converted to a PDF. For example:
 - Do not center "by eye," using tabs or the space bar. Use the centering tool.
 - Do not use the space bar to indent the first line of paragraphs.
 - Do not hit the return key to scroll down to the next page. Use the page-break function.
 - Do not use SHIFT_RETURN (new line) as the end-of-paragraph.
 - Do not use two spaces between sentences.
- Having trouble formatting in MS Word? Go to <http://office.microsoft.com/en-us/word-help/>.

Creating a PDF

- In order to be printed on the Espresso Book Machine, your book-block and cover must be converted to a PDF. Your ability to convert to a PDF depends on the software you've used to create your document.
- The first thing to try is the Save As option. In many programs you can often use this to save as PDF.
- Other programs have an Export option which will allow you to generate a PDF.
- You may also choose to download a PDF conversion tool from the Internet. Some PDF conversion tools will upload your document to a website; the resulting PDF will be emailed to you upon conversion.
- Regardless of your software, **be sure that your PDF conversion tool is set to embed all fonts.**

Cover Basics

- Covers print in full color on one side only. Nothing can be printed on the interior side of the back or front cover.
- Covers can be designed in a variety of programs, including: Microsoft Word, Photoshop, Adobe InDesign, Quark, and many others. If you need help designing your cover, you can opt for one of our low-cost Cover Layout packages, which include personalized service and a selection of customizable cover templates.
- You must own the rights to, or have permission to use, any images that you include in your book.
- When scanning images for your cover: scan in color, 300 DPI, scaled to the appropriate size you plan to use for the book. Images work best when saved as TIFF files.
- Covers print best as CMYK, although we can print RGB as well.

Cover Calculations and Formatting Information

- For layout purposes, your cover is the BACK + SPINE + FRONT of the book, printed as one continuous sheet (a 17" x 11" landscape-oriented rectangle). After the book-block has been printed inside the EBM, the cover wraps around the book-block and gets trimmed down to the specified size.
- The spine width (in inches) = total # of pages ÷ 434.
 - 434 represents the Pages Per Inch (PPI) for the paper we use (Springhill 60lb. Opaque). If you have designed your cover for publication with a previous printer, please make sure the spine width is still accurate for our machine.
 - Note: the number of pages here refers to the double-sided page count and includes all front and back matter, as well as any blank pages.
- Maximum cover dimensions = 10.75" x 16.75".
- Cover must be centered vertically and horizontally in a landscape-oriented 17" x 11" document.
- Do not include crop or registration marks.
- Allow a 0.25" - .5" bleed on all sides.

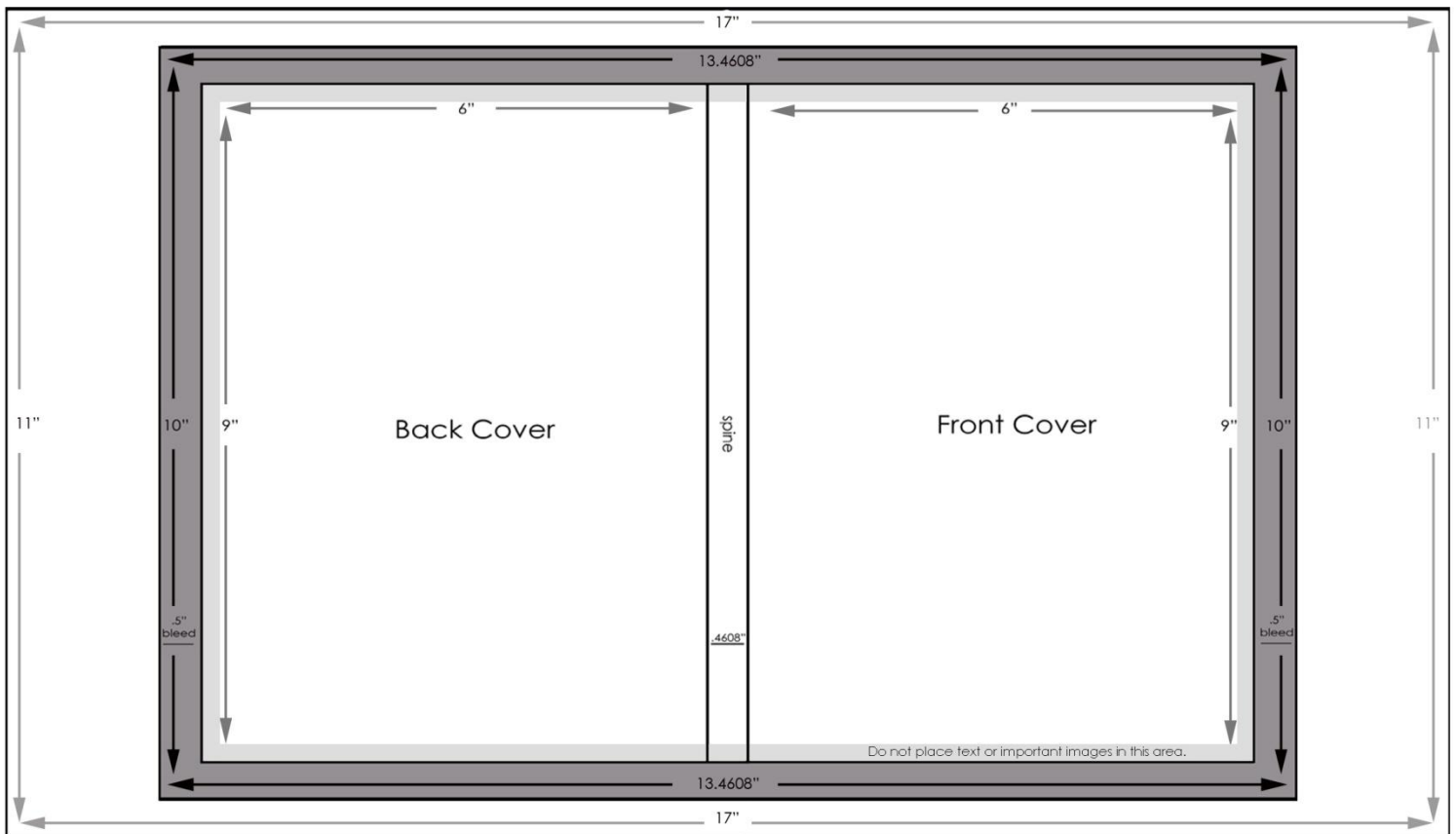
Cover Tips

- It's better to allow more cushion in your design than to crowd the margins. Do not place important information too close to the margins as slight shifting can occur during the printing process. We recommend that all text and graphic elements are placed at least 0.25" within the trim margin.
- The background image or color should extend all the way to the edge of the bleed area.
- Do not put text on your spine if the book is fewer than 100 pages.
- Avoid using hard vertical lines separating the front or back panel from the spine.
- Allow at least 0.125" cushion on either side of the text on your spine. For example, the text should be no more than 0.75" on a 1" spine.
- To place the text on the spine, rotate it so that the left-type margin falls at the top of the book. The type will then read correctly left to right when the book lies front cover up on a horizontal surface.
- Be consistent in your use of fonts.

- Proofread your cover text as thoroughly as you proofread your book-block.
- If you have your own ISBN and/or barcode, be sure to include these on the back cover.

Example of a Cover Layout

- Trim size: 6" w x 9" h
- Book length: 200 pages
- Spine width: .4608" (200 pages ÷ 434 PPI = .4608")
- Bleed room: .5" on all sides
- Cover size: 13.4608" w x 10" h (back cover 6" x 9" + spine .4608" + front cover 6" x 9" + .5" bleed)
- Document size: 17" w x 11" h
- Remember not to place important text or images at the very edge of your cover. Leave .25" to .5"



For sample book-blocks, cover templates, and general inquiries, please call 412-648-1429 or email us at bookmachine@bc.pitt.edu