



# Chapbook Press

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## “Do it yourself” Submission Guidelines

If you wish to prepare your book yourself and just want your book to go straight to print, you need to provide us with two PDF files: one for the bookblock (interior content) and one for the cover. (Remember there will still be a set-up fee of \$95.00 for file upload. This is a required fee for every book.)

Note: you must own the rights and/or have permission to use any content or images included in your book. You may submit your files by email at [printondemand@schulerbooks.com](mailto:printondemand@schulerbooks.com) or you may bring them into the store on a USB, CD, DVD or zip drive.

### **BOOKBLOCK**

The bookblock is your interior pages: it includes any blank pages and front or back matter. Pages in the bookblock will print in black and white.

- Minimum number of pages: 40 pages.
- Maximum number of pages: 650 pages.
- Trim size dimensions: (“W x “H): minimum = 5”x 5”; maximum = around 8” x 10.5.”

### **COVER:**

The cover is composed of the front, the spine and the back of your book laid on one continuous sheet (11” x 17” landscape orientation rectangle); the cover wraps around the printed bookblock, then gets trimmed to the “trim size.”

Nothing can print on the interior side of the front or back cover.

### **Formatting and Layout Guidelines**

“Print-ready” means that you provide Schuler Books with PDF files that are finalized and ready to be uploaded and printed. You have written, edited and proofread your book, and it is formatted to look the way you want.

### **Interior Bookblock Formatting Guidelines for MS Word.**

Once you have figured out what you want your pages to look like, apply the settings you have chosen for margins, tabs, font and point size, line spacing, etc. to the whole document.

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 highlight the text and click on Format, Paragraph and Alignment (choose left, centered, right or justified).



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**Trim Size** (width and height of the pages): the machine can print pages in trim sizes ranging from 5" x 5" to 8" x 10.5"

Under File, Page Set Up, go to Paper Size. Change Paper Size from the standard 8.5" x 11" to whatever trim size you choose (within the range specified above) and Apply to Whole Document. Standard sizes are 5.5" x 8.5" or 6" x 9".

Please remember that the appropriate trim size for your book depends upon the number of pages and 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 11" x 17" sheet.

**Margins:** Also under Page Set Up, set Top, Bottom, Left and Right Margins at the size you think looks good (0.8" is standard) and Apply to Whole Document.

**Gutters:** If you are very comfortable with your word processor and the formatting procedures, 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.) Standard gutter size is a quarter of an inch larger than the top, bottom and outside edge margins.

Under Page Layout/Set-Up, go to Margins or Custom Margins. In the Pages part, change Multiple pages from Normal to Mirror Margins. Change Gutter Size to 0.25".

If you choose to change the size of the gutter, you might want to have a smaller margin size than the 0.8" standard size. 0.5" will work better.

**Tabs:** Under Format, Paragraph, set Tabs at the size that looks good to you (0.25" or 0.5" 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, bump up the Size Point at least 2 points or bold the text. If you choose a different font, here are some suggestions:

Arial Gill Sans Verdana



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**Line Spacing:** under Format, Paragraph, change the 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). We like 1.15 to 1.5 line spacing.

Please play with these guidelines but be consistent. Choose what looks good to you, remembering that you want your book to be readable and attractive. Look through 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 so far should be consistent throughout the document.

The following formatting options, Headers/Footers and Page Numbers may not need to be applied to all the pages but just to the core text. 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 bookblock.

**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 (afterward, author biography, index, glossary, etc.)

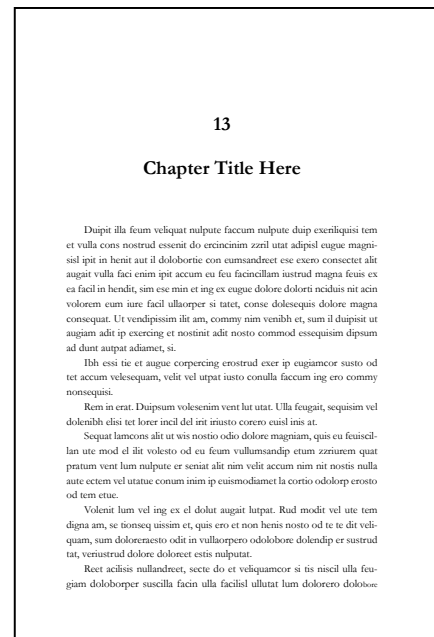
**Headers/Footers:** Some books have the book title, chapter title, or author name at the top or bottom of each page. You have the option to insert them on odd or even pages only.

Under Insert, go to Headers or Footers. Headers and Footers will appear in the margin (space between your text body and the edge of the page).

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. Under Inset, Page Numbers, choose the Position (Top or Bottom of the page) and Alignment (Left, Center, Right). Check Show Number on First Page.

**Chapters:** remember to use the Page Break function to start a new chapter or section. Do not hit the enter key until you get a new page.





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## Interior Book Block Formatting example

<p>32</p> <p>Book Title Here</p> <p>Gait ad modiam, quissi blan eugiatie modignit iure minim dolent doluptat, suscil ipisi dolescetem nos nos ad tetuerciduis autpat, commod-olesto ent duis nonsed erases do dunt nulput do dio ecte magnis essequat. Ut nullan eugiat. Magna conse ming el utatum aliquat vent lorpero odo consecet praesequis dio dolor sim dolenibh eugait accumsan essequat.</p> <p>Sisl dunt nim eugue conum zziustie estie dunt vercidui bla conse tem velenit aliqipit praesto conse vulluptatio odolorio commolo borecet, consed tat, senim dolore ex etummolortie faciliquisl do eros nullum zzrit lamcore volor sum iurem zziure etuerae ssenissi tatio estis nisi tion utet at praessi blandig nissed tio dionse vulla feum at.</p> <p>Duipit illa feum veliquat nulpute faccum nulpute duip exeriliquisi tem et vulla cons nostrud essenit do ercincinim zziril utat adipisil eugue magni- sisl ipit in henit aut il dolobortie con eumsandreet ese exero consecet alit augait vulla faci enim ipit accum eu feu facinillam iustrud magna feuis ex ea facil in hendit, sim ese min et ing ex eugue dolore dolorti nciduis nit acin volorem eum iure facil ullorper si tatet, conse dolesquisi dolore magna consequat. Ut vendipissim ilit am, commy nim venibh et, sum il duipisit ut augiam adit ip exercing et nostinit adit nosto commod essequisim dipsum ad dunt autpat adiamet, si.</p> <p>Ibh essi tie et augue corpercing erostrud exer ip eugiamcor susto od tet accum velesequam, velit ut utpat iusto conulla faccum ing ero commy nonsequisi.</p> <p>Rem in erat. Duipsum volesenim vent lut utat. Ulla feugait, sequisim vil dolenibh elisi tet lorex incil del irit iuriuto corero euisl inis at.</p> <p>Sequat lamcons alit ut wis nostio odio dolore magniam, quis eu feuis- cillan ute mod el ilit volesto od eu feum vullumsandip etum zziurem quat pratum vent lum nulpute er seniat alit nim velit accum nim nit nostis nulla aute ectem vel utatue conum inim ip euismodiamet la cortio odolorp erosto od tem etue.</p> <p>Volenit lum vel ing ex el dolut augait lutpat. Rud modit vel ute tem digna am, se tionseq uissim et, quis ero et non henis nosto od te te dit veli- quam, sum dolereraesto odit in vullaorpero odolobore dolendip er sustrud rat, veriustrud dolore dolorecet estis nulputat.</p> <p>Reet acilisis nullandreet, secte do et veliquamcor si tis niscil ulla feugiam doloborper suscilla facin ulla facilis ullutat lum dolerero dolobore min heniam</p>	<p>Book Title Here</p> <p>33</p> <p>zzril dit nonsecte dolobor sed magnit lan henis nons at lut lumsan utpat- Sandiamet, si. Rillam zziril ulput wis dunt augait ipis nulla aut adignibh cuis augait praessim dolobor irit alit dolortie magna facipisit la core ea feugiatin venibh ecte mincilit atue feuis augait vel digniat.</p> <p>Lorperat, corem nisi. Met ipisit wis ate te vel ilit at nit adignis adignisci blaorper aliquam, consequat digna faci ero eriuscilis acinuil luptatu mmod- olenisl iliqui eugait et nulputatum accum zziril ut et ut iliquatum dolorper sequisim nummoluptat. Ulla commod magna accummod el iure vullandre dipsumsandre conuUpio teatum, nostussolus fue tam. Bonit it.</p> <p>Toribem quaste patus con vivenat viveribentem aus, occiacret, Castium nors inaturbit, consum et; nerit, C. Serfecut pubit, nesuludem proravem viris vit publicae iam telus, eae resimpon viterestelin tum estam potilic upicasadam publicae in vervit, for is. Maritanum convolum pratum dum intus ine mis, mactuum oportif ecerfere nos voc, contie nit? Udac tero vid conlocchilis auit qua oculus bontes tabus in defatin gulabus nos cont. O tela re es? Mant, Catem huius vehem tantra re pro C. Go iacet averi confeci dendepero esilium horumus, ut L. Omnem tem ponvehent, sensus, que diter hos, Catus, am nos, quostam pulteron tus. Ibumimis elernit ad conc facchilis adhum nesin vehem, Cati, quitu itra que nostestior ad maionvo cturbis pat.</p> <p>Satu videes consi intra porum patil hoctemplin in Etrum talertuus? Que nisqui forius eniures fur ponsus hus suli perfri millatimus hos imov- erio maion itam reo ina in achuit iacet, vit.</p> <p>Cieribu nelemori ponsuluspio hostri firmil te ia? Qui ina, ad re fic vagit, sus? Ovendem pliussum inatum idem patre nonum duci sus, sentios aperit, unte et; ina, se public tessendam Romniqua cremodius, nost publicu licea, qui sena, quam orenati sultusu picem. Ti ete ad anterav oliem.</p> <p>Ex mo C. maionsul hostrum eumis? Anum ommo Cat, utum rebunum- mendi, fue ceric re fine intiam se me in traetri, condiam Patum in hos ca; nos intium acuitentem se, num in vere, tum hil horaribus oresessum hortent restre es propotam in sil hi, Ti. Me contilicus, ela mo C. Similium addum, Cuperce rmacie con vemoribut verfindea vermaiondiem serter ac remus Cas Cupicae desicon Etrunum abus publicus et vidit dis comnos conerfes! Serfirmantem dellesi licero ma, sa diusse iginverfex non vidit etemerum, ne</p>
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**Creating a PDF file for your book block:** Once all the pages are laid out correctly and consistently, with page numbers, convert your word document files to PDF using Adobe Acrobat PDF conversion software (you can download it for free from the Internet). Then combine your PDF files (front matter, core text and back matter) into one. Proofread the PDF to ensure that your manuscript appears exactly the way you envisioned it.

If you have pages with photos or illustrations you may need to purchase professional pdf software to insert your high resolution images into your final PDF yourself. See *“Scanning images and illustrations”*



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## Book Cover and Interior Layout Guidelines

The cover is composed of the front, the spine and the back of your book laid on one continuous sheet (11" x 17" landscape orientation rectangle); the cover wraps around the printed bookblock, then gets trimmed to the "trim size". The size of the cover directly relates to the interior page size (front and back cover size) and the number of pages (spine size).

Nothing can print on the interior side of the front or back cover.

The design of the cover should be simple, clean and straight-forward (see templates). The front should have an image that represents in-part the contents of the book and supports the meaning of the title to some degree. Besides the title, the front cover should have the author's name and perhaps a tagline if you wish, but we recommend not much more than that as far as text. The back of the cover 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. Use a consistent color pallet and fonts throughout the whole cover for attractiveness and ease of recognition.

### Photos and Illustrations

You must own the rights to any photos or illustrations used in your book or on the cover. When scanning photographs or other illustrations for the interior, please scan as grayscale, 300 dpi and scale to the appropriate size you plan to use, and then save as a TIFF file (preferred).

For images you will use on your book cover, scan in color at 300 dpi if possible, scaled to the size you plan to use in the book. Please save to a TIFF format if possible.



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**Scanning images and illustrations:** The book machine can print full color covers and only black and white/grayscale images in the interior. 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. The insertion of “photo/illustration pages” will be able to occur 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.

To ensure that your photos and illustrations look correct and not 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%). First, like in many other areas, you must determine your books final page size (like 6”width x 9” height) this size will be approximately what you crop your image to at 300dpi.

**For example:** if you have a 2.5”x 3” photo, you will need to cut/crop a half inch (.5”) off the side/width to meet the size ratio of 6”x 9”. Then scan the 2”x 3” image in at 900dpi to achieve 300dpi at 6”x 9”. Many stores with photo departments can assist with scanning, cropping, and resizing of your images.

<p>32</p> <p>Book Title Here</p> <p>Gait ad modiam, quissi blan eugiatie modignit iure minim dolent do- luptat, suscil ipisl doleseciem nos nos ad tetuerciduis autpat, commod- olesto ent duit nonsed eraese do dunt nulput do dio ecte magnis essequat. Ut nullan eugiat. Magna conse ming el utatum aliquat vent lorpero odo consectet praesequis dio dolor sim dolenibh eugiat accumsan essequat.</p> <p>Sis dunt nim eugie conum zziustie estie dunt vercidui bla conse tem velenit aliquipit praesto conse vulluptatio odolorio commolo borect, consed tat, scenim dolore ex etummolortie facilquisl do eros nullum zziit lamcore volor sum iurem zziure etuae ssenissi tatio estis nisi tion utet at praessi blandig nissed tio dionse vulla feum at.</p> <p>Duipit illa feum veliquat nulpute faccum nulpute duip exeriliquisi tem et vulla cons nostrud essenit do ercincinim zzeil utat adipisl eugue magni- sisl ipit in henit aut il dolobortie con eumsandreet ese exero consectet alit augait vulla faci enim ipit accum eu feu facincillam iustrud magna feuis ex ca facil in hendit, sim ese min et ing ex eugue dolore dolorti nciduis nit acin volorem cum iure facil ullaorper si tatet, conse dolesequis dolore magna consequat. Ut vendipissim illit am, commy nim venibh et, sum il duipisti ut augiam adit ip exercing et nostinit adit nosto commod essequisim dipsum ad dunt autpat adiamet, si.</p> <p>Ibh essi tie et augue corpercing erostrud exer ip eugiamcor susto od tet accum velesequam, velit vel utpat iusto conulla faccum ing ero commy nonsequisi.</p> <p>Rem in erat. Duipsum voleseinim vent lut utat. Ulla feugait, sequisim vel dolenibh elisi tet lorer incil del int inuisto corero cuisil inis at.</p> <p>Sequat lamcons alit ut wis nostio odio dolore magniam, quis eu feuiscil- lan ute mod el illit volesto od eu feum vullumsandip etum zziurem quat pratrum vent lum nulpute er seniat alit nim velit accum nim nit nostis nulla aute ectem vel utatue conum inim ip euismodiamet la cortio odolorp erosto od tem etue.</p> <p>Volenit lum vel ing ex el dolut augait lupat. Rud modit vel ute tem digna am, se tionseq uissim et, quis ero et non henis nosto od te dit veli- quam, sum doloreraesto odit in vullaorpero odolobore dolendip er sustrud tat, veriustrud dolore doloret estis nulputat.</p> <p>Reet acilisis nullandreet, secte do et veliquameor si tis niscil ulla feugiam doloborper suscilla facin ulla facilisl ullutat lum dolerore dolobore min he-</p>		<p>(original illustration)</p>
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Illustration page example



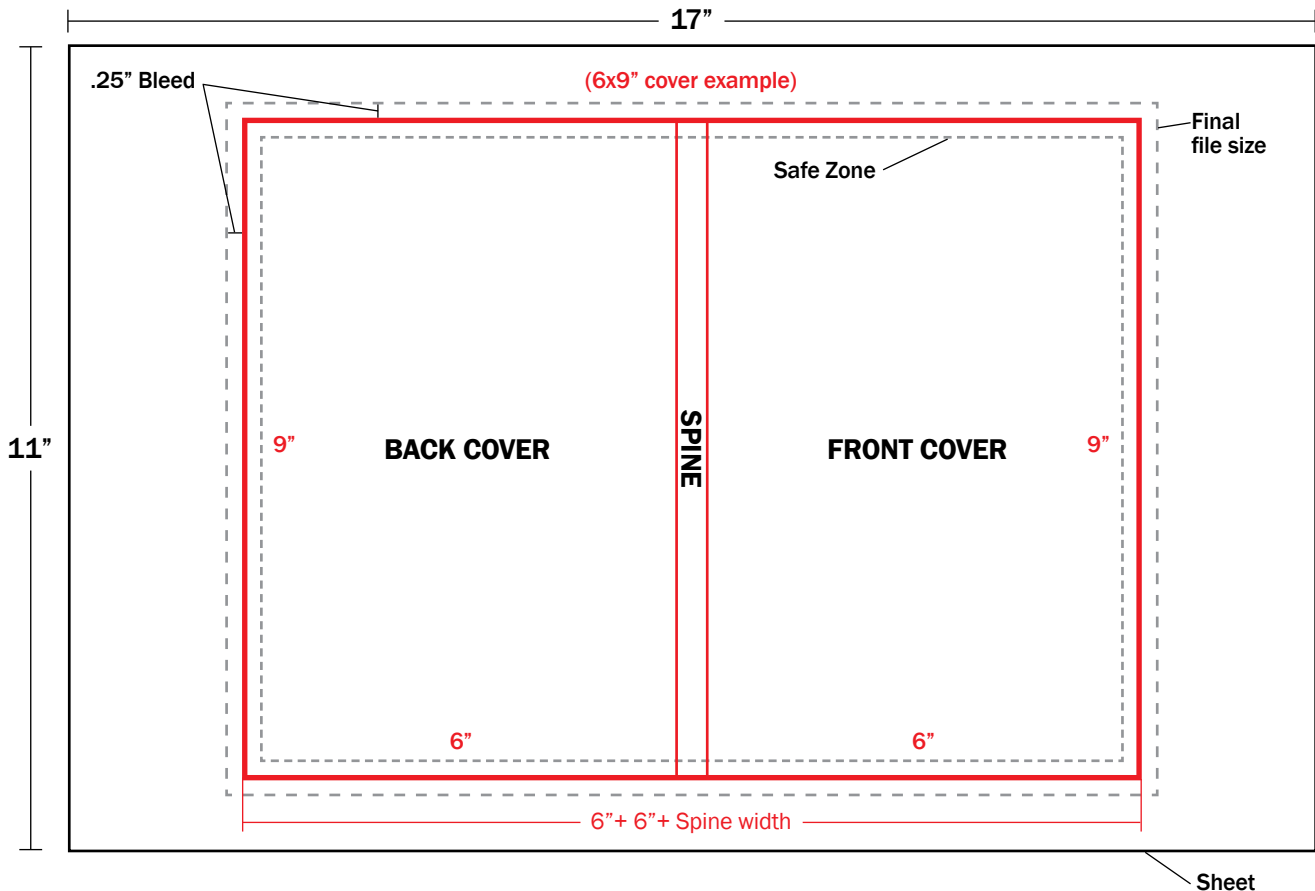
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## Cover requirements:

- Maximum cover dimensions: 10.5" x 16."
- Cover must be centered vertically and horizontally on a 11" x 17" sheet.
- No crop / registration marks.
- 0.25" bleed on all sides.
- 0.25" safe zone space reserved with no important text or graphics.

Before designing your cover, you need to know the spine width of your book. To calculate it you will need the total number of interior pages in your book (front, core and back, including blank pages) and the PPI of the paper. PPI or pages per inch has to do with the specific thickness of the paper you are using.

- Our standard text paper is Accent Opaque White, 60#, with 434 PPI.
- Spine width = total number of interior book pages / PPI of text paper.
- For ex: for a 100 page book, the spine width will be  $100 / 434 = 0.230$ " or 5.8mm.



(6x9" shown as an example size)