

Espresso Book Machine®

by On Demand Books



Submission Requirements & DIY Guidelines

Submission Requirements for Authors

To print your book on the EBM, you'll need to submit two print-ready PDFs - one for the cover and one for the bookblock (interior pages). Print-ready means that all of your writing, editing, and formatting is finished, and the PDFs can be printed as-is.

Bookblock

The bookblock consists of your book's interior pages. Your bookblock PDF should contain everything you want to include in your book – front matter, core text, back matter, blank pages, etc. – all in one PDF.

Bookblock Physical Requirements

- The bookblock will print out double-sided on 8.5" x 11" sheets of paper - one PDF page to one side of a sheet of paper. Excess margins will be trimmed off during the binding process.
- There are no paper-folding / signatures involved in the binding process.
- The bookblock can only be printed in black and white (no color on the interior pages).

Page Length

Minimum: 40 pages
Maximum: about 800 pages

Determining your Page Count:

For our purposes, a page refers to one PDF page or book page, *not* one sheet of paper. (There are two book pages to each sheet of paper, one on each side.)

Your bookblock PDF should be laid out accordingly – no double-page spreads or signatures.

Your final page count will be the total number of pages in your PDF document – your page count will not be limited to the paginated section of your book, but rather will include everything in the document (blank pages, dedications, about the author pages, etc.)

Trim Size

(width x height in inches)
Minimum 4.5" x 5"
Maximum 8" x 10.5"

Because of the way the book is bound, the maximum trim size for a book changes depending on the page length. If your book is longer than 300 pages, refer to the list below to find the maximum trim size.

Page Length	Max trim width x height	
Up to 300 pages	8" x 10.5"	20.32 cm x 26.67 cm
Up to 400 pages	7.875" x 10.5"	20.00 cm x 26.67 cm
Up to 500 pages	7.75" x 10.5"	19.69 cm x 26.67 cm
Up to 600 pages	7.6" x 10.5"	19.30 cm x 26.67 cm
Up to 700 pages	7.5" x 10.5"	19.05 cm x 26.67 cm
Up to 800 pages	7.4" x 10.5"	18.79 cm x 26.67 cm

Bookblock PDF Layout Requirements

Ideally the page size of your bookblock PDF should match the intended trim size for your book.

For example, if your book will be 6" x 9", then your PDF should also be 6" x 9".

We can also accept PDFs of text that is formatted for your book's trim size and centered within an 8.5" x 11" document. We *cannot* accept PDFs laid out in double-page spreads.

We *cannot* take text formatted as 8.5" x 11" and shrink it down to a smaller trim size.

Uploading your file to the book machine will not change it in any way (we do not add any extra pages, etc).

Do not include crop / registration marks in the PDF.

Cover File

Cover Physical Requirements

- The cover can be in color (it will print on a full-color inkjet).
- Nothing can print on the interior side of the front or back cover.
- Maximum dimensions of your cover image cannot exceed 16.75" x 10.5" – otherwise it would be bigger than the 17" x 11" coverstock that we print on.

Cover PDF Layout Requirements

For layout purposes, your cover is the back + spine + front of your book, laid out as a single landscape-oriented image. It will be printed on a 17" x 11" (tabloid) sheet of coverstock, which will wrap around the printed bookblock and be trimmed down to the book's trim size.

- Cover image should be centered vertically and horizontally in landscape-oriented 17" x 11" PDF document
- Do not include crop / registration marks
- Retain at least 0.125" to 0.25" bleed on all sides
- CMYK is ideal, though we can print files created in RGB as well

Calculating Spine Width

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

To calculate this, you'll need your page count and the PPI (Pages per Inch) of the paper you're using. You'll also need to determine whether you're using cream or white paper.

- The PPI value for our standard cream paper is 434.
- The PPI value for our standard white paper is 526.

The formula for calculating spine width:

$$\text{page count} \div \text{PPI} = \text{spine width in inches}$$

So the spine width for a 250 page book printed on our standard cream paper would be

$$250 \div 434 = 0.576''$$

If you plan to print your book on anything other than our standard papers, please consult with us to determine the proper PPI and spine width.

Images

The higher the resolution of an image, the better it will look when printed.

For best print quality, we recommend that any images you include (inside the book or on the cover) should be at least **300 DPI** (Dots per Inch).

Any images included in the bookblock PDF will print in black and white, even if the original is color.

PDF Format

When bookblock and cover PDFs are generated, choose a format that is tied to a tight ISO spec. For best results, please submit all files in **PDF/X-1a:2001** format.

If you generate PDFs using Standard conversion settings, the document fonts may not be properly embedded. We cannot be held responsible for printing errors resulting from poorly formatted PDFs.

DIY GUIDELINES FOR AUTHORS

Book Block Formatting Guidelines

(With some basic instructions for MS Word)

You don't need to have complicated design software to write your book - there are many basic word processing programs that you can use to create your document. Some common examples are MS Word, Open Office, and Pages. Regardless of where you start, your final result needs to be a PDF where the page size matches your intended trim size and the fonts are all embedded.

Consistency is key

When formatting a text on your own, it's important to remember that consistency is key. To that end, you should figure out what you want your pages to look like, and then apply the settings to the whole document for margins, tabs, font & point size, line spacing, etc.

Don't WYSIWYG

WYSIWYG - What You See Is What You Get - is not a good rule of thumb for document formatting. For example:

- Do not use the space bar to align your text, use the tab key for any indentations (i.e. the beginning of each paragraph).
- If you want something centered on the page, highlight the text and click on the centering tool.
- Same goes for aligning anything to any part of the page - whether you want everything left, right or centered, use Word's formatting tools instead of the space bar.
- Do not use the Enter key to create a new page. Instead use the Insert Page Break tool to start a new page.
- Do not include images by dragging & dropping or cutting & pasting. Use the Insert Picture from File option to place images correctly within your document.

Trim size

The trim size is the size of your finished book. Described as width by height in inches, a standard size is 6" x 9". For your book to print properly, you need to make sure that your bookblock document size matches your trim size.

Set your trim size by modifying the paper or page size of your document. In MS Word look under Page Setup or Page Layout, and choose Paper Size. Change from the default paper size to whatever trim size you've chosen and Apply to Whole Document. You will likely have to create a custom paper size, as your trim size won't be one of the preset options.

Most paperback book trim sizes range from 5" x 8" to 6" x 9", with various width by height combinations in between. However, you are not limited to preset trim sizes when printing on the EBM, so you can choose any combination of width and height that

suits your taste as long as it falls with the minimum and maximum limits dictated by the materials we use. ([see Submission Requirements](#))

When establishing your trim size, keep in mind that the appropriate trim size for your book does depend upon the number of pages & your spine width. If you're considering a larger format book, check our maximum trim size guidelines to make sure that your intended book size can be printed on the EBM.

Margins

Your margins are the space between your text and the edge of your printed page.

In MS Word under Page Setup or Page Layout, you can set the Top-Bottom-Left-Right Margins to your taste. We recommend a minimum of at least .8" on all sides, and some people have margins of up to an inch wide.

If your software allows it, you can also set up mirror margins so that the interior margins of each page are slightly bigger than the exterior margins. This will provide a gutter between the edge of the text and the spine, ensuring that your text is not too close to the spine once the book is bound. In MS Word under Page Setup or Page Layout, you can choose Mirror Margins and enter your preferences. Try setting the top and bottom margins to 0.8", the exterior margins to 0.75" and the interior margins to 1".

Tabs

Standard tabs are between .25" to .5". It's a good idea to choose your preferred tab size and apply that setting to your whole document. That way any tabs used throughout will be the same size and the document layout will be visually consistent.

In MS Word, under Paragraph, you can modify your Tabs settings.

Line spacing

Single space is discouraged, as it is difficult to read. Double space is wider than necessary, so 1.15 or 1.25 is suggested.

In MS Word, under Paragraph, you can modify the settings for Line Spacing.

Fonts & Point Size

Choose the font and point size for your body text. Serif fonts are more readable than sans serif fonts for body text. Standard point size is between 10 pt and 12pt type. Good suggestions:

Garamond Palatino Times Roman Century

Choose a font and point size for your heads (chapter titles, section heads, etc) that complements your body text. Using the same font for both usually works well if you bold and/or increase the size by 2 points or so. Alternatively, you can use a sans serif font for section heads to complement a serif font in body text. Good suggestions:

Arial Century Gothic Verdana Tahoma

Front, Core and Back Matter

Everything mentioned so far should be consistent throughout the document. However, there will be certain formatting options that should be applied to some pages and not others. The best examples are page numbers and headers. It may be helpful to separate your book into three documents, consisting of front matter, core matter and back matter. This way the pages in your core matter will have correct page numbers and headers, while the pages in your front and back matter will be free of any unnecessary markings. When you're ready to create the PDF, convert each document to PDF separately, and then combine them. If you are unable to merge multiple PDFs into the final bookblock file, we're happy to help – just make sure that any separate documents have the same basic format structure (page size, etc).

Front matter

- anything leading up to the first page of your text (page one of your book)
- title page, copyright page, acknowledgments and dedication, foreword, preface, introduction, table of contents, and any blank pages.

Core matter

- your core text, where page one of your book actually begins.

Back matter

- anything after your text ends
- afterward, about the author, bibliography, index, glossary, etc.

When you insert page numbers on your core matter doc, you can start at page one or set your first page number to start on whatever number will incorporate the non-numbered pages in your front matter.

Alternatively, you can choose to format your book in one document and manually format the pages that should be free of page numbers, headers, etc. This is often more difficult in MS Word, so we recommend creating separate documents for any sections with different formatting requirements.

Headers / Footers

Decide if you want any headers or footers on your text pages – some books have the book title, chapter title or author name at the top or bottom of each page. Keep in mind that you can choose to insert them on odd or even pages only.

In MS Word, go to the Insert function to add headers/footers.

As suggested by their names, the header will show up at the top of the page, and the footer will show up at the bottom. In either case, the header/footer text will appear in the space between your body text and the edge of the page. For example, if you set up a .8" margin on all sides, then the header/footer will appear within that .8" margin.

Make sure that the header/footer text is still at least 0.25" from the edge of the page. Adding headers/footers that are *too* close to the body text can make the page look crowded, so refer to other books for examples and use your own judgment.

Choose a font that complements your body text font. Try setting it to about 2 points smaller than your body text size, maybe italicize it, whatever looks good to you.

Consider whether you want them centered on the page or aligned to the outside margins. Aligning headers/footers to the inside margins is not a good idea, as they will get lost in the spine. Centering them is easiest, because then the alignment remains the same for every page. Aligning toward the outside margins means that you'll have different alignment between even and odd numbered pages.

Page numbers

In MS Word, go to the Insert function to add page numbers.

Consider whether you want your page numbers at the top or bottom of your page, centered or aligned to the outside of your page. As with headers/footers, aligning page numbers to the inside margins of your page is not a good idea, as they will get lost in the spine. Centering at the top or bottom is easiest.

Choose a font that complements your body text. Try using the same point size, or 2 points smaller (whatever looks best to you).

Chapters/Sections

Remember to use the Page Break function to start a new chapter or section. Do not hit the enter key until you scroll down to the next page.

How do you want to begin each chapter or section?

- Choose an appropriate point size (bold, larger than your body text).
- Consider placement of the chapter heading – centered or aligned to the left; at the top of the page, or farther down?
- Consider the chapter drop – do you want the first paragraph to start at the top of the page or 1/3 of the way down?
- Do you want first few words or first line of the paragraph to look different - indentation, capitalization, drop cap, bold?
- Keep in mind that the first chapter or section of any book usually shows up on the right-hand side of the book (always an odd-numbered page).

Example of a chapter head:

THIRTEEN

Chapter Name Here

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed at sapien quam. Mauris eget dui quis lorem commodo dignissim. Nulla a nulla arcu, vel luctus magna. Praesent cursus dignissim felis, in mattis erat commodo id. Sed non sollicitudin massa. Sed iaculis placerat nisi eget venenatis. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Donec eget elit sem, vel pulvinar mi. Pellentesque convallis dolor at nisl pretium scelerisque. Nulla in mi mi, quis placerat dolor. Nulla facilisi. Vestibulum at odio urna, sit amet sollicitudin purus. Nullam non quam turpis. Curabitur at nulla vel nunc venenatis sagittis. Maecenas aliquam lorem in risus cursus ultricies. Phasellus congue, felis ac ultricies tempor, sapien mi hendrerit felis, id volutpat nulla quam sed felis. Vestibulum nec auctor leo.

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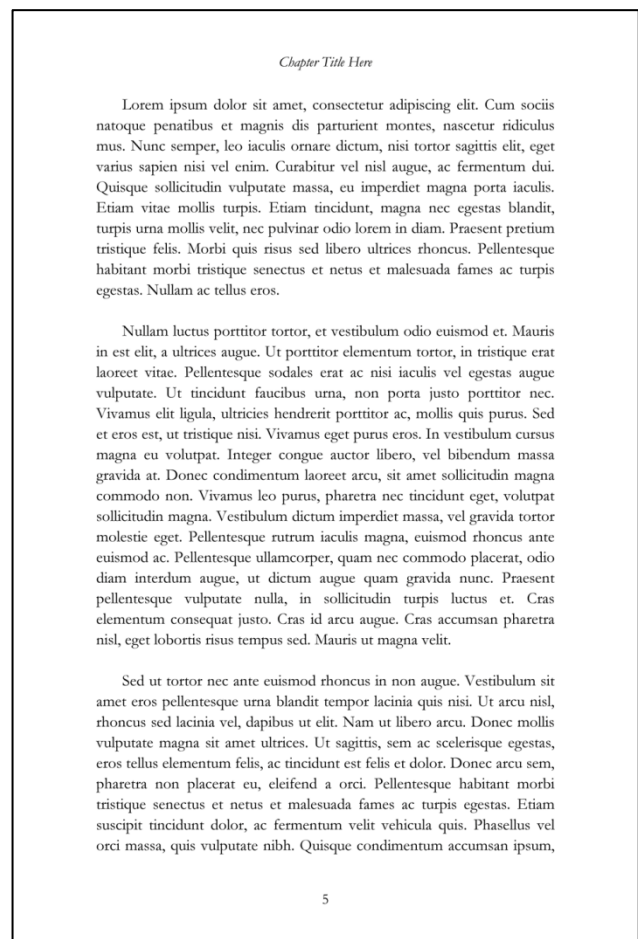
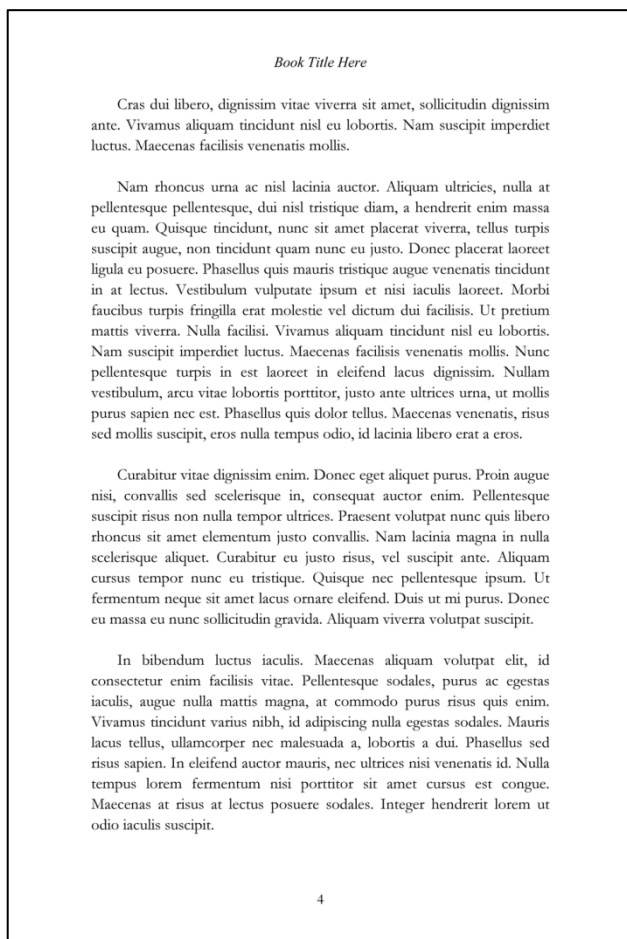
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215

- The chapter number shows up at the top of the page – Garamond, 10 pt, all caps.
- The chapter title is right below – Garamond, 20 pt, bold and italicized.
- The text begins several lines down, and the first letter of the text is a drop cap. The body of the text is Garamond, 11 pt.

Example of formatted text:

- Page size: 6" x 9"
- Font: Garamond
- Font size: 11 pt
- tabs 0.25"
- top-bottom-left-right margins all set to 0.8"
- line spacing at 1.15
- page numbers on bottom center of each page, Garamond 10 pt
- headers centered at the top, alternating pages
- both headers and page numbers in Garamond 10 pt, italicized
- all text justified (aligned to both left and right margins)



This shows what two book pages look like side by side when holding an open book in your hands. Even pages fall on the left, and odd pages fall on the right. When formatting your document, each PDF page should equal one book page.

Other Book Basics

Regardless of your book's subject matter, all books should begin with a title page. The title page should contain the book title and author, and can also list the subtitle and publisher name if relevant. The next page in your PDF should be the copyright page, so that title page and copyright page will print on the front and back of the same sheet of paper.

Some people like to have a blank sheet of paper at the beginning of their book, right before the title page. If you plan to have this, just remember that a blank sheet of paper equals two blank pages in your Word doc / PDF. The title page should fall on the on right-hand side of book, so it should be an odd page in your document (the 1st or 3rd page depending on whether you want a blank sheet at the beginning).

Whether your book has any dedications, a table of contents, etc, is up to you. Browse some existing books for examples – depending on the nature of your work you can choose examples of novels, memoirs, non-fiction, etc to get a sense of standard formatting options.

Creating a PDF

Your ability to convert your document into a PDF will depend on what software you already have on your computer.

The first thing to try is the option to "Print To" a PDF (instead of to a regular printer).

If you choose this option, make sure that the PDF you "print" retains the same page size as your original document.

Printing to a PDF often results in text oriented within an 8.5 x 11 page (which we want to avoid).

You may have to go into the Settings in your Print Dialog box to set the paper/page size to match your document size/intended trim size.

Choose conversion settings for PDF/X-1a:2001, PDF/A or High Quality Print

You can also try the Save As option, where you save your file as a PDF instead of a .doc file. Before saving, select Options or Preferences in the print dialog screen to specify the PDF Settings. Instead of standard settings, opt for PDF/X-1a:2001 or PDF/A compliancy, as this will reduce the likelihood that any part of your document will not reproduce correctly when printed.

Some programs will have an Export option that allows you to generate a PDF. Before exporting, look into whether you can set the export preferences to generate a particular type of PDF. As above, PDF/X-1a:2001 is ideal, and PDF/A or High Quality Print are also acceptable options.

If your current software set-up does not allow you to generate a PDF, you may have to download a PDF conversion tool from the internet. Adobe offers an online subscription service that should provide adequate conversion tools – you can learn more at www.createpdf.adobe.com. Regardless, make sure that your software is set up so that any PDF conversion will embed all fonts and images.

Scanning Images

You must own the rights to, or have permission to use, any images that you include in your book.

When scanning for your interior pages, remember that the image will print in black and white. Images for the cover will print in color.

Scan should be at least 300 DPI, and scaled to the approximate size you plan to use in the book.

Save either B&W or color images as TIFF files.

Cover Layout Guidelines

Covers can be designed in a variety of software, including MS Word, Adobe InDesign or Illustrator.

For layout purposes, your cover is the back + spine + front of your book, laid out as a single landscape-oriented image. It will be printed on a 17" x 11" sheet of coverstock, which will wrap around the printed bookblock and be trimmed down to specified trim size.

- Cover image should be centered vertically and horizontally in landscape-oriented 17" x 11" PDF document
- Do not include crop / registration marks
- Retain ¼" to ½" bleed on all sides
- CMYK is ideal, though we can print files created in RGB as well

Calculating Spine Width

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

To calculate this, you'll need your page count and the PPI (Pages per Inch) of the paper you're using.

The PPI value for our standard cream & white papers is **XXX**. (enter your standard paper's PPI)

The formula for calculating spine width is:

$$\text{page count} \div \text{PPI} = \text{spine width in inches}$$

So the spine width for a 250 pages book printed on our standard paper would be

$$250 \div 434 = 0.576''$$

If you plan to print your book on anything other than our standard paper, please consult with us to determine the proper PPI and spine width.

Example of a cover layout:

Trim width of 6" x 9"

Book length 140 pages

PPI of paper 434

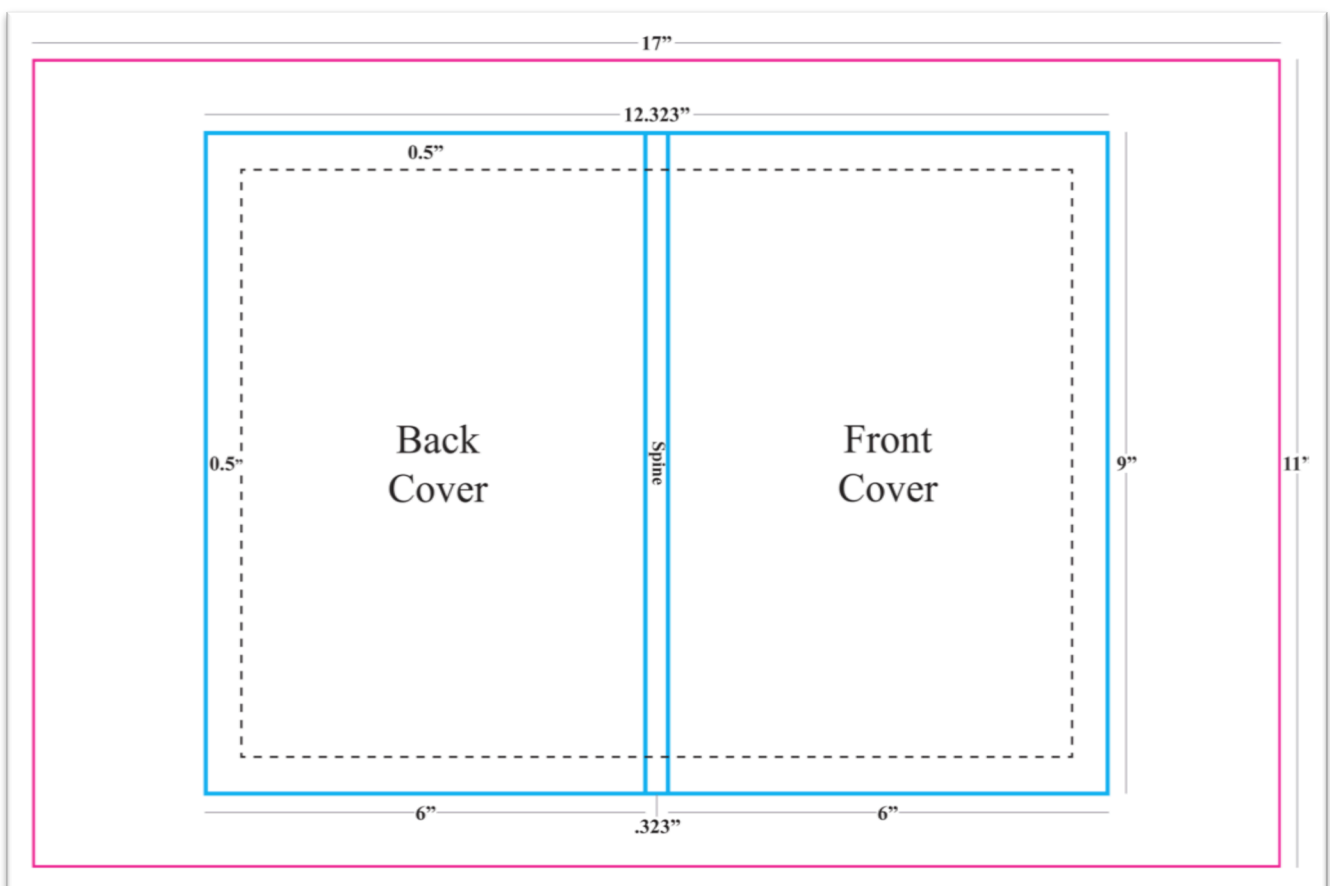
Spine width of 0.323" (140 pages ÷ 434 = 0.323")

Document size 17" x 11"

Cover size 12.323" x 9" (back cover 6" x 9" + spine 0.323" + front cover 6" x 9")

- - - - Indicates a 0.5" margin from the interior edge of the cover image, should be free of graphic or text elements.

Though not shown here, there should be a bleed extending 0.25" beyond all sides of the cover image.



Tips

It's better to allow more cushion in your design than to crowd the margins. Ideally you'll want at least .5" between any text and the edge of the page.

The background image or color of your cover image should extend all the way to the edge of the bleed area. (The bleed area should be 0.25" to 0.5" beyond the edge of the image – it does not need to extend all the way to the edge of the 17" x 11" document).

Allow at least 0.25" to 0.5" horizontal cushion on either side of the text on your spine.

To place 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 from left to right when the book lies front cover up on a horizontal surface.

If you have your own ISBN and barcode, remember to put it on the back cover of your book.

If you don't have the graphic design software needed to create a properly laid out cover, try simply making the component pieces. If you're able to make an image for your front cover and another image for your back cover, we can help you assemble them and add a spine. Cover layout is often the hardest part, even if you know what you want your design to look like. If you're unsure of how to proceed, contact us and we'll see if we can help.