



University
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P r e s s

SUBMISSION GUIDELINES

EACH SUBMISSION MUST INCLUDE TWO PDFS, ONE FOR THE INTERIOR BOOKBLOCK AND ONE FOR THE COVER.

Bookblock

THE INTERIOR OF THE BOOK WILL BE PRINTED IN BLACK AND WHITE.

Page limit: 30 TO 500 PAGES

Layout:

PAGE SIZE MUST BE SET TO DESIRED WIDTH AND HEIGHT IN YOUR WORD PROCESSING OR LAYOUT PROGRAM.

MINIMUM SIZE: ABOUT 4.5 X 5.5 INCHES

MAXIMUM SIZE: ABOUT 8.25 X 10.5 INCHES

MARGINS SHOULD BE SET UP AS DESIRED. WE RECOMMEND NO LESS THAN 0.5 INCHES ON ALL SIDES OF THE PAGE. (0.8 INCHES LOOKS GOOD.) ALL TEXT INCLUDING HEADERS, PAGE NUMBERS, AND IMAGES MUST BE WITHIN THE MARGINS.

IF YOU WANT BLANK PAGES AT THE FRONT OR BACK OF YOUR BOOK, INCLUDE THESE IN YOUR BOOKBLOCK FILE. REMEMBER THAT ONE BLANK PAGE IN YOUR DOCUMENT FILE EQUALS ONE SIDE OF A PAGE IN THE BOOK. ALL BOOKS WILL BEGIN ON THE RECTO (RIGHT HAND PAGE) AND END ON THE VERSO (LEFT HAND PAGE).

FONT SIZE SHOULD TYPICALLY BE BETWEEN 10 TO 12 POINT, DEPENDING ON YOUR TARGET AUDIENCE. SERIF FONTS ARE GENERALLY MORE READABLE THAN SANS SERIF FONTS. EXAMPLES:

GARAMOND **PALATINO** **TIMES NEW ROMAN** **CASLON PRO**

YOU MAY DECIDE TO HAVE A COMPLEMENTARY FONT FOR CHAPTER OR SECTION HEADINGS. A SANS SERIF FONT IS A GOOD COMPLEMENT TO A SERIF FONT. EXAMPLES:

ARIAL **VERDANA** **FRANKLIN GOTHIC** **HELVETICA**

SET **TABS** AS DESIRED (WE RECOMMEND 0.25 INCHES) AND USE CONSISTENTLY THROUGH THE DOCUMENT.

Line spacing: SINGLE SPACING IS OFTEN TOO TIGHT, WHILE DOUBLE SPACING MAY MAKE THE BOOK TOO LENGTHY. WE RECOMMEND SETTING LINE SPACING TO 1.15 OR 1.5.

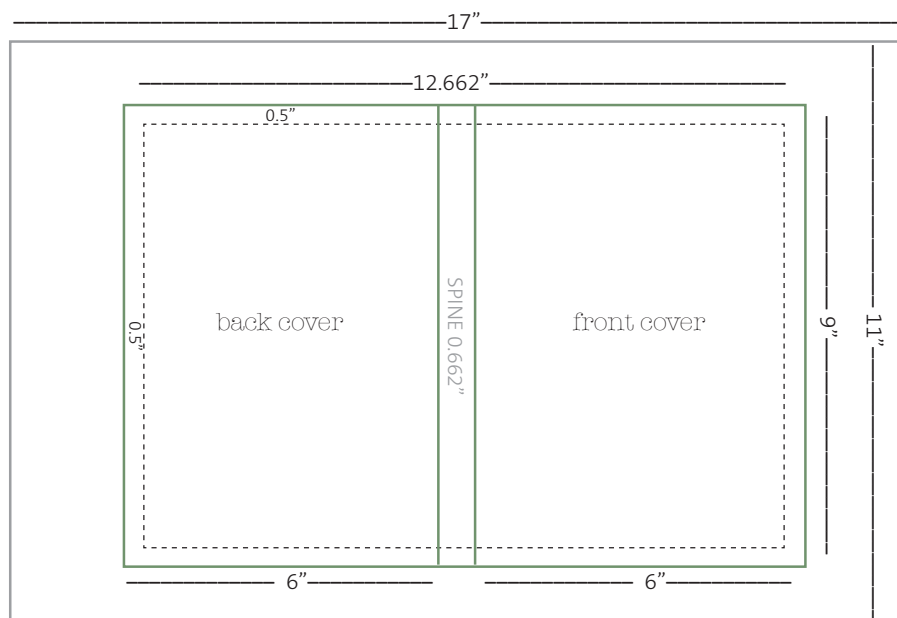
Images and photography SHOULD BE SET TO 300 PIXELS PER INCH (PPI OR DPI) AND MUST BE CONVERTED TO GRAYSCALE FOR QUALITY PRINTING.

Paper choice: SPRINGHILL DIGITAL OPAQUE 60LB CREAM OR HAMMERMILL WHITE.

ONCE YOU HAVE FORMATTED YOUR BOOK IN A WORD PROCESSING OR LAYOUT PROGRAM, **CONVERT YOUR FILE TO A PDF** USING ADOBE ACROBAT OR AN ONLINE CONVERSION SERVICE SUCH AS [HTTP://CREATEPDF.ADOBE.COM](http://createpdf.adobe.com).

Cover

THE COVER SHOULD BE CENTERED HORIZONTALLY AND VERTICALLY ON A 17 X 11 INCH LANDSCAPE AND DESIGNED AS ONE CONTINUOUS SHEET: BACK, SPINE, FRONT. HERE IS A TEMPLATE OF A 6 X 9 INCH COVER DESIGNED FOR A 300 PAGE BOOK.



Size: MINIMUM: 4.5 X 5.5 INCHES
MAXIMUM: 8.25 X 10.5 INCHES*

*IF THE BOOK'S THICKNESS IS LARGER THAN 0.5 INCHES, THE MAXIMUM BOOK WIDTH IS REDUCED. THIS IS BECAUSE WE USE A WRAPAROUND COVER: THE LARGER THE SPINE OF THE BOOK, THE LESS MATERIAL IS LEFT FOR THE FRONT AND BACK COVER. FRONT + BACK + SPINE < 17 INCHES.

Calculating spine width: USE THIS FORMULA FOR OUR STANDARD WHITE PAPER:

SPINE WIDTH = 0.0021 INCHES X (# OF PAGES) + 0.032 INCHES
SO, A 300 PAGE BOOK WILL BE 0.0021 INCHES X 300 + 0.032 = 0.662 INCHES
IF THE BOOK IS LESS THAN 100 PAGES, DO NOT INCLUDE ANY TEXT ON THE SPINE.

Bleed: INCLUDE A 0.25 INCH MINIMUM BLEED ON ALL FOUR SIDES OF THE COVER. A BLEED IS AN EXTENSION OF THE COVER BEYOND THE TRIM SIZE OF THE BOOK TO PREVENT WHITE SHOWING UP ON THE EDGES. THE TEMPLATE ABOVE HAS 0.5 INCH BLEED.

Colors: FOR OPTIMUM PRINTING, YOUR COVER SHOULD BE CONVERTED TO CMYK COLORS.

Export as PDF: AS NEEDED: EMBED FONTS AND FLATTEN TRANSPARENCIES BEFORE YOU EXPORT YOUR FILE AS A PDF. MAKE SURE YOUR PDF IS SET TO HIGH QUALITY PRINTING. COMPRESSING YOUR FILE MAY RESULT IN LOWER PRINT QUALITY.

to make an appointment contact:

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We reserve the right to refuse to publish any work we find outside our standards as a company.