Book Interior Specifications

Manuscripts must have a minimum of 60 pages and a maximum of 750 pages. Both printed and blank pages are included in this calculation.

The minimum trim size is 5" x 5" (12.7 cm x 12.7 cm). The maximum trim size is 8" x 10" (20.32 cm x 25.4 cm). The most common sizing is 6" x 9" (15.24 cm x 22.86 cm).

Suggestions for preparing your manuscript

Proofread your text

Edit your text for grammatical and spelling errors. Extensive corrections during the print proofing process will slow the process and will result in additional charges. We can provide a referral for editorial services if required.

Select readable fonts and type styles

- Serif fonts are easier to read than are sans serif fonts. (Examples of serif fonts which are easy to read are Bookman, Century Garamond, Times New Roman)
- Consider using an 8-11 pt type for the main body of text.
- Use the body text font and the same font size (or, perhaps, 2 pts smaller) for page numbers.
- Bold text used for headings. (E.g. chapter titles, section headings)
- Minimize formatting and font selections.
- Be consistent with your format throughout your work. (You can utilize the style sheets in your word processing program to set header style, subheadings, and body text.)
- All photos and other images are printed black and white so ensure these are set as greyscale and are at minimum 300 dpi.

Format your file and review each page for text and layout

Review your file and amend page breaks and text layout to ensure that each page appears to as your wish the finished page to appear. For example, you may want all chapters to start on the recto page with text beginning at the top of the page.

- Set the specifications in your software program; if using MS Word, for example, you would:
    - o Determine and set the trim size of the work. (The width and height of the finished book.)
    - o Set the page size. Under page size, change the standard default 8" x 11" (21.59 cm x 27.94 cm) paper size to the trim size you choose and apply to the entire document.
    - o Set margins. Under page set-up, set margins for the top, bottom, left and right margins. [0.8" (2.03 cm) is recommended.]
    - o Set tabs. Under paragraph, set Tabs [0.25" (.635 cm) is recommended]
    - o Set text spacing. Under paragraph, set line spacing. (1.15 to 1.5 is recommended.)
    - o Add page numbers. Select View and select Header and Footer. Numbering can be set to start at a specific page and can be set in different formats (E.g. 1, 2, 3; i, ii, iii; I, II, III). Ensure that you assign pagination once your formatting is complete.

Important things to avoid when formatting

- Do not centre "by eye" or by using Tabs or the Space bar. Utilize the centring tools in your software program.
- Do not use the Tab key or Space bar to indent the first line of paragraphs. Utilize the Margin and Indent setting in your software program.
- Do not use the Return/Enter key to adjust text location. Utilize the Page Break or section marks in your software program.
- Do not enter new line breaks at the end of your paragraphs.
- Do not use Return or Space bar to force a new line within a paragraph.
- Do not double space your text.

Photos and Illustrations

In addition to the text, you must be the copyright owner of any photos, illustrations, tables, etc. used in your book or on the cover.

When scanning photographs or other illustrations for the interior section, scan as grayscale, at least 300 dpi and scale to the appropriate size. Save as a TIFF file. (TIFF files are best for black and white print; JPEG is better utilized for TV for Web viewing.

Convert files to PDF

Once you have formatted, reviewed and edited your material and the files are laid out correctly and to your liking, convert the document using PDF conversion software. File sizes should not exceed 25 MB.

Proofread this PDF to ensure that your manuscript is exactly as you want it to be.

Submitting files

All submissions require two PDFs, one for the cover and one for the Book Interior (book block).

Once you are ready to submit your files contact us to set an appointment to review your project.

Pricing information or general inquiries

Contact: Brenda Beal, BookPOD Coordinator
Email: bbeal@uoftbookstore.com
Telephone: 416.640.5849