

Bridgeport National Bindery

FILE SUBMISSION

GUIDELINES

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1. Introduction

Bridgeport National Bindery (BNB) provides printing and binding services in quantities from 1 to 1,000. Books can be printed on either white or off-white 50lb. or 60lb. digital opaque paper. All books are adhesive bound. Paperback books are perfect bound and Hardcover books are double-fanned adhesive bound, with a flexible PVA. All hardcover books produced by BNB are library binding quality. BNB does not produce spiral, tape or Smythe sewn bindings.

The guidelines below are designed to ensure that your files are print- and bind-ready when they arrive at BNB. Following these guidelines will avoid unnecessary cost or delay in producing your books. If you have questions about these guidelines, please call BNB at 1-800-233-5083.

2. General Print Format Guidelines

➤ Binding Formats

BNB binds books in the following formats:

- Trade Paperback
- Hardcover cloth with gold stamping (cloth color swatches available upon request)
- Hardcover with 4-color paper laminated cover over boards
- Hardcover with 4-color laminated dust jacket over either cloth or 4-color laminated cover

➤ Trim Sizes

Standard trim sizes are:

- 5 x 8"
- 5.5 x 8.5"
- 6 x 9"
- 6.125 x 9.25"
- 6.625 x 9.625"
- 7 x 10"
- 7.5 x 9.25"
- 7.5 x 9.75"
- 8.25 x 10.75"

Please note: Hardcover books will have a final bound size approximately .25" larger side to side and .25" larger top to bottom than the text block trim size. (Ex. 5x8" trim size = 5.25 x 8.25 final size with case.)

➤ Spine Widths

Please refer to Table 1 and Table 2 for spine width calculations based on paper stock.

- Hardcover spines should be between .25" and 2" thick. Books with spines smaller than .25" or larger than 2" will be hand-fanned at an additional charge. As an alternative, books with spines smaller than .25" may be side-sewn.
- Paperback spines must be between .05" and 1.5".

Please note: In determining page counts, please include all front-matter, end-matter, blank sheets and un-numbered pages that appear in the book. The page count of a book will always be an even number.

➤ Covers and Jackets

BNB prints 4-color covers and dust jackets that are gloss laminated on one side only. BNB does not emboss, spot varnish or foil stamp printed covers.

3. Source Material Creation Guidelines

BNB accepts either Digital PDF Files or Hardcopy books for scanning as Source Materials for printing, provided they meet the guidelines outlined below. BNB is not responsible for making any formatting or editorial changes to Source Materials.

A) Digital Source Material

BNB accepts PDF files as Digital Source Material for both content and covers/jackets. (JPEG files also are acceptable for hardcover/dust jacket submissions.) Digital Files must meet the General Print Format Guidelines (see page 1) as well as the guidelines below. Please keep files below 300 MB. If a file exceeds this recommendation, BNB may compress the file.

Content Files: General Notes

- The content file must be in final form: a single PDF file, sized and fully formatted to the final layout and trim size. **Remember:** BNB is not responsible for making any formatting or editorial changes to Source Material files. Any updates or changes require that a new file be submitted.
- **Please remember to embed all fonts and images.** Fonts that are not embedded may be substituted which may change the appearance of the text.
- **DO NOT USE TRUE TYPE FONTS** – Convert all True Type fonts to Type 1 fonts when creating your PDF file.
- All live images and text must be a minimum of .25” from the trim edge.
- If the book contains **color** images, please make the page size .125” larger on all sides than the final trim size of the book. If the images are meant to bleed, make sure that they are also .125” larger than the final trim size.

Cover Files: General Notes

- Covers must be produced as a single, landscape page, already adjusted for final spine thickness and book trim size.
- The Digital Source Files for the cover/dust jacket must include the ISBN and barcode.
- **Please remember to embed all fonts and images.** Fonts that are not embedded may be substituted which may change the appearance of the text.
- When scanning images for covers, we recommend setting your scanner for 300 dpi.
- For *paperback* books with a page count fewer than 100 pages (50 sheets), it is recommended that no text appear on the spine. If there is no text on the spine, please provide a center mark (a six-point line 1/8” tall at the center of the cover/spine starting at the bottom).
- *Hardcover* books, regardless of page count, should have text on the spine.

Spine Width: Please refer to Table 1 and Table 2 for the appropriate pre-calculated values for the spine width of books ranging from 100 to 700 pages. To calculate the spine width, divide the number of *pages* in the book by the pages per inch. (Ex. 256 pages (printed on 50 lb paper) ÷ 512 = .5” spine width)

Cover Layout Instructions

Cover layouts are attached to the end of this document. Please refer to them when creating cover files.

Hardcover Paper-Laminated Cover Files:

- Add .25” to spine width after calculation to accommodate rounding and backing.
- Allow .3125” on each cover face for the joint area next to the spine.
- The live area of the cover is equal to the trim width, minus .1875” and the trim height plus .25”

- Add .75” bleed on all sides of the cover to allow for wrap-around over the boards.
- Add trim marks outside the bleed area.

Example: 6x9 book with 1” spine:

$6 + 6 + 1 + .25 + .3125 + .3125 + .75 + .75 =$ overall cover width of 15.375”.

$9 + .25 + .75 + .75 =$ overall cover height of 10.75”

Dust Jacket Files:

- Add .25” to spine width after calculation to accommodate rounding and backing.
- The width of the dust jacket is equal to the trim width plus .25” plus the flaps (standard flaps are 3” wide)
- The height of the dust jacket is equal to the trim height plus .25”
- Allow for .25” bleed around the entire jacket area.
- Add trim marks outside the bleed area.

Example: 6x9 book with 1” spine:

$6 + 6 + 1 + .25 + .25 + .25 + 3 + 3 =$ overall jacket width of 19.75”

$9 + .25 + .25 + .25 =$ overall jacket height of 9.75”

Juvenile Hardcover Paper-Laminated Cover Files:

- Spine width is equal to the book bulk and must be a minimum of .25”.
- Allow .625” on each cover face for the joint area next to the spine.
- The live area of the cover is equal to the trim width, minus .375” and the trim height plus .25”
- Add .75” bleed on all sides of the cover to allow for wrap-around over the boards.
- Add trim marks outside the bleed area.

Example: 6x9 book with .25” spine:

$6 + 6 + .25 + .625 + .625 + .75 + .75 =$ overall cover width of 15”

$9 + .25 + .75 + .75 =$ overall cover height of 10.75”

Juvenile Dust Jacket Files:

- Spine width is equal to the book bulk plus .125” and must be a minimum of .375”
- The width of the dust jacket is equal to the trim width plus .5” plus the flaps (standard flaps are 3” wide)
- The height of the dust jacket is equal to the trim height plus .25”
- Allow for .25” bleed around the entire jacket area.
- Add trim marks outside the bleed area.

Example: 6x9 book with .25” spine:

$6 + 6 + .25 + .125” + .5 + .25 + .25 + 3 + 3 =$ overall jacket width of 19.375”

$9 + .25 + .25 + .25 =$ overall jacket height of 9.75”

Paperback Cover Files:

- Add .25” bleed on all sides, and include trim marks on the spine and outer edges.

Example: 6x9 book with 1” spine:

$6 + 6 + 1 + .25 + .25 =$ overall cover width of 13.5”

$9 + .25 + .25 =$ overall cover height of 9.5”

Notes on Color:

- Color matching is not available for individual covers, and color shifts do occur from time to time.
For the closest possible match, Hardcover and Dust Jackets may be produced and submitted as BetaRGB JPEG files instead of PDF files.
For Paperback covers, the embedded color profile we use is US Web Coated (SWOP) v.2.
Paperback covers must be PDF files.
- BNB prints and laminates covers on one side only. Lamination enriches printer color, so subtle color shifts may occur, as in any reprint of a book.

➤ File Naming Conventions

Please submit cover and content files for each title simultaneously. If the files are contained in a single zip file, the file should be named [ISBN].zip. ISBN format for naming should be 10 digits without spacing or punctuation (Ex. 123456789X.zip).

- Content file: [ISBN]-t.pdf
- Cover/Jacket file: [ISBN]-c.pdf (or [ISBN]-c.jpg for hardcover only)
- If both a color cover and a dust jacket are submitted, please name the cover file [ISBN]-c.pdf and name the dust jacket [ISBN]-d.pdf or [ISBN]-d.jpg.

Please note: A content file must be submitted for each ISBN, even if the same content file is to be used for multiple formats.

B) Hardcopy Source Materials

➤ Text

- Condition: Books must be in good physical condition with no ripped or dirty pages.
- Paper Weight: The minimum paper weight is 50 lb offset. Books on onionskin can not be accepted.
- Margins: A minimum .25” margin should appear around the text on each printed page.
- Images: A book consisting primarily of text with a limited number of halftones (no more than 10%) yields the best production result.
- Corrections: In some cases, it is possible to make minor corrections to 1-2 pages in a digital file resulting from Hardcopy Source Material. Corrections will be considered on a case-by-case basis, and are limited to full page replacements. **Please note:** Digital files resulting from scanning are PDF image files which remain static and do not allow for word changes or reflowed content.

➤ Covers

- If the book is either trade paperback or hardcover with a removable dust jacket, we will digitally reassemble the existing cover to fit the new book. BNB covers are digitally printed in full color, on one side of the cover stock and then laminated.
- It will not be possible to reproduce an original cover exactly if it was embossed or printed with special inks (e.g. metallic inks). BNB will make an effort to match colors, but we do not emboss or provide special inks.
- If the book is casebound and does not have a dust jacket – or if you would like to provide a new or updated cover for your book – you must submit a digital book cover file (please refer to Section A, Digital Source Materials).
- For *paperback* books with a page count fewer than 100 pages (50 sheets), it is recommended that no text appear on the spine. If there is no text on the spine, please provide a center mark (a six-point line 1/8” tall at the center of the cover/spine starting at the bottom).
- *Hardcover* books, regardless of page count, should have text on the spine.

Table 1**Spine Thickness Calculation – 50 lb**

# Pages	Spine Thickness (inches)	
100	.196	
110	.215	
120	.234	
130	.254	1/4"
140	.273	
150	.293	
160	.313	
170	.332	
180	.352	
190	.371	3/8"
200	.391	
210	.410	
220	.430	
230	.449	
240	.469	
250	.488	
260	.508	1/2"
270	.527	
280	.547	
290	.566	
300	.586	
310	.605	
320	.625	5/8"
330	.645	
340	.664	
350	.684	
360	.703	
370	.723	
380	.742	3/4"
390	.762	
# Pages	Spine Thickness (inches)	
400	.781	
410	.801	
420	.820	
430	.840	
440	.859	
450	.878	7/8"
460	.898	
470	.918	
480	.938	
490	.957	
500	.977	
510	.996	1"
520	1.016	
530	1.035	
540	1.055	
550	1.074	
560	1.094	
570	1.113	
580	1.133	1 1/8"
590	1.152	
600	1.172	
610	1.191	
620	1.211	
630	1.230	
640	1.250	1 1/4"
650	1.270	
660	1.289	
670	1.309	
680	1.328	
690	1.348	
700	1.367	

Table 1: Page Count and Spine Thickness – 50 lb

In determining page counts, please include all front-matter, end-matter, blank sheets and un-numbered pages that appear in the book. The page count of a book will always be an even number.

The width of the spine will vary depending on the number of pages. BNB’s standard 50 lb. opaque paper stock measures 512 pages per inch (PPI). Use the 512 PPI to determine spine width. (Ex.: for a 256-page book, using 512 PPI: $256 \text{ pages} \div 512 \text{ PPI} = .5''$ spine width.)

Hardcover: Remember to add .25” to spine width for bulks above 3/8”.

Table 2**Spine Thickness Calculation – 60 lb**

# Pages	Spine Thickness (inches)	
100	0.233	
110	0.256	1/4"
120	0.279	
130	0.302	
140	0.326	
150	0.349	
160	0.372	3/8"
170	0.395	
180	0.419	
190	0.442	
200	0.465	
210	0.488	
220	0.512	1/2"
230	0.535	
240	0.558	
250	0.581	
260	0.605	
270	0.628	5/8"
280	0.651	
290	0.674	
300	0.698	
310	0.721	
320	0.744	
330	0.767	3/4"
340	0.791	
350	0.814	
360	0.837	
370	0.860	
380	0.884	7/8"
390	0.907	

# Pages	Spine Thickness (inches)	
400	0.930	
410	0.953	
420	0.977	
430	1.000	1"
440	1.023	
450	1.047	
460	1.070	
470	1.093	
480	1.116	1 1/8"
490	1.140	
500	1.163	
510	1.186	
520	1.209	
530	1.233	
540	1.256	1 1/4"
550	1.279	
560	1.302	
570	1.326	
580	1.349	
590	1.372	1 3/4"
600	1.395	
610	1.419	
620	1.442	
630	1.465	
640	1.488	
650	1.512	1 1/2"
660	1.535	
670	1.558	
680	1.581	
690	1.605	
700	1.628	

Table 2: Page Count and Spine Thickness – 60 lb

In determining page counts, please include all front-matter, end-matter, blank sheets and un-numbered pages that appear in the book. The page count of a book will always be an even number.

The width of the spine will vary depending on the number of pages. BNB’s standard 60 lb. opaque paper stock measures 430 pages per inch (PPI). Use the 340 PPI to determine spine width. (Ex.: for a 220-page book, using 430 PPI: $220 \text{ pages} \div 430 \text{ PPI} = .5''$ spine width.)

Hardcover: Remember to add .25” to spine width for bulks above 3/8”.

Table 3**Spine Thickness Calculation – 70 lb**

# Pages	Spine Thickness (inches)	
100	0.205	
110	0.225	
120	0.246	1/4"
130	0.266	
140	0.287	
150	0.307	
160	0.328	
170	0.348	
180	0.369	3/8"
190	0.389	
200	0.410	
210	0.430	
220	0.451	
230	0.471	
240	0.492	
250	0.512	1/2"
260	0.533	
270	0.553	
280	0.574	
290	0.594	
300	0.615	5/8"
310	0.635	
320	0.656	
330	0.676	
340	0.697	
350	0.717	
360	0.738	
370	0.758	3/4"
380	0.779	
390	0.799	

# Pages	Spine Thickness (inches)	
400	0.820	
410	0.840	
420	0.861	7/8"
430	0.881	
440	0.902	
450	0.922	
460	0.943	
470	0.963	
480	0.984	
490	1.004	1"
500	1.025	
510	1.045	
520	1.066	
530	1.086	
540	1.107	
550	1.127	1 1/8"
560	1.148	
570	1.168	
580	1.189	
590	1.209	
600	1.230	
610	1.250	1 1/4"
620	1.270	
630	1.291	
640	1.311	
650	1.332	
660	1.352	
670	1.373	1 3/8"
680	1.393	
690	1.414	
700	1.434	

Table 3: Page Count and Spine Thickness – 70 lb

In determining page counts, please include all front-matter, end-matter, blank sheets and un-numbered pages that appear in the book. The page count of a book will always be an even number.

The width of the spine will vary depending on the number of pages. BNB's standard 50 lb. opaque paper stock measures 488 pages per inch (PPI). Use the 488 PPI to determine spine width. (Ex.: for a 250-page book, using 488 PPI: $250 \text{ pages} \div 488 \text{ PPI} = .5''$ spine width.)

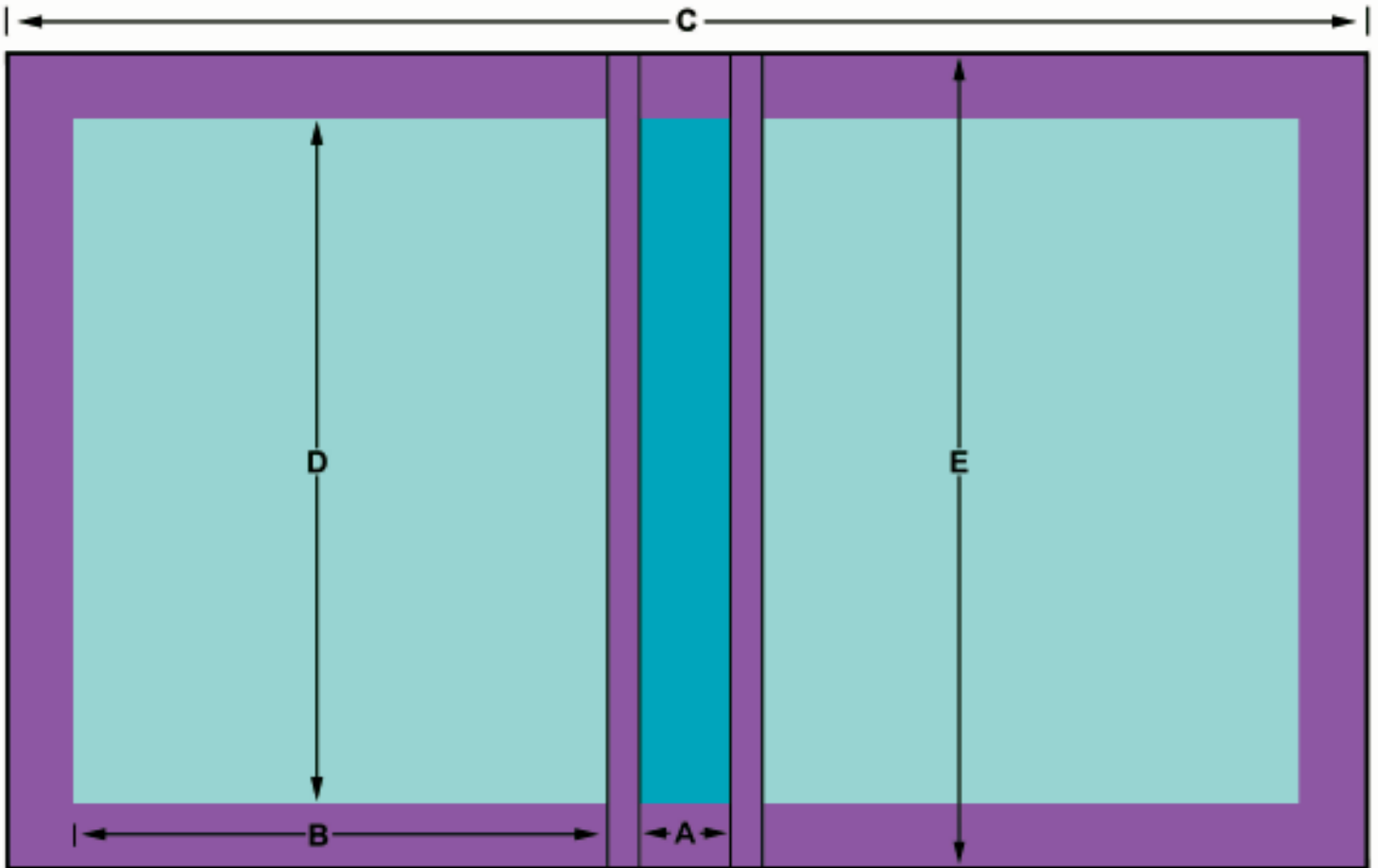
Hardcover: Remember to add .25" to spine width for bulks above 3/8".




Book Cover Layout



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 = Wrap & Joint Area  = Cover Area  = Spine Area

- A.** Spine width on the cover is equal to the book bulk plus 1/4"
- B.** Board width is equal to the trim width of the book block minus 3/16"
- C.** Overall width of the cover is equal to $A + 2B + 2 \frac{1}{8}$ " (5/16" for each joint + bleed).
- D.** Board & spine height are equal to the book trim height plus 1/4".
- E.** Height of cover is equal to the book block trim height plus 1 3/4".
This measurement includes a 3/4" bleed on the top and bottom of jacket.

When creating your file, please make the document size height equal to **E** and the document size width equal to **C**. Keep cover art inside of the cover and spine areas. Anything in the wrap and joint area will not show.

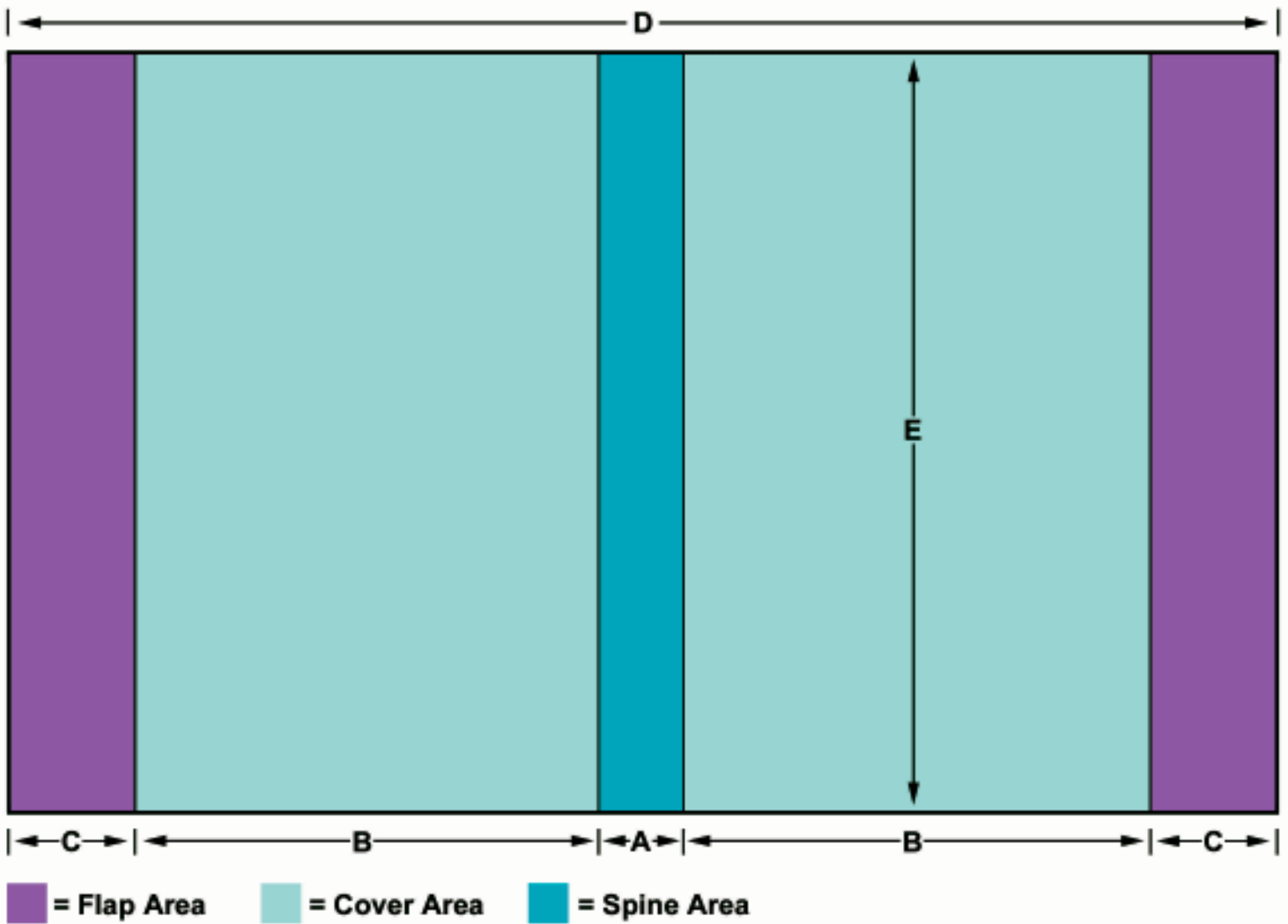
Example: A 6" x 9" book block with a 5/8" bulk: **A** = 7/8", **B** = 5 13/16", **C** = 14 5/8", **D** = 9 1/4",
E = 10 3/4". Overall document size is 14 5/8" x 10 3/4".

Dustjacket Layout



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- A.** Spine width on the jacket is equal to the book bulk plus 1/4"
- B.** Front & back cover width is equal to the trim width of the book block plus 1/4"
- C.** Front and back flaps widths are a fixed size typically about 3"
- D.** Overall width of jacket is equal to $A + 2B + 2C$
- E.** Height of jacket is equal to the book block trim height plus 3/4".
This measurement includes a 1/4" bleed on the top and bottom of jacket.

When creating your file, please make the document size height equal to **E** and the document size width equal to **D**.

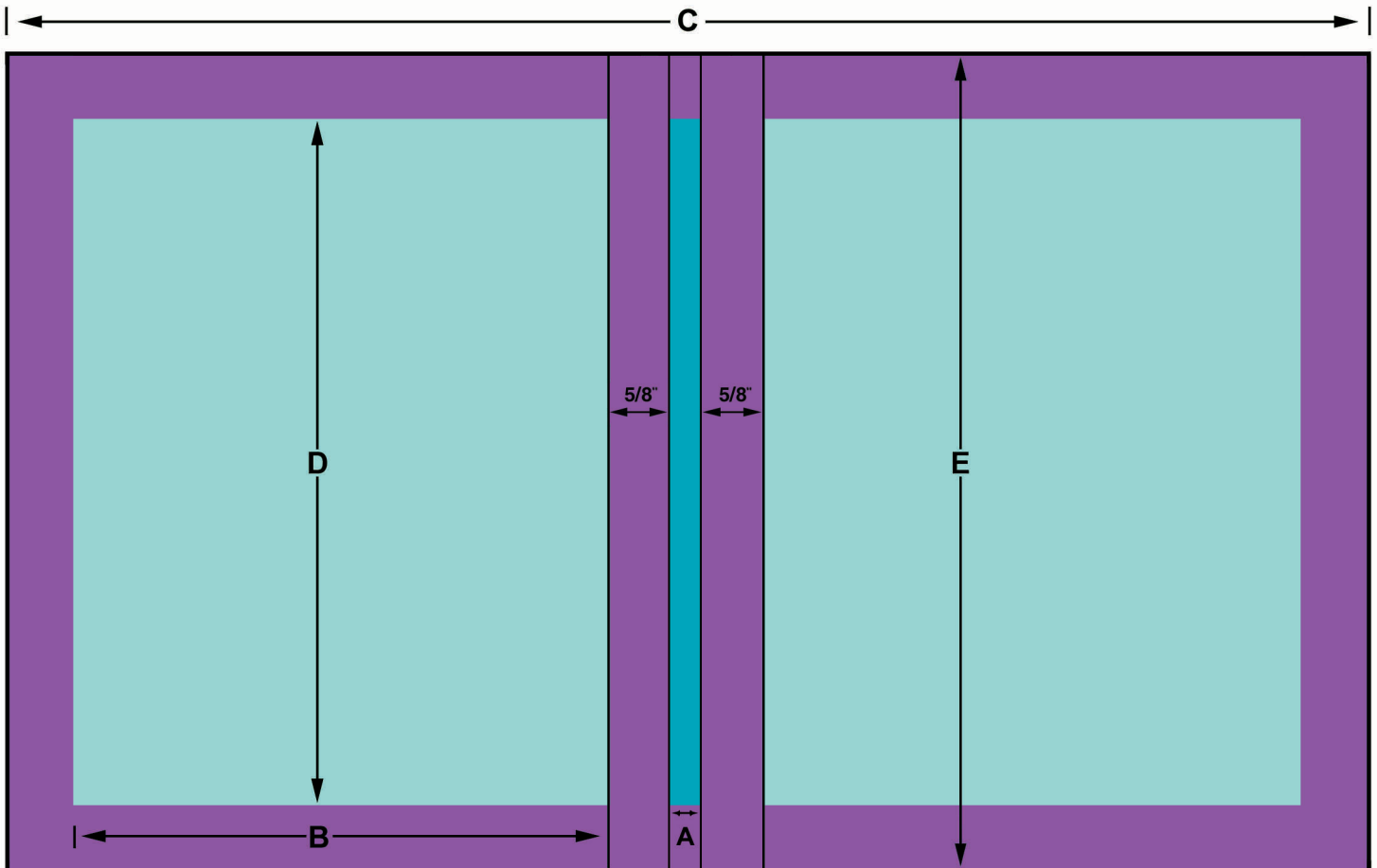
Example: A 6" x 9" book block with a 5/8" bulk: **A** = 7/8", **B** = 6 1/4", **C** = 3", **D** = 19 3/8", **E** = 9 3/4".
Overall document size is 19 3/8" x 9 3/4".




Juvenile Layout



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 = Wrap & Joint Area  = Cover Area  = Spine Area

- A.** Spine width on the cover is equal to the book bulk - 1/4" minimum
- B.** Board width is equal to the trim width of the book block minus 3/8"
- C.** Overall width of the cover is equal to $A + 2B + 2 \frac{3}{4}$ ".
- D.** Board & spine height are equal to the book trim height plus 1/4".
- E.** Height of cover is equal to the book block trim height plus 1 3/4".
This measurement includes a 3/4" bleed on the top and bottom of cover.

When creating your file, please make the document size height equal to **E** and the document size width equal to **C**. Keep cover art inside of the cover and spine areas. Anything in the wrap and joint area will not show.

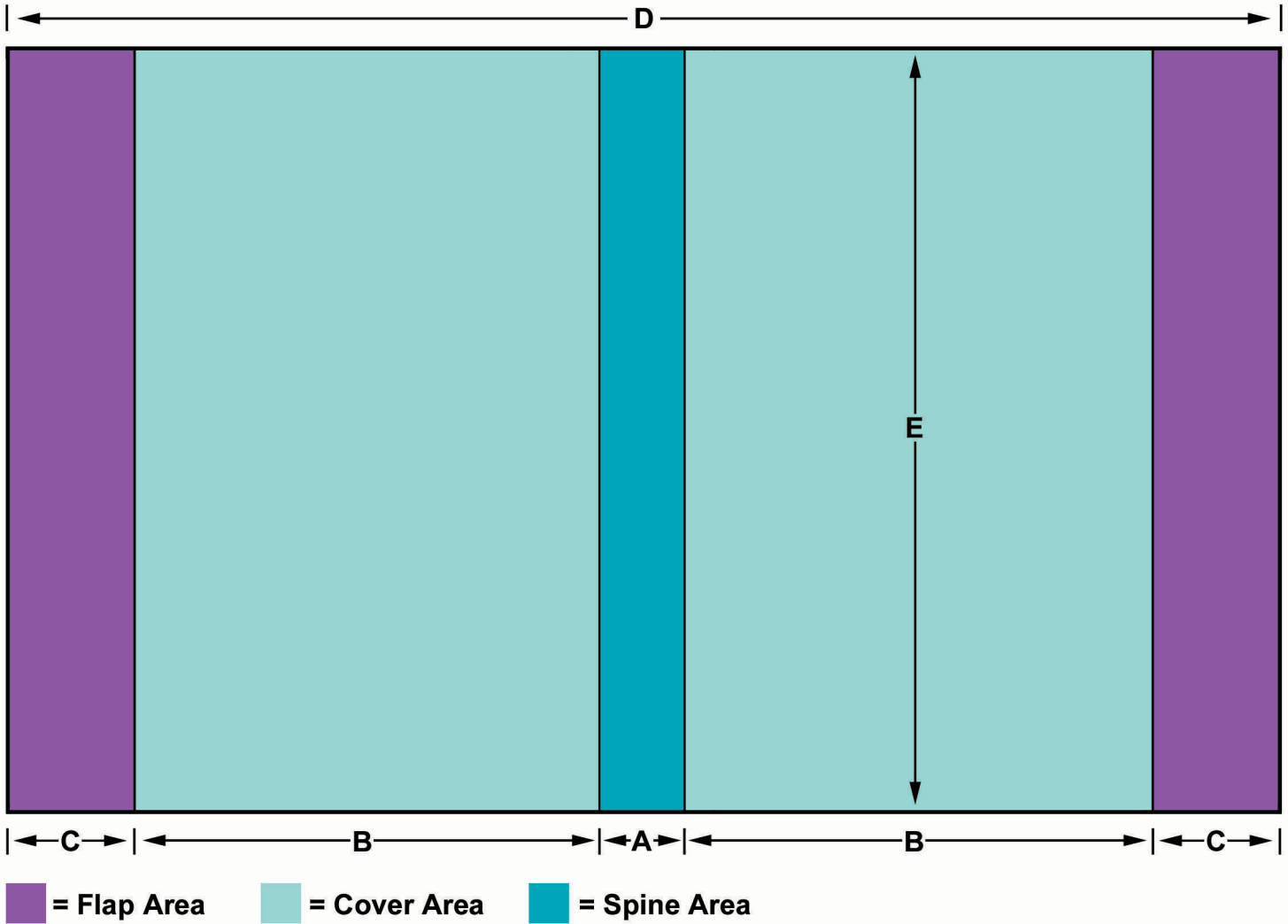
Example: A 6" x 9" book block with a 1/4" bulk: **A** = 1/4", **B** = 5 5/8", **C** = 14 1/4", **D** = 9 1/4",
E = 10 3/4". Overall document size is 14 1/4" x 10 3/4".

Juvenile Dustjacket Layout



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- A.** Spine width on the jacket is equal to the book bulk plus 1/8"
- B.** Front & back cover width is equal to the trim width of the book block plus 1/2"
- C.** Front and back flaps widths are a fixed size typically about 3"
- D.** Overall width of jacket is equal to $A + 2B + 2C$
- E.** Height of jacket is equal to the book block trim height plus 3/4".
This measurement includes a 1/4" bleed on the top and bottom of jacket.

When creating your file, please make the document size height equal to **E** and the document size width equal to **D**.

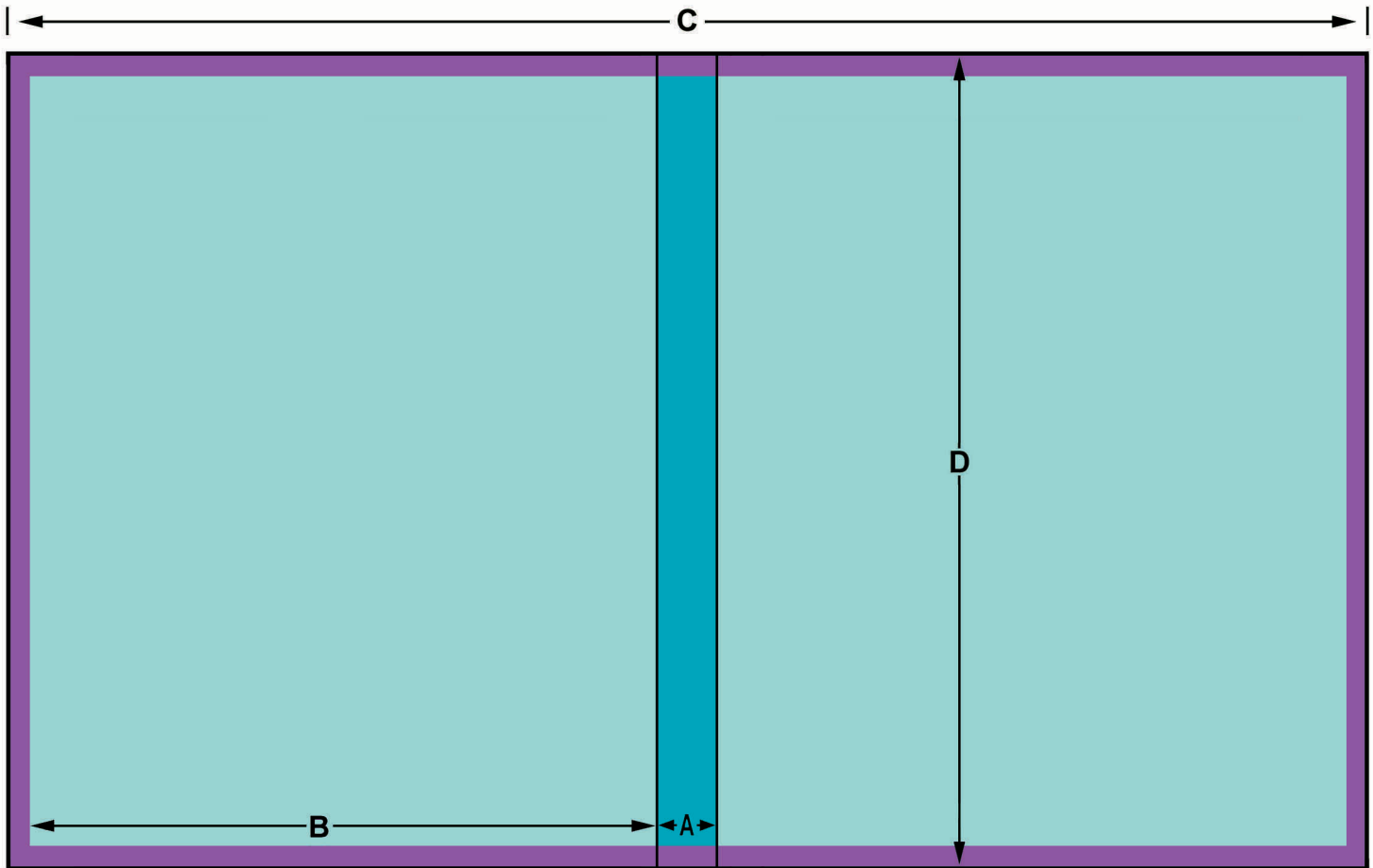
Example: A 6" x 9" book block with a 5/8" bulk: **A** = 3/4", **B** = 6 1/2", **C** = 3", **D** = 19 3/4", **E** = 9 3/4".
Overall document size is 19 3/4" x 9 3/4".

Paperback Layout



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 = Bleed Area  = Cover Area  = Spine Area

- A.** Spine bulk equals page count divided 512, round down to the nearest sixteenth.
- B.** Front & back cover width is equal to the trim width of the book block.
- C.** Overall width of a paperback cover is equal to $A + 2B + 1/2"$.
This measurement includes a 1/4" bleed on the sides of cover.
- D.** Height of a paperback cover is equal to the book block trim height plus 1/2".
This measurement includes a 1/4" bleed on the top and bottom of jacket.

When creating your file, please make the document size height equal to **D** and the document size width equal to **C**.

Example: A 6" x 9" book block with a page count of 328: **A** = 5/8", **B** = 6", **C** = 13 1/8", **D** = 9 1/2"
Overall document size is 13 1/8" x 9 1/2".