

Espresso Book Machine™ (EBM) SUBMISSION GUIDELINES

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A Note about Measurements:

Book dimensions are entered into the EBM in inches (“) and fractions of inches. For the accepted fractions and some conversions, see the “Details at a Glance” part of these guidelines.

1. Book Block

“Book block” refers to the interior pages of your book. This must be submitted as a complete document and in PDF format.

1.1 Trim Size

The “Trim Size” is the width and height of your final book and is the first layout decision you must make. You could, for example, use the dimensions of a book already sitting in your book case that you like the look of.

Depending on the spine width, the EBM can make books in trim sizes ranging from 114.3mm (h) x 127mm (w) (4 1/2” x 5”) to 266.7mm (h) x 200.025mm (w) (10 1/2” x 7 7/8”)

It can bind a minimum of 44 pages and maximum of 600 pages.

It does NOT print books in A4 format.

Once you have decided on your page size, you must set-up your entire file to those dimensions because the default page size for most word processing programs is A4. If you are changing something that you have already written in an A4 document, making the page smaller will alter much of the formatting you have done.

For example, chapter headings may not be at the top of pages. You will have to check and adjust your whole document. Once your page size is correct the image you see on screen will be what is produced in the final product.

Remember that the trim size for your book depends upon 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 A3 sheet.

(See [1.4](#) for spine calculations)

1.2 Formatting Tips

Once you have decided on the formatting of your book block you must apply the settings you have chosen to the whole document.

The EBM will not add or remove margins, change font or text size. In short, the machine does not think! As such, whatever formatting you have set will appear on the printed page.

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 centre – instead format the whole paragraph or chapter by aligning it left, centred, right or justified.
- Do not use the enter key to get to a new page – instead use the page break function.

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, without interfering with the formatting of the front and back matter. You can combine the files later when creating the PDF file for the book block.

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:

This is where your book actually begins – page 1.

Back matter file:

Anything after your text ends (after word, author biography, index, glossary, etc.)

Choose what looks good to you but be consistent, remembering that you want your book to be readable and attractive.

Check 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 should be consistent throughout the document.

Margins: Set Top, Bottom, Left and Right Margins at the size you think looks good (20mm is standard) and apply to whole document.

Gutters: 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 - the side of the page that is glued into the spine of the book). Standard gutter size is 6.4mm larger than the top, bottom and outside edge margins.

If you choose to change the size of the gutter, you might want to have a smaller margin size than the 20.3mm standard size. A 12.7mm margin will work better.

Tabs: Set Tabs at the size that looks good to you (6.4mm or 12.7mm 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, make it at least 2 points larger or **bold** the text.

If you choose a different font, here are a couple of suggestions:

Arial Verdana

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). 1.15 to 1.5 line spacing should be fine.

Chapters: remember to use the *page break* function to start a new chapter or section. Do not “fake it” by hitting the enter key until you get a new page.

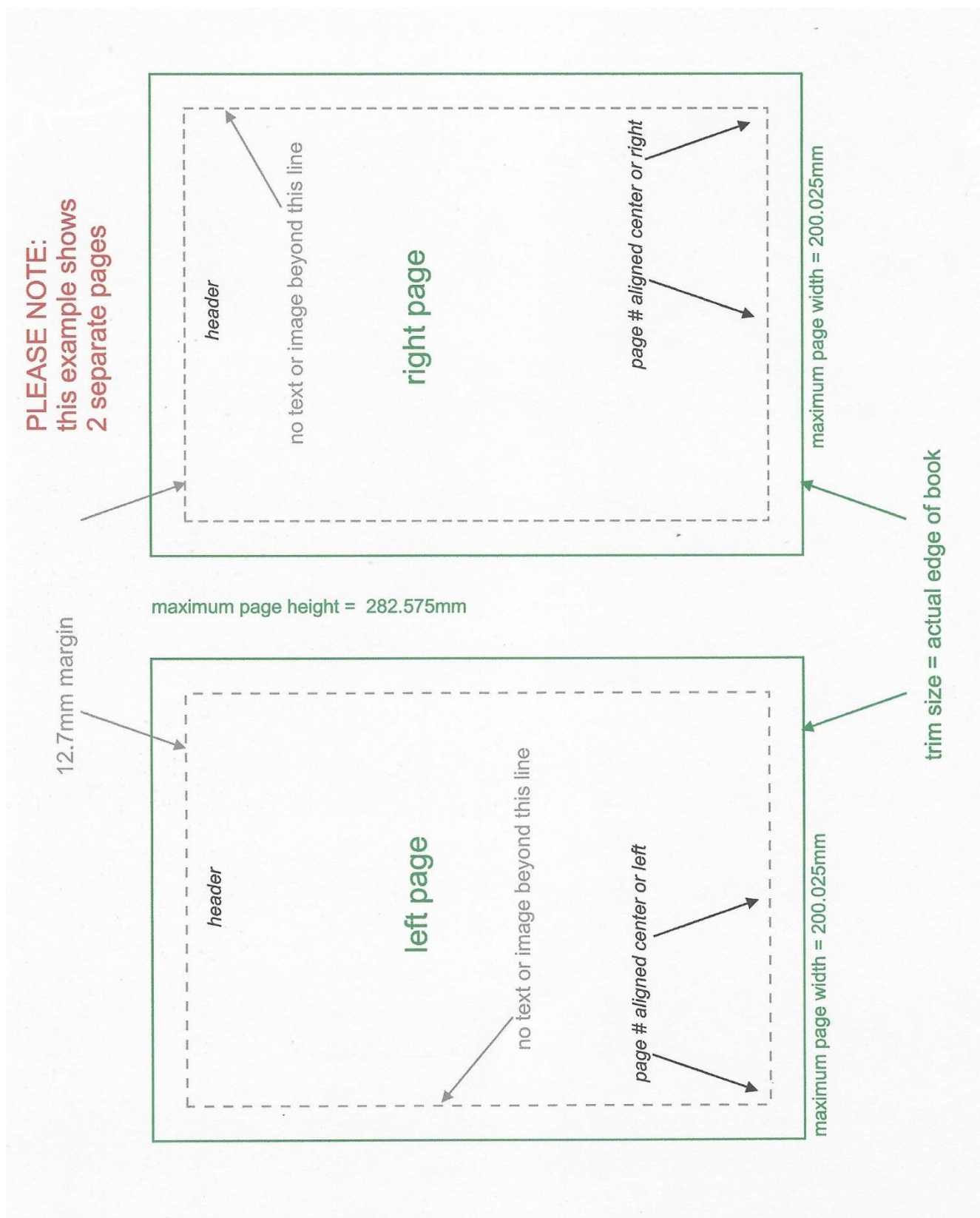
The following two formatting options, Headers/Footers and Page Numbers may not need to be applied to all the pages but just to the core text.

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. 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 centred, aligned to the right or to the left.

Page Numbers: In your text pages document, insert page numbers, choose the position (Top or Bottom of the page) and alignment (Left, Centre, Right). We advise aligning the numbers to the centre or outer edge of the book. For outer edge alignment you will have a different alignment on odd and even pages.

First and Last Pages: To prevent text showing through a light cover, we advise you to make the first and last page of your book block blank.

1.3 Sample 1



1.4 Photos and Illustrations

The book machine can support black and white/grayscale **and** colour images in the interior.

To ensure that your photos and illustrations do not look 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%) although 600 dpi is preferable for colour images.

Scan and scale to the appropriate size you plan to use, and then save as a TIFF file.

Inserting images and illustrations:

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. You should be able to insert the images 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 finalised PDF.

1.5 Calculate the Spine

Before designing your cover, you need to know the spine width of your book.

The thickness of the spine (and number of pages) can also affect the final trim size of your book.

The formula to calculate the width of the spine is: $w = (c) + (p \times s)$

c = 0.83mm cover thickness (constant)

p = 0.108mm paper thickness (constant)

s = sheet count (varies)

The cover thickness is used once because, as the paper is folded, part of the width is lost.

The sheet count is the actual number of sheets of paper in the book, not the number of double-sided pages. If your book has 101 pages, the sheet count is 51.

For example: using a book block with 300 pages (150 sheet count):

$$w = 0.83 + (0.108 \times 150)$$

$w = 17.03$ mm. So, the spine width will be 17.03 mm.

SPINE WIDTH, PAGE COUNT AND SHEETS				COVER WIDTH MAX	
	mm	pages	sheets	mm	inch **
MAXIMUM	33.23	600	300	184.150	7 $\frac{1}{4}$
	30.53	550	275	187.325	7 $\frac{3}{8}$
	22.43	400	200	190.500	7 $\frac{1}{2}$
	11.63	200	100	196.850	7 $\frac{3}{4}$
	8.93	150	75	196.850	7 $\frac{3}{4}$
	6.23	100	50	200.025	7 $\frac{7}{8}$
MINIMUM	4.07	60	30	200.025	7 $\frac{7}{8}$
** ROUNDED OFF TO INCHES AS ACCEPTED BY EBM					

2. Cover

The cover must be submitted in a separate PDF document and formatted in a very specific way. The EBM can print a full colour cover. However, *nothing* can be printed on the interior side of the cover.

The complete cover is composed of the front, the spine and the back of your book laid on one A3 sheet. It must be positioned in the centre of the A3 size page (297mm x 420mm landscape orientation rectangle). The cover wraps around the printed book block, and then gets trimmed to the "trim size".

The design of the cover should be simple, clean and straight-forward. Use a consistent colour pallet and fonts throughout the whole cover for attractiveness and ease of recognition.

The Front:

Include the title, the author's name and perhaps a tagline, but we recommend not much more text than that. You may include an image that represents the contents of the book and reflects the meaning of the title.

The Spine:

It must be positioned in the centre of the A3 page. Allow some space on all sides of text on the spine to make sure that the text doesn't shift off the spine if the alignment isn't exact.

There should be no text on the spine if your book has a sheet count less than 100 (200 pages).

The Back:

It 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.

2.1 Formatting

The cover must be centred vertically and horizontally on an A3 (297mm x 420mm) sheet. Maximum dimensions of the cover (h x w) are 266.7mm x 406.4mm (10 1/2" x 16"), add the 3mm (about 1/8") bleed. The size of the whole file must be A3.

Avoid hard vertical lines separating the front or back panel from the spine.

Photos and Illustrations:

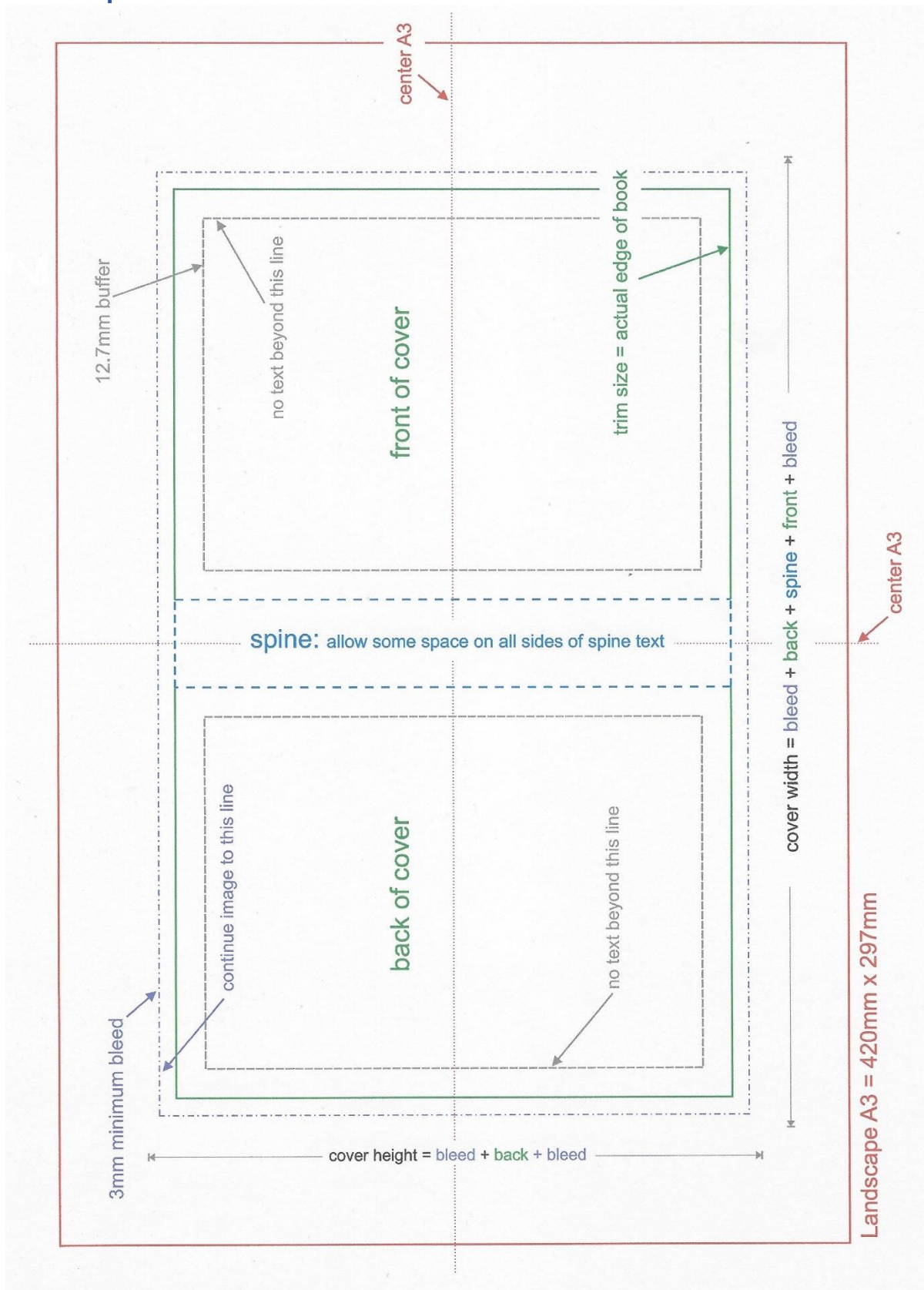
Regardless of the final image being black & white or colour, scan the image in colour, 300 to 600 dpi (dots per inch), scaled to the size you plan to use in the book. Save as TIFF file.

ISBN & Bar Code: If you have your own ISBN (International Standard Book Number) and barcode, then remember to put it on the back cover of your book.

Trim & Bleed:

Your book's cover background image or colour must extend 3mm beyond trim size on all four sides to allow for cutting/trimming tolerance. This is the "bleed." Doing so will help prevent any unwanted white space visible after the book is cut. It's better to allow more cushion in your design than to crowd the margins. All books are trimmed and bound individually, and slight variations are not uncommon.

2.2 Sample 2



3. Creating .PDF Files

The EBM only accepts Portable Document Files (PDF) - this is in order to maintain the fonts, margins and internal formatting of your document. The PDF is a stable file format that ensures your book will look exactly as it does when you format it on your home computer/laptop.

You need to provide us with 2 “print-ready” PDF files: one for the book block (interior content) and one for the cover.

“Print-ready” means that you provide us with PDF files that are finalised and ready to be uploaded and printed. You will have written, edited and proofread your book, and have formatted it to look exactly as you want it.

Once all the pages are laid out correctly, convert your word document files to PDF using Adobe Acrobat PDF conversion software.

Then combine your PDF files (front matter, core text, back matter and images) into one. Remember if you have “photo/illustration pages” you may need to download/purchase professional PDF software to insert your high-resolution images into your final PDF.

Proof read the PDF to ensure that your manuscript is correct. Make sure that your PDF conversion will embed all fonts.

If your file has .PDF or .pdf at the end, you have successfully saved it as a PDF file.

4. Copyright

You must own the rights and/or have permission to use any content or images included in your book.

You’ll be asked to sign an affidavit to this effect before proceeding to print with Books@One.

5. Useful Software

Book block:

Microsoft Word

Open Office (free via www.openoffice.org)

Cover:

Microsoft Word and Open Office can be used to make the cover, otherwise use a design program like Corel Draw or InDesign. In addition, there are free programs such as Inkscape (inkscape.org).

Books@One also offer a cover design service. Please see the [Appendix](#) for more details.

PDF:

Adobe Acrobat (www.adobe.com)

How to guides for making a PDF are available online: simply do a search via your browser or have a look at the many “how to” films on YouTube.

6. Book Submission

You must submit two “print-ready” files in PDF format:

1. Book Block
2. Cover

Note: We cannot work with “Password Protected” files. You must send us the complete book block file so that we can be sure that it is possible to upload it. Sending partial files will result in a delay.

Submitting Files:

You may email your files to booksatone.office@gmail.com or bring them into the shop on a USB stick, CD, or DVD

Some files are too large for emailing – you could use www.wetransfer.com to send these in for submission.

If you have any questions or enquiries regarding the Espresso Book Machine or submitting your document, please email us on the above address.

7. ISBN

ISBN numbers may be purchased from the Nielsen UK ISBN Agency (www.isbn.nielsenbook.co.uk/)

8. Barcodes

Once you have purchased an ISBN, Barcodes may be generated from sites like ISBN Barcodes for Books (<https://barcode1.ie/book-barcodes/>)

9. Pricing

Pricing can be reviewed on the Books@One website (<https://www.booksatone.ie/print-on-demand>)

10. Summary

Affidavit/Copyright

You must own the rights and/or have permission to use any content or images in your book.

Book block

Images at 300 to 600 dpi

Document paper size = trim size

“Trim size” Dimensions (h x w) – the size of the page in the PDF

The EBM calculates book dimensions in inches and fractions of inches. (h x w)

Minimum 114.3mm x 127mm (4 1/2” x 5”)

Maximum 266.7mm x 200.025mm (10 1/2” x 7 7/8”)

A4-size books are **not** possible with the EBM, as this exceeds the maximum printing dimensions.

POPULAR EBM BOOK (TRIM) SIZES	HEIGHT		WIDTH		SPINE MAX	
	mm	inches	mm	inches	pages	mm
Square	127	5	127	5	600	33.23
Standing Rectangle	215.9	8½	139.7	5½	600	33.23
Lying Rectangle	114.3	4½	139.7	5½	600	33.23
Standing Rectangle	228.6	9	152.4	6	600	33.23
Standing Rectangle	254	10	177.8	7	600	33.23
Lying Rectangle	127	5	190.5	7½	400	22.43

EBM BOOK (TRIM) SIZES	HEIGHT		WIDTH		SPINE MAX	
	mm	inches	mm	inches	pages	mm
MINIMUM	114.3	4½	127	5	600	33.23
MAXIMUM (allowing for 0.25” bleed)	266.7	10½	200.025	7⅞	60	4.07

Below is a table with some standard book sizes as found in stores. The EBM cannot follow these exactly.

STANDARD SIZES (non-EBM)	HEIGHT		WIDTH		SPINE MAX	
	mm	inches	mm	inches	pages	mm
A Format (mass market)	177.8	7	110.067		600	33.23
B Format (the EBM uses 7⅞” height)	198.12	7⅘	130.175		600	33.23
C Format (trade paperback)	215.9	8½	135.467		600	33.23

Page count and Sheets

101-page count = 51 sheets (always round page count up to a whole number)

Maximum 600 (300 sheets), minimum 60 (30 sheets)

Paper Thickness

Book block 0.108mm per sheet

Cover 0.83mm per sheet

Paper Standards

A4 = portrait orientation - 297mm x 210mm (11.69” x 8.27”). A4 books are **not** possible

A3 = landscape orientation - 420mm x 297mm (16.54” x 11.69”)

Spine

Minimum for text on spine 200 pages (100 sheets)

Formula: spine width = 0.83 + (0.108 x sheet count)

Formula results are in mm.

SPINE WIDTH, PAGE COUNT AND SHEETS				COVER WIDTH MAX	
	mm	pages	sheets	mm	inch **
MAXIMUM	33.23	600	300	184.150	7¼
	30.53	550	275	187.325	7⅜
	22.43	400	200	190.500	7½
	11.63	200	100	196.850	7¾
	8.93	150	75	196.850	7¾
	6.23	100	50	200.025	7⅞
MINIMUM	4.07	60	30	200.025	7⅞

** ROUNDED OFF TO INCHES AS ACCEPTED BY EBM

Cover

Full colour images at 300 dpi

Front + spine + back + “bleed” (bleed is 3mm on each side).

Centred on an A3 page, orientation landscape.

No crop / registration marks.

Submit 2 PDF files

Book block as a PDF set to “trim size” dimensions

Cover as a PDF, image centred on an A3 page 297mm x 420mm, orientation landscape

We are unable to work with password protected files.

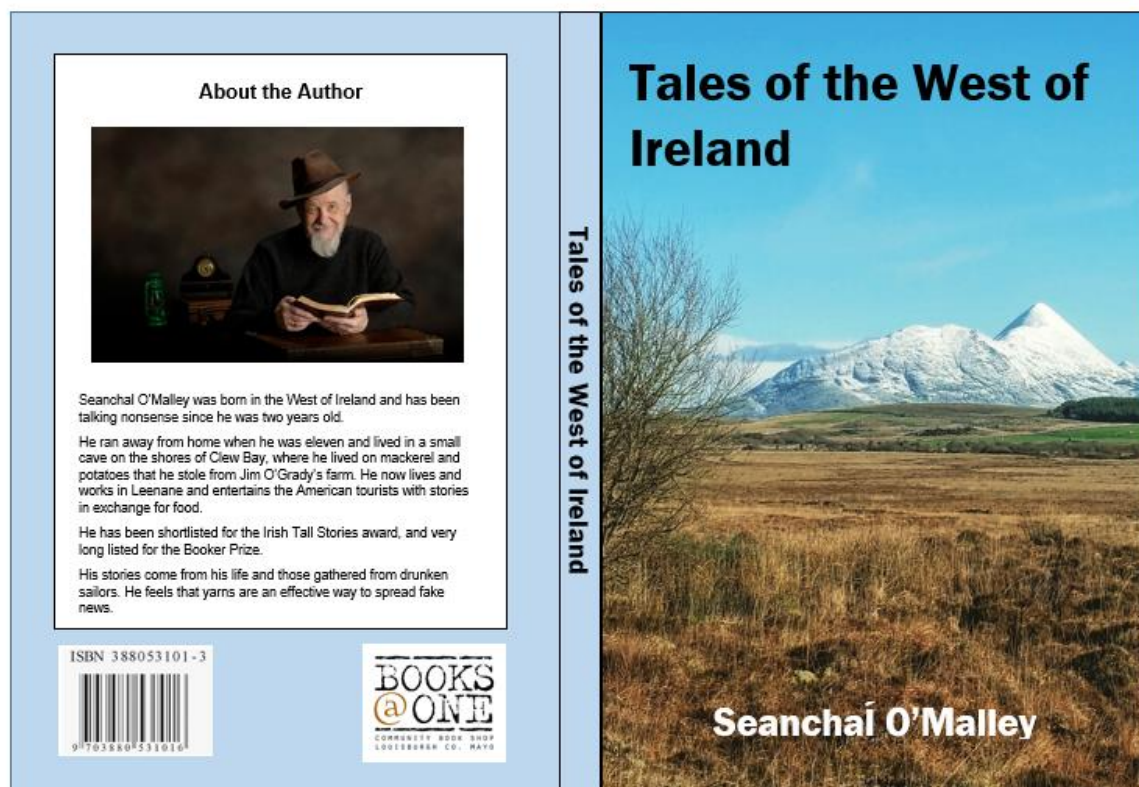
INCH CONVERSIONS		
INCHES	INCHES	METRIC
FRACTIONAL	DECIMAL	mm
1⅛ **	0.125	3.175
1¼ **	0.25	6.35
3⁄8 **	0.375	9.525
½ **	0.5	12.7
5⁄8 **	0.625	15.875
¾ **	0.75	19.05
7⁄8 **	0.875	22.225
1	1	25.4
2	2	50.8
3	3	76.2
4	4	101.6
5	5	127
6	6	152.4
7	7	177.8
8	8	203.2
9	9	228.6
10	10	254

**FRACTIONAL INCHES ACCEPTED BY THE EBM

Appendix

Books@One Cover Design Service

Having trouble getting your book cover completed? Let us do it for you!



You've done all of the hard work writing and editing your book. You can't wait to see it in print. However, we know that designing an attractive book cover to specification can be a real challenge. That's why Books@One offer a bespoke cover design service to speed up the entire process.

What do I need to do?

All we need from you is the text you would like printed on the back cover, as well as your ISBN details, if you are using one. Also, if you would like to include any particular photographs, an ISBN bar code and/or an author's portrait, we would need these in electronic format. We also need you to sign a disclaimer regarding copyright permissions.

How much does it cost?

We charge a flat rate of €50 for our cover design services.

Can I change the design?

We allow one iteration of the cover design free of charge. Any subsequent changes prior to final signoff will incur a cost of €10 each to cover time and materials.

How soon can I have a draft of the cover?

We typically produce covers within five working days of your order being placed.