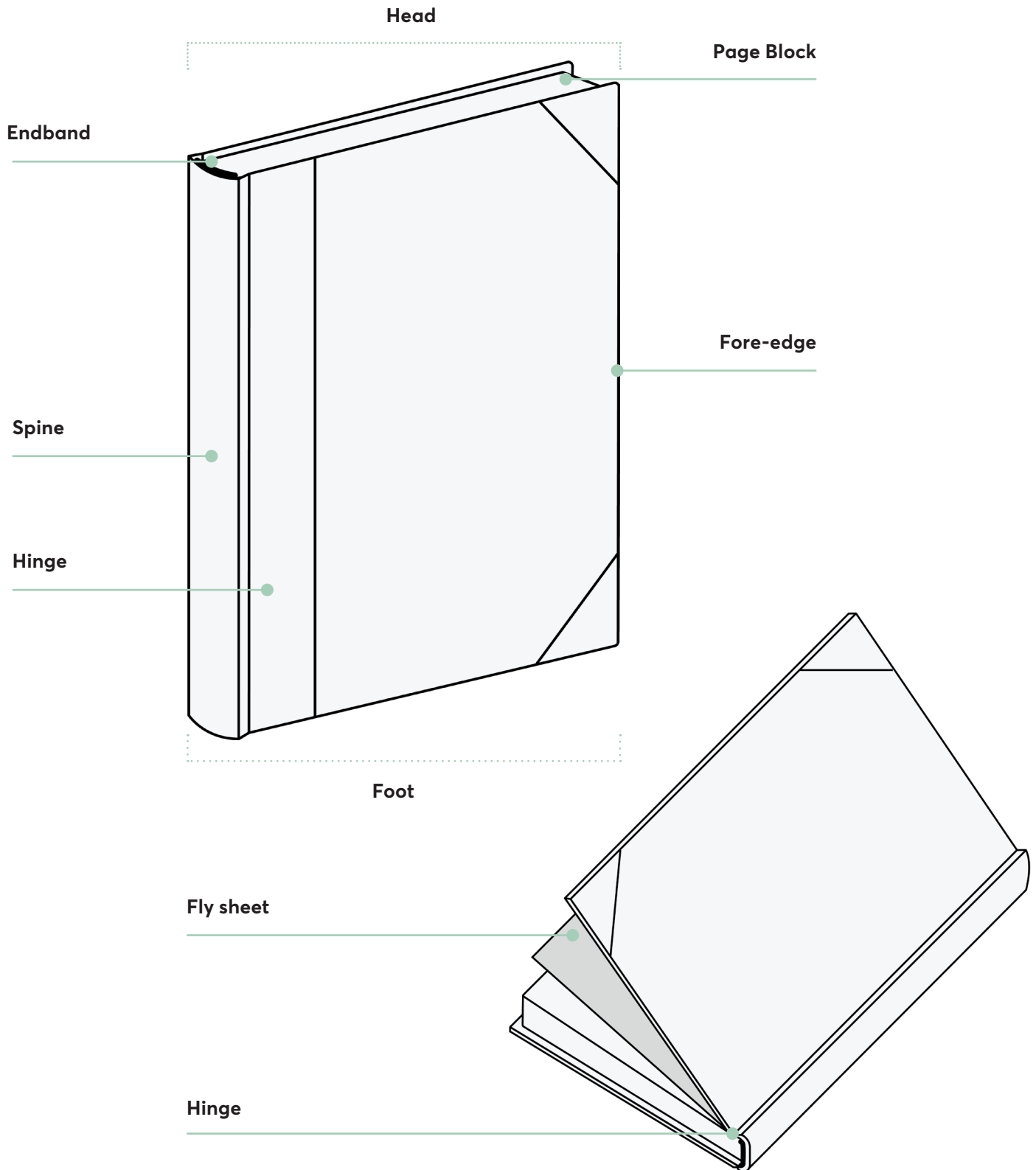


Book Anatomy

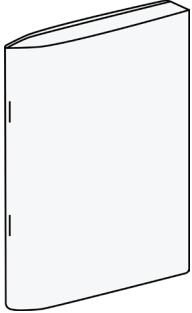
A VISUAL GLOSSARY OF BASIC TERMS



Common Bookbinding Styles



NESTED PAGES



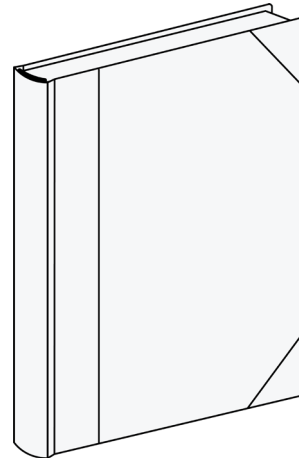
Wire Stitched Binding

- ☑ Pages folded and nested
- ☑ Stapled along the spine
- ☑ Lays relatively flat
- ☒ *No titling on spine*



Pamphlet Sewn Binding

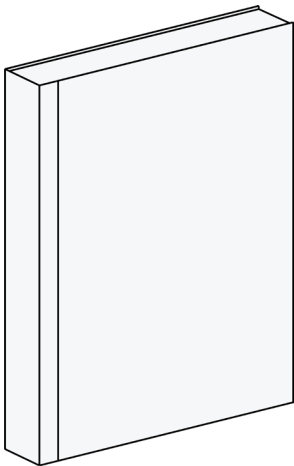
- ☑ Pages folded and nested
- ☑ Machine or hand-sewn with thread along the spine
- ☑ Lays relatively flat
- ☒ *No titling on spine*



Hard Case Binding

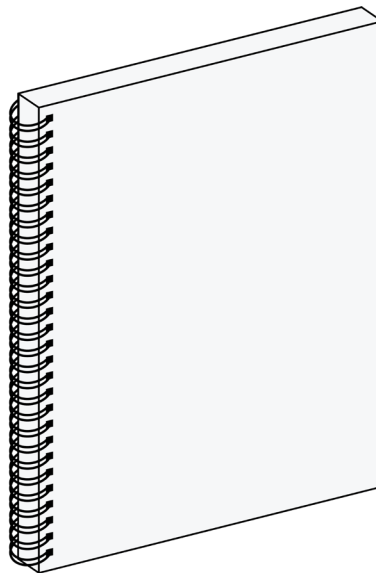
- ☑ Pages folded and nested into groups called "signatures"
- ☑ Signatures sewn together with thread, then covered with a hardcover "case"
- ☑ Lay flat option available
- ☑ Titling on spine available

STACKED PAGES



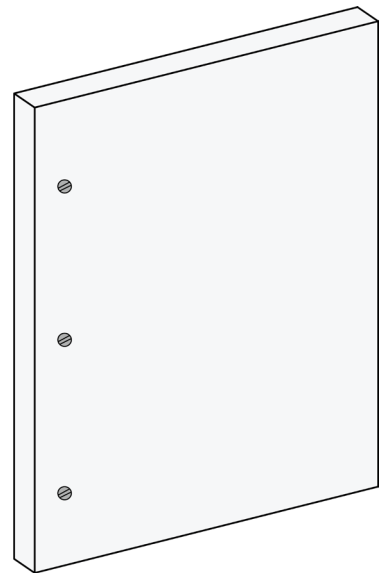
Perfect Binding

- ☑ Pages stacked
- ☑ Glued along the spine
- ☑ Softcover
- ☒ *Does not lay flat*



Wire or Coil Binding

- ☑ Pages stacked
- ☑ Pages punched and threaded with metal twin-loop or spiral plastic coil
- ☑ Lays flat



Post Binding

- ☑ Pages stacked
- ☑ Pages punched with a paper drill and threaded with screws
- ☒ *Does not lay flat*

Glossary



FOR BEGINNER BOOKMAKERS & SELF-PUBLISHERS

Adobe InDesign

An Adobe Creative Suite program that we recommend using for page design and book layout. It is a powerful industry-trusted desktop publishing software application.

Binding

A book's binding describes the process by which the pages of a book are joined together.

Bookcloth

The flexible, and often woven material, that is used to wrap book covers. Examples include buckram, cotton, linen, canvas, silk, and even velvet.

Colophon

An inscription of information that describes details of a book's production. This can include information about the book's ISBN, authorship, printing, publishing, design and copyright. Colophons typically live at the beginning or end of a book.

Font

This describes the typeface that your text, otherwise referred to as "copy," is set in. Choose a font that's legible and comfortable to read when printed. Most long-form novels or text-heavy books are designed with copy that's between 10pt–14pt in size. *Serif* fonts are considered to be easier to read

and *sans serif* fonts generally look cleaner or more modern (due to fewer flourishes or decorative elements).

Full Bleed

When an image or background color extends, or bleeds, "off" all four edges of a page. A partial-bleed refers to color extending to 1-3 sides (but not all 4).

Grain Direction

Paper grain describes the direction of fibers in a sheet of paper, dictated by how the paper was made. Books with folded pages require creases that run parallel with the grain direction; folding against the grain produces unwanted effects like cracking, buckling, or micro-tearing.

Gutter

When looking at an open book with two pages visible side-by-side, the gutter is the margin where the left-side and right-side pages meet at the spine. A wider gutter margin allows text and images to live on the page comfortably, without getting visually lost to the binding.

Endbands [Head or Tailbands]

A small cord or strip of woven thread at the head and foot of a book's page block. Used for decorative effect or structural reinforcement on hardcover books.

Margin(s)

The blank areas framing the contents on each page. We recommend a margin of at least ½ inch on all four sides, with a wider margin on a page's spine-side (see: *Gutter*). Margins are affected by the amount of information on the page, and general design principles guiding the book.

Page Count

When we request your page count, we are asking: "How many pages does it take to read the book?" This may be different than how many physical sheets of paper there are bound together.

Resolution

The digital "quality" of your image or file. The higher the resolution, the greater the fidelity. A minimum of 150 dots per inch (or dpi) is required per image file for printing. 300–600dpi is recommended.

Self-Publishing

When an author funds the production of their own book and controls the majority of its copyright, distribution, and marketing.

Signature (*a.k.a.* Section)

A group of sheets folded in half, prepared to be bound as a unit.