



# RAILROAD STREET PRESS

• **Book Publishing** • **Print On Demand**  
• **Worldwide Distribution** • **Editorial Services**

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A division of the Boxcar & Caboose Bookshop and Café

## PRINT ON DEMAND SUBMISSION GUIDELINES

### Bookblocks

The bookblock is everything but the cover. Printing limitations are as follows:

- ▶ Minimum of 40 pages
- ▶ Maximum of 550 pages, anything larger and the cover starts to become prohibitively small.
- ▶ Books can be trimmed from about 4.75" squared to a maximum of 8.25"x10.75"
- ▶ The more pages a book has, the wider the spine will be, cutting into the maximum trim size.

In order to submit your bookblock as a print-ready PDF file:

1. Ensure that you are 100% happy with your final written product. If you aren't, do not proceed. Any word processing program will most likely work.
2. Format your pages so that they appear how you want them to in your book. These detailed formatting guidelines work with Microsoft Word
  - a. Using **Page Setup** change your paper size to whatever you want. We recommend 5.5" x 8.5". Apply to the whole document.
  - b. Set all of your margins to 0.8".
  - c. Under Paragraph, we recommend tab settings of .25".
  - d. Choose your Font and Point Size for the text body. We recommend 11 font. Good choices for font style include: Garamond Palatino Times New Roman Century
  - e. Choose a Font and Point Size for your headings. Generally you will to increase your heading size from your text and consider using boldface or italics to differentiate your heading from your text body. If you change your font some good options include: Gil Sans Verdana Arial
  - f. Under **Paragraph**, we recommend line spacing of 1.15.
  - g. Look at your pages and determine if the tops and bottoms of your pages look the way you want them to. At all costs, avoid using the Return/Enter key or space bar to get your work to look the way you want it. Use "Page Break", "Tab", and "Center" keys. This will save you a lot of frustration, trust us.
  - h. Save your numbered pages as a Word document. Save the rest of your work, the frontmatter, as a separate document.
  - i. Using **Insert Footer** or **Insert page Number** insert page numbers into your saved text. We recommend that you use a font already present in your body text or headers and make it a couple points smaller than the body text.
3. Save both Word documents as a puff using Adobe Acrobat PDF conversion software. You should be able to combine the files into one at this point.

## Cover

The cover is arranged left to right...back+spine+front in a landscape orientation. In the binding process it is wrapped around the bodyblock and then gets trimmed to the size of the bodyblock.

Make sure of the following before creating your cover.

1. The total number of interior pages in your book, including front and back matter, and blank pages.
2. Determine the thickness (PPI) of the paper that the book will be printed on. From this, you will be able to determine the thickness of the book spine: total interior pages  $\div$  PPI.
3. Make sure the cover is centered vertically and horizontally on an 11" x 17" page.
4. Maximum cover dimensions are "10.75 x 16.75".
5. No unwanted marks
6. Allow for a 1/2" bleed on all sides so that your images/color will print to the edge after book trimming.

## Environmental Statement

We are proud to use the Espresso Book Machine and the EspressoNet. These devices will allow for many books to be passed around the world electronically, reducing carbon emissions. In addition, the paper we have chosen to use in the EBM is certified by the forestry service council as being harvested responsibly without emitting additional carbon into the atmosphere. 93 percent of the electricity used to run the EBM comes from carbon-free generation.