

Glossary

EAN-13 barcode contains your ISBN including the “check” number (an algorithm that defines the final number)

Folio – page number

Font – a variation of a typeface, e.g. italic, bold, etc

Footer – area for content at the bottom of a page; typically contains the folio

Header or running header – area for content at the top of a page

Orphan – First line (or short line) at the foot of a page or column

Recto – right-hand page

Sans-serif – Gothic or simple form that does not have any projections

Serif – a slight projection finishing off a stroke of a letter in certain typefaces

Typeface – a font family of one type design font

Royalty free – no fee payable for use of image or graphic

Trim size – size of the book

Verso – left hand page

Widow - short line at the top of a page/column

Resources

Free online cover creators:

- www.canva.com (\$1 to download; front covers only)
- kdp.amazon.com/ (full cover templates)
- spark.adobe.com
- www.postermywall.com (front covers only)

Royalty-free sources of images and graphics:

- www.canstockphoto.com
- www.istockphoto.com
- www.shutterstockphoto.com
- www.gettyimages.com
- commons.wikimedia.org
- unsplash.com
- pexels.com

Online spine width calculators:

- printoriumbookworks.islandblue.com/book-preparation/spinecalculator.html
- www.bookmobile.com/book-spine-width-calculator

Barcode generators:

- www.free-barcode-generator.net/isbn/ (free)
- www.barcodebot.com
- www.createbarcodes.com

Fonts:

- Myfonts.com
- Fontshop.com
- Dafont.com
- Fontsqirrel.com
- Fontspace.com

Book interiors: the conventions

Trim sizes

Fiction: 5" x 8", 5.25" x 8", 5.5" x 8.5", 6" x 9"

Novella: 5" x 8"

Non-fiction: 5.5" x 8.5", 6" x 9", 7" x 10"

Memoir: 5.25" x 8", 5.5" x 8.5"

Readers are conditioned to expect certain standards in book interior layouts. They may not know what they are, or be able to articulate them, but they will know if you deviate from the norm and will subconsciously respond negatively. Book layout is not the place to be overly creative.

Standard pagination

Front matter or prelims:

Review quotes (optional)

Half-title page (optional)

Title page (always recto)

Other works (optional - always verso)

Copyright page (always verso)

Dedication or epigraph

Table of Contents (optional)

Foreword/ Introduction/Preface (optional)

Text (always beginning recto)

Back matter:

Appendices (optional)

Notes (optional)

Bibliography (optional)

Acknowledgments (optional)

Author bio (optional)

Coming soon (optional)

Layout conventions

Chapter beginnings—text begins usually begins lower on the page; chapter number and chapter name (optional). Typography: the first paragraph always has no indent and may (optionally) have a drop cap or a number of letters in small capitals.

At the top of each page are headers or running headers (these are optional, and help the reader identify where they are in the book). The headers may contain the author's name, the book title and the chapter names. It is also acceptable to have the page numbering (folio) in the header.

Footers usually, but not always, contain just the page number (folio).

Running heads should not appear on blank pages or on chapter beginning pages. Typically, they also do not appear in the prelims.

Typography

Body text Use a serif font for main text; suggested safe fonts:

- Garamond / Garamond Pro
- Minion Pro
- Caslon
- Sabon
- Bembo

Headings A complementary sans-serif or display font may be used for chapter names or chapter numbers.