

# Flintridge Bookstore

## Submission Guidelines

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**858 Foothill Blvd**  
**La Cañada Flintridge, CA 91011**  
**818-790-0717**  
**[www.flintridgebooks.com](http://www.flintridgebooks.com)**

### **STORE HOURS:**

**MONDAY - FRIDAY: 10AM - 8PM**

**SATURDAY: 10AM - 7PM**

**SUNDAY: 10AM - 6PM**

@flintridgebookstore

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## EBM Submission Guidelines

If you wish to prepare your book yourself and want your book to go straight to print without any of the custom designing, marketing assistance, and registration services, please read the submission guidelines below. We will need two PDF files: (1) for the book block and (1) for the cover. Files can be sent to [espresso@flintridgebooks.com](mailto:espresso@flintridgebooks.com) or submitted in person at the store on a USB drive.

Note: You MUST own the rights and/or have permission to print the content and images in your book. If a publishing company owns the rights and has granted you permission to print your book, we will need a copy of that permission.

### Book Block

The book block (or textblock) is your interior pages, to include any blank pages or front & back material. There are two pages per sheet of paper.

- Minimum number of pages: 50 pages
- Maximum number of pages: 800 pages
- Trim size dimensions
  - Minimum: 4.5" x 5"
  - Maximum: 8.125" x 10.5"

### Cover

The cover consists of the back, spine, and front, printed on one continuous photo-quality sheet. The cover wraps around the book block and is trimmed with it.

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## Book Block Requirements

The book block will print out double-sided on 8.5" x 11" sheets of paper – one PDF page to one side of a sheet of paper. Excess margins will be trimmed off during the binding process.

Note: The book block can only be printed in black and white (no color on the interior pages, though it is possible to manually insert separately-provided color sheets at an additional cost).

### Determining Your Page Count

For the EBM, a page refers to (1) PDF page or book page, NOT one sheet of paper (two book pages for each sheet of paper). Your book block PDF should be laid out accordingly – there shouldn't be any double-page spreads or signatures.

Your final page count will be the total number of pages in your PDF file. This includes blank pages, dedication pages, about the author pages, etc., even if they are not designated a page number at the bottom.

### Determining Trim Size Dimensions

Because of the way the book is bound, the maximum trim size width changes slightly, depending on the number of pages.

#### Trim Size

- Minimum: 4.5" x 5"
- Maximum: 8.125" x 10.5"

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<b>Page Length</b>	<b>Max trim width x height</b>
Up to 200 pages	8.125" x 10.5"
Up to 300 pages	8" x 10.5"
Up to 400 pages	7.875" x 10.5"
Up to 500 pages	7.75" x 10.5"
Up to 600 pages	7.6" x 10.5"
Up to 700 pages	7.5" x 10.5"
Up to 800 pages	7.4" x 10.5"

### **Determining PDF Layout**

The page size of your bookblock PDF must match the intended trim size for your book. For example, if you want your book to be 6" x 9", then your PDF pages should also be 6" x 9".

Note: We can NOT take a 6" x 9" sized text frame centered on a 8.5" x 11" page. This is because the machine will not take a 8.5" x 11" file and shrink it down to a smaller print size. The machine will print the file exactly as it is uploaded into the system.

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## Cover Requirements

The cover can be in full color. Please note that the cover image cannot exceed 16.75" x 10.5" – due to margin requirements. The image prints on 17" x 11" coverstock, which will wrap around the spine of the book block and be trimmed down to the book size.

- Cover image must be centered vertically and horizontally in landscape-oriented 17" x 11" PDF file
- No crop and/or registration marks necessary
- There will be a ¼" bleed at each trimmed side

### Calculating Spine Width

Before designing your cover, you must know your spine width. To calculate this, you'll need your page count and the PPI (Pages Per Inch) of the paper you're using. The PPI value for our standard cream and white papers is **434**.

The formula for calculating spine width is:

$$\text{Number of pages divided by PPI} = \text{spine in inches}$$

For example, the spine width for a 250 page book printed on our standard paper would be: 250 divided by 434 = 0.576".

### Image Requirements

The higher the resolution of an image, the better it will look when printed. For best print quality, we recommend that any images, both in the book block or on the cover, be at least 300 DPI. Please take note that any images in the book block will print in a gray scale (black and white), even if the original is in color. Images on the cover are in full photograph-quality color.