

## Scanned Guidelines



### Scanned Guidelines

## Scanned Book Guidelines

You need these guidelines **ONLY** if you have chosen to format and submit a hard copy of your book and you intend to have Xulon Press scan it exactly as you submit it. The scanning process simply creates duplicates of what you submit. The scan method allows you to customize the interior design and layout of your book.

Unfortunately, Xulon Press does not offer training in how to format the interior of your scanned book (though we do provide guidelines). Please consider allowing the professionals at Xulon Press to typeset your book. These services are ***included*** in the cost of your publishing program.

### Scanned Book Instructions for Copyright and Title Page:

We will prepare the first two pages of your book, title page (page 1) and copyright page (page 2), using the examples you send with your hardcopy; you **CAN** submit your hardcopy without the ISBN #.

1. Your title page should include the following:

- A. Title of book
- B. Subtitle (if applicable)
- C. Author name/pen name

2. The page following the title page (the next left hand page) should be the copyright page. We will create this page for you, but we need the Bible information in order to create it.

For the following two bibles which are public domain, we only need the Bible version listed:

The King James Bible  
American Standard Version of the Bible

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All other versions are not public domain and we need the Bible version, Bible Copyright Date and Bible Publisher.

Indicate on the copyright page which version(s) of the Bible you will use by inserting this paragraph on the copyright page:

Unless otherwise indicated, Bible quotations are taken from \_\_\_\_\_(version{s}) of the Bible. Copyright (c) \_\_\_\_ (year) by \_\_\_\_\_(publisher).

**If you DO NOT have Bible quotations, please insert the following statement:**

No Bible information required

\*We will add additional pertinent and necessary verbiage to the copyright page\*

**Keep in mind that you will review your title page and copyright page ONLY once they are formatted by our typesetters.**

### Text Guidelines:

**You can choose from the following trim sizes**

- 5x8 (paperback only)
- 5.5x8.5 (paperback and/or hardcover)
- 6x9 (paperback and/or hardcover)
- 7.5x9.25 (paperback only)
- 8.25x11 (paperback only)

**\*Note:** See the Margin Specifications for scanned books for more specific instructions

1. We can publish books of up to 500 finished pages and no less than 48 finished pages. Your finished book will have a spine if it has a minimum of 80 finished/

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formatted pages, otherwise it will not have a spine.

2. Please include headers and footers (if applicable) and page numbers along with any graphics that you wish to have in your book.
3. The final page count must be divisible by two. Please add in where you would like all blank pages in the hard copy of your book to be in your printed book. The last page of your hard copy of your book must be a blank page so that we can add required printer information and the ISBN #.
4. Include a list of blank pages. For every blank page you want in your finished book, include a full blank page in the hard copy of your book that you submit to us. Make a list of all blank pages (indicating the page number where it appears in the hard copy), and include it with the printout of the hard copy of your book (place it directly on top so it is easy for us to find).
5. Please make certain that your hard copy complies with the Margin Specifications for scanned books per your trim size. (See below). If your hard copy does not comply with the Margin Specifications for scanned books, you will be asked to resubmit, which will incur a fee.
6. Do not include crop marks on your pages. Pages should be centered (left to right and top to bottom).
7. If your page has a smudge or other defect on it, that smudge or defect will likely appear on the finished scanned book.
8. Print your hard copy on one side of the paper only (there should be no printing on the back). Your hard copy will be scanned in black-and-white, not in color.

### Graphic Guidelines:

1. **The maximum number of allowable graphics is 50.** All graphics should be printed in high resolution (600 dpi is recommended), on high-quality paper, and according to your

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trim size. A graphic is any picture, icon, design element, graph, chart, table, text box, pull-out quote, border, etc. Anything other than straight text is considered a graphic.

2. Graphics must be grayscale within your hardcopy. It will NOT be accepted with color graphics.

### Recommendations and packaging of your book

- Your hard copy should be prepared and laid out exactly how you want it to appear.
- Use high-quality paper to print your hard copy.
- We recommend you print your hard copy using a laser printer. Laser printing is far superior to inkjet printing. Graphics, specifically, should not be printed via an inkjet printer. (If you do not own a laser printer, we recommend you consider printing your hard copy at a Kinko's, Office Depot, or other business services center.)
- Carefully package your hard copy: Remember, any wrinkles, folds, dirt, smudges, or other marks that are on the printed copy of your hard copy will likely be detected by the scanner and show up in your finished book. Xulon Press will not be responsible for these types of marks in your finished book.

If you have any questions, please contact your representative toll-free at 1-866-381-2665. They can help answer questions regarding these guidelines.

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## Margin Specification for Scanned Books According to Trim Size

### Specs for 5 x 8 book for Xulon Press

#### Paperback only

Book size: 5" x 8"

Live area: 3.5" x 6.375"

Margins:

Left: .75"

Right: .75"

Top: .875"

Bottom: .75"

Baseline of header: .5" from top of page

Rule under header: .6" from top of page

Baseline of footer: .45" from bottom of page

Baseline of text begins 1" from top of page

Suggested type size: 12-point

Page count: final page count must be divisible by 2—no less than 48 pages.

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#### **Specs for 5.5 x 8.5 book for Xulon Press**

**Paperback and/or hardcover (optional)**

Book size: 5.5" x 8.5"

Live area: 4" x 6.875"

Margins:

Left: .75"

Right: .75"

Top: .875"

Bottom: .75"

Baseline of header: .5" from top of page

Rule under header: .6" from top of page

Baseline of footer: .4" from bottom of page

Baseline of text begins 1.125" from top of page

Suggested type size: 12-point

Page count: final page count must be divisible by 2—no less than 48 pages or 108 if you paid to have a hardcover version.

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#### **Specs for 6 x 9 book for Xulon Press**

##### **Paperback and/or hardcover (optional)**

Book size: 6" x 9"

Live area: 4.5" x 7.375"

Margins:

Left: .75"

Right: .75"

Top: .875"

Bottom: .75"

Baseline of header: .5" from top of page

Rule under header: .6" from top of page

Baseline of footer: .45" from bottom of page

Baseline of text begins 1" from top of page

Suggested type size: 12-point

Page count: final page count must be divisible by 2—no less than 48 pages or 108 if you paid to have a hardcover version.

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#### **Specs for 7.5 x 9.25 book for Xulon Press**

##### **Paperback only**

Book size: 7.5" x 9.25"

Live area: 6" x 7.625"

Margins:

Left: .75"

Right: .75"

Top: .875"

Bottom: .75"

Baseline of header: .5" from top of page

Rule under header: .6" from top of page

Baseline of footer: .45" from bottom of page

Baseline of text begins 1" from top of page

Suggested type size: 12-point

Page count: final page count must be divisible by 2—no less than 48 pages.



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#### **Specs for 8.25 x 11 book for Xulon Press** **Paperback only**

Book size: 8.25" x 11"

Live area: 6.25" x 8.75"

Margins:

Left: 1"

Right: 1"

Top: 1.25"

Bottom: 1"

Baseline of header: .8" from top of page

Rule under header: .9" from top of page

Baseline of footer: .6" from bottom of page

Baseline of text begins 1.5" from top of page

Suggested type size: 12-point

Page count: final page count must be divisible by 2—no less than 48 pages.