TEMPLATE FOR A 210 x 250mm BOOK

These instructions are for a square book with a size of 210 x 250mm.

Please use these dimensions when formatting your cover and manuscript.

This will help prevent errors when submitting your files to YourBooks and ensure they meet professional standards.
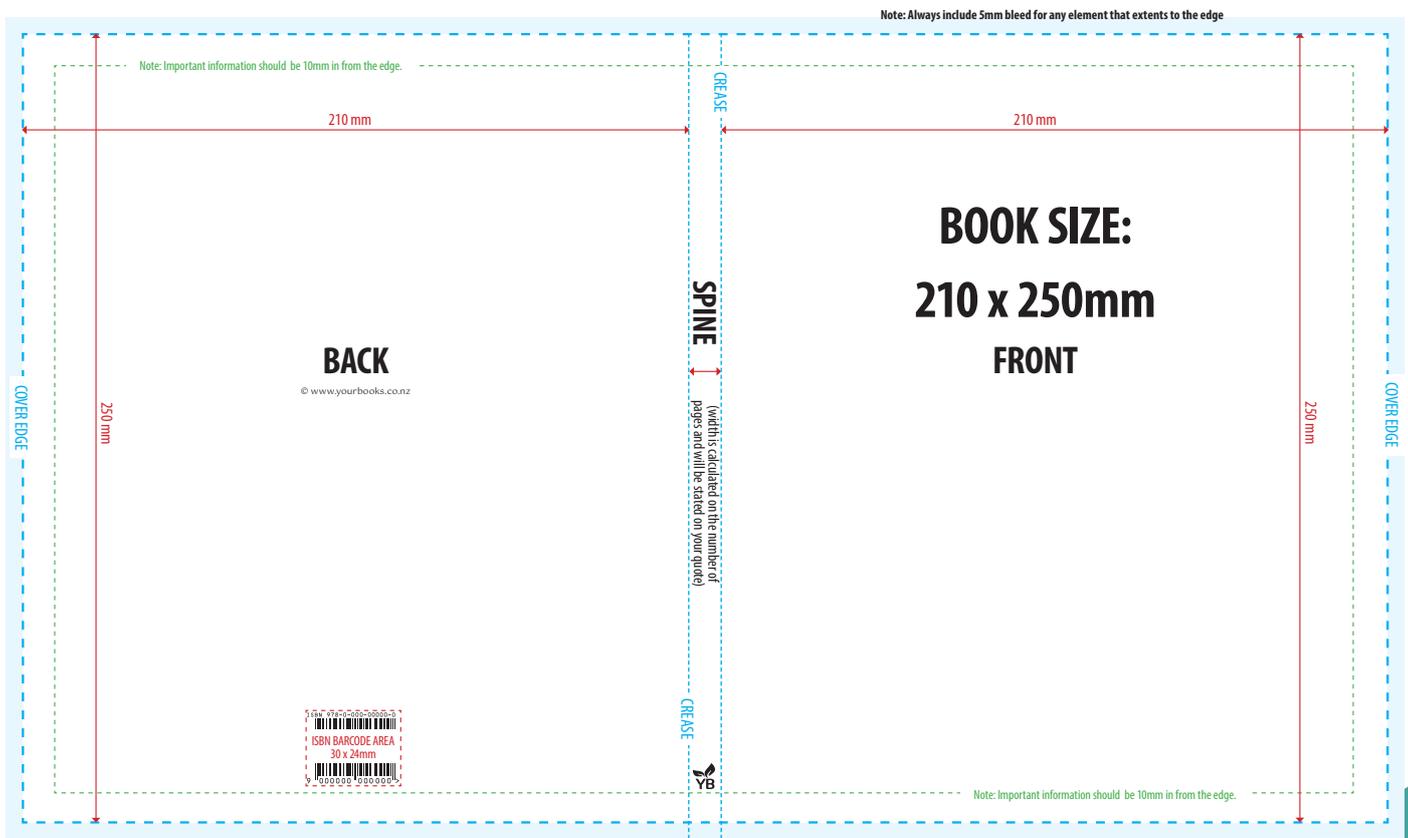
Cover Size

Your cover must be the correct size to pass our quality checks. If we need to make adjustments, an additional charge may be incurred.

Your cover should be supplied as one file with the front, back and spine showing.

The spine width is based on the number of internal pages and the paper stock of your text. The spine dimension will be on your print quote.

You will also need at least 5mm bleed on all sides.

See example below:

Note: Always include 5mm bleed for any element that extents to the edge

Note: Important information should be 10mm in from the edge.

CREASE

210 mm

210 mm

COVER EDGE

SPINE

BOOK SIZE:

210 x 250mm

FRONT

250 mm

250 mm

COVER EDGE

BACK

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(width is calculated on the number of pages and will be stated on your quote)

ISBN BARCODE AREA
30 x 24mm

CREASE

YB

Note: Important information should be 10mm in from the edge.

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Together, we will make your book remarkable

Laying out your text

Your first page always starts on the right hand side and the edge **closest** to the spine should have a larger margin to allow for the glue area and the opening of the book. If you don't do this, your text wont visually look centered and some text could be difficult to read. See *How to format your margins in Word* on page 4.

Your page margins should be as follows:

- Top of page margin: 22mm
- Bottom of page Margin: 22mm
- Inside Margin (the edge closest to the spine): 27mm
- Outside margin (the outside edge): 22mm

Please note: If you have any images or design elements that extend to the edge of a page, you must include at least 5 mm of bleed on all sides. This means the image should extend 5 mm beyond the final page trim edge.

The main text area should measure approximately 160 x 205mm. Page headers and page numbers should sit outside this space. *See example on the following page.*

The recommended order of your front matter pages is:

- A half title page (right hand side)
- Copyright information (left hand side)
- A full title page (right hand side)
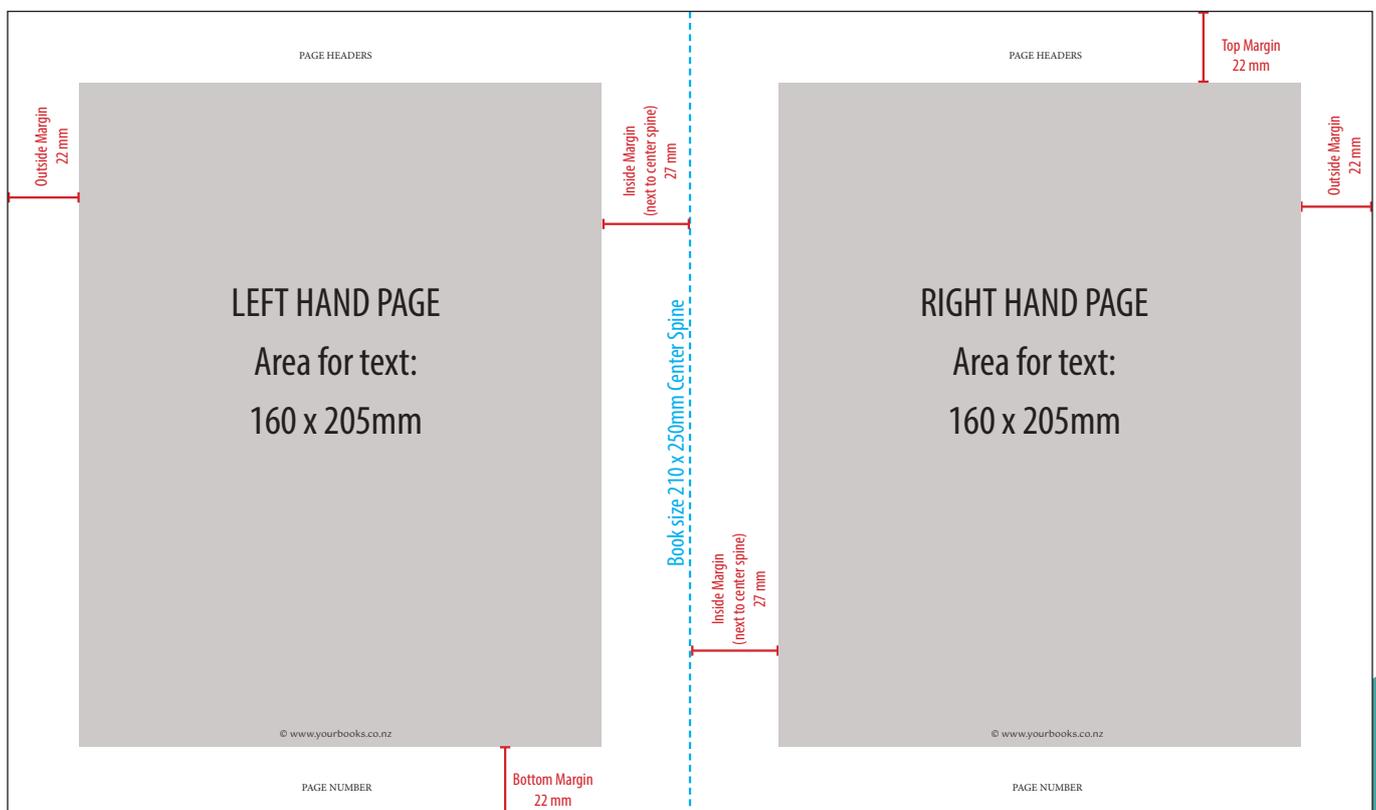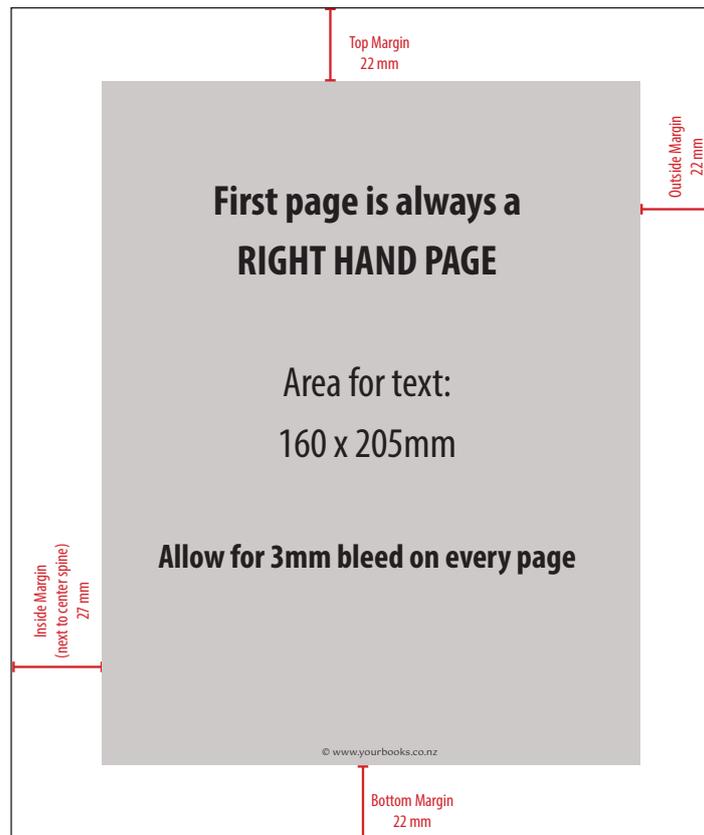- Then anything else like a dedication etc.

The first page of your initial chapter should always start on a right hand side.

Fonts: We recommend using a serif font such as Garamond for your main text, with a suggested size of 12 point. Please note this is a general guide only, as the final font choice and size will depend on the type of book you are producing.

Please note: Your final file for printing must be supplied as a print ready PDF as single pages with bleed.

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Page layout guide:

**First page is always a
RIGHT HAND PAGE**

Area for text:

160 x 205mm

Allow for 3mm bleed on every page

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Outside Margin
22 mm

Inside Margin
(next to center spine)
27 mm

Bottom Margin
22 mm

Top Margin
22 mm

Outside Margin
22 mm

Inside Margin
(next to center spine)
27 mm

Outside Margin
22 mm

LEFT HAND PAGE
Area for text:
160 x 205mm

RIGHT HAND PAGE
Area for text:
160 x 205mm

Book size 210 x 250mm Center Spine

Inside Margin
(next to center spine)
27 mm

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Bottom Margin
22 mm

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How to format your margins in Word

As previously discussed, if you are formatting your own manuscript for printing, your book margins must be different on each alternate page. All pages have to have a larger space on the edge that is closest to the book's spine. So your first page, being on the left hand side should have a larger margin on the left-hand side, and so on.

Below are instructions on how to adjust your margins in **Microsoft Word:**

- Page Layout > Margins > Select "Custom Margins" then you should get a pop-up window.
- From this, select "Mirror Margins" from the drop down next to "Multiple pages" and adjust your margins accordingly. See attached screenshot below.
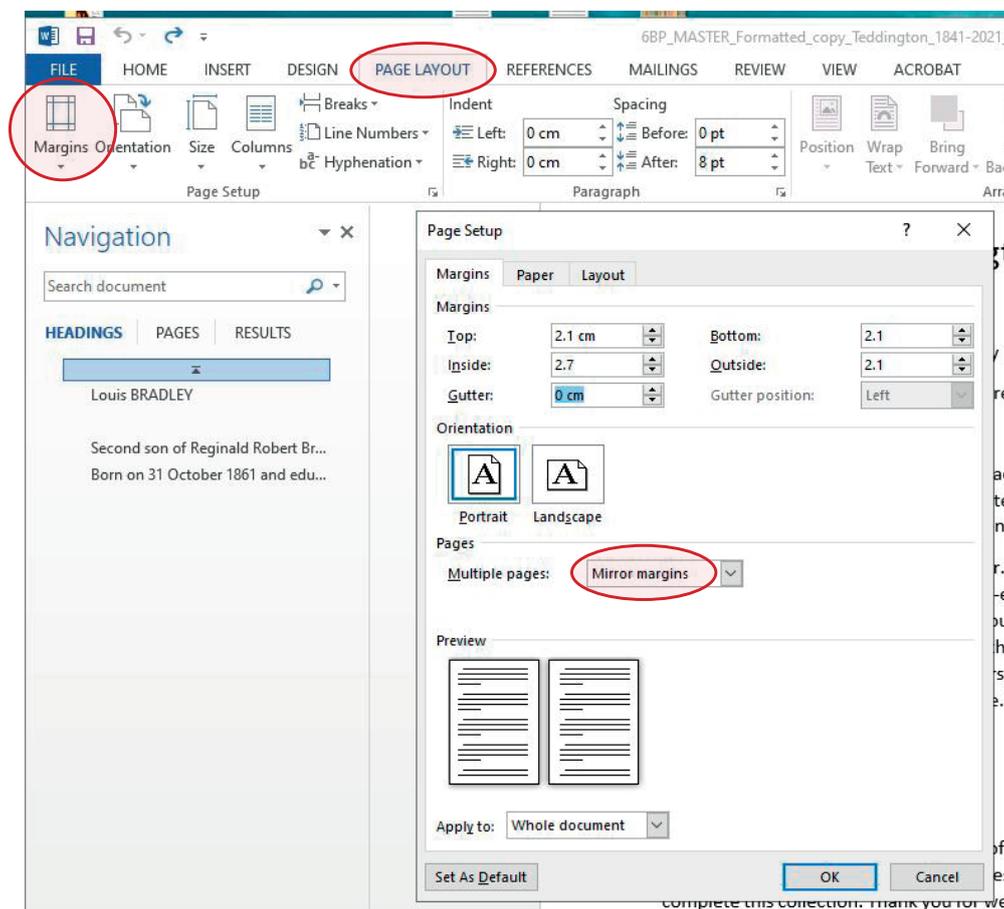
Please note: Your version of Word could look slightly different.

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