

PRINT ON DEMAND

Information and Procedures

The following procedures apply to all titles submitted to the print-on-demand (POD) program.

GUIDELINES

Note: Books may be printed on 55# Natural (360 ppi) cream or 60# Arbor (444 ppi) white text stock. Covers are printed on 10 pt. cover stock.

Text:

1. Paperback only
2. Trim size from 4 x 6 to 8.5 x 11
3. Black and white interior only
4. Minimum of 60 pages and a maximum of 750 pages
5. Provide a manuscript, a copy of the actual book or the text in .pdf format
6. The text files must be named using: ISBN13_text.pdf
7. You may send .pdf files to us on CD or upload them using the following FTP information:

www.nbnbooks.com/DigitalInitiatives/ftp.shtml

Covers:

1. Printed on 10 pt. cover stock
2. Covers may be black and white or 4 color
3. Provide a copy of the actual cover for scanning or provide a .pdf file
4. When submitting a .pdf file of the cover, the file must have 1/8" bleed on all sides
5. The cover file must be named using: ISBN13_cvr.pdf
6. You may send .pdf files to us on CD or upload them using the following FTP information:

www.nbnbooks.com/DigitalInitiatives/ftp.shtml

IDEAL .PDF file

1. The ideal PDF file will be one complete PDF that is PDF/X-1a standard.
2. Effective image resolution of halftones will be 300 dpi and 800 dpi for line art.
3. File has embedded fonts
4. File contains desired margins
5. File is desire trim size plus 1/8" bleeds on all sides
6. No Monotones for black and white jobs. They must be gray scale images.
7. File should contain only the color(s) for desired output.

PRODUCTION MATERIALS:

If you are uploading files to our FTP site, please send an email to pod@nbnbooks.com. Please include the following information to avoid delays in processing your title.

1. Title
2. ISBN
3. Author
4. Trim Size
5. Page Count
6. Paper stock (cream or white)
7. File names and the date they were uploaded to the FTP site
8. Any special instructions that may pertain to this title

If you are sending a manuscript or a copy of the book, please send them along with the above title information to the following address:

Tonya Hearon
Digital Printing Supervisor
15200 NBN Way
Bldg. B Mailroom
Blue Ridge Summit, PA 17214.