

# PublishMe

## Inside page specifications

Common inside page specs, sizes and measurements  
to ensure a great-looking publication





# Text specifications

## Size, spacing and justification

As a general rule of thumb, a font size of 9 to 11 point is a good reading size (depending on font choice) for the body text of the common A5 trimmed book. A larger sized book may need a larger font and increased line spacing. A page of body text looks tidy if left-justified. However, depending on the document, other paragraph options such as 'left-aligned' (as on this page) are quite appropriate. The line spacing (or leading) should be at least 1.2 single line spacing (if laying the text up in a Microsoft Word document). A better overall appearance for the main body of your text could be obtained in Microsoft Word if you make your line spacing approximately 2pt larger than your font size. For example, if your text size is Helvetica 10pt regular, try making the line spacing 12-12.5pt. If you are working in Microsoft Word you can change your line spacing by going into: **format > paragraph** and choosing 'Exactly' instead of 'Single' and then in the box to the right of it, select the appropriate pt size. Only by applying a font (in different sizes one at a time) to a page of text, and trying several different line spacings (also one at a time) and printing these 'trials' out in order to compare their visual appearance, and then perhaps the same thing again with a different font, will you begin to get a real idea of what your pages may look like. When you try different fonts, take into account whether you're doing a small amount of text or a whole book and also the context of the book. Different subjects may suit a certain font better than others.

## Fonts

A serif font such as Times New Roman with a 10pt size is a good standard font to use as it is easy to read and pleasant on the eye. Sans serif fonts can also be used for body text, Arial or Helvetica are two such fonts. The page numbers should be in the same font as the main text in the book and be no larger than the body text. Often the page numbers are a point or two smaller than the body text so they do not detract from the body text of the book and they are often centred at the bottom of the page.

## Chapter

The chapter headings of a book can be in the same font as that used for the main body text. But for visual interest a complementary font would suit. The chapter headings are often in a larger font size than the body text, and can be bolded so they stand out. There should be a space of at least 3 lines or extra point spacing after the chapter title before the body text starts and the chapter title should, in general be placed one quarter to one third down the page to differentiate clearly between the start and finish of chapters. A larger drop cap can be added to the first letter of the first paragraph to add visual interest and emphasise the start of the new chapter text.

## Index – only necessary for non-fiction

An index is usually set in two columns, with a space between the two columns. For example, a 114mm wide text block will have two columns each 55mm wide with a 4mm space between them. The font size is generally two sizes smaller than the body of the work. For example if the body copy is set at 10-on-12-pt type and the extracts, bibliography and appendixes in 9-on-11pt, the index will probably be set in 8-on-10pt. All runover lines are indented, i.e. to allow the index headings to stand out. Text in an index is not justified on the right-hand margin; it is ragged right.

## Footnote

A note at the bottom of a page is properly called a footnote. There is a lot to be read about the standard way in which footnotes should be set up. You would be wise to look at how they are done in other books and perhaps refer to a manual such as *The Chicago Manual of Style*. The font size is generally a lot smaller, e.g., if using a body text of 10pt your footers may be set in 7.5 or 8-on-9pt. Keep footnotes to a minimum. If you have quite a few they may be set up better as endnotes. See an example of page layout, index page and footnotes on the following pages.

# Imprint page

The imprint page typically starts with a copyright statement and also contains information about where the book is printed, its ISBN number etc. It may also contain information such as which edition the printed book may be, previous printers or editions if any, and also the country the book was printed and bound in. Some imprint pages also acknowledge the typesetting information and may even list the fonts used in the book. The imprint page is usually the second page in the book as it is printed on the back of the title page.

# Book sizes and margins

On the following pages are some typical book sizes, showing their dimensions and how to set up page margins. A5 trimmed is a small paperback size and crown quarto is often used for history books or similar type works. A4 trimmed is included because it is a size commonly recognised; it is often used by authors publishing genealogies, jubilee or reunion books, student workbooks etc. It allows the author to have more text per page than a crown quarto and can therefore be more economical for printing. Other sizes are also used by authors; as a guide we have included those that are more economical to print.

- On the following pages are some typical page layout specifications for an A5 trimmed book (145 x 204mm – finished size).

## A5 trimmed right hand page.

