

Why choose TJ Books?

TJ Books are passionate about print and have been for over 50 years. We offer a personable high-quality service across multiple product ranges.

Our focus is on short to long runs utilising digital toner and inkjet technologies. We support a full publishing lifecycle adopting latest technological advancements with Auto Stock Replenishment (ASR) and print-on-demand (POD). To ensure high quality manufacture of our products, we use premium paper stocks and print long grain. We use high performance continuous feed inkjet machines for both mono and colour text printing with toner based presses for general text and the latest colour machines for covers, jackets and text. We use the latest HD Inkjet Canon iX cut sheet machine and HP Indigo lines providing unrivalled quality with Litho comparable print offering commercial competitiveness.

Our dedicated Project Management and Estimating team are on hand to guide you through the initial specification process and ensure your project meets or exceeds your expectations. If we are fortunate to work with you on your book, you will be allocated a dedicated account manager who will be on hand at every stage of the production process.

Things to consider when creating your manuscript and print read files

COMMON BOOK SIZES -

Picking a book size can be a little daunting as there are quite a few options. We recommend measuring an existing book that you like the size of to ensure you are happy with the final production size.

If you are unsure on what size book you think you need, you can either select a book from your library that you like the size of and measure it or our Sales / Estimating Managers will advise which one they think will best suit your book requirements.

Common Book Sizes

Book (trim) size	Height x width (In Millimetres)
A6	148 x 105mm
A Format	178 x 111mm
B Format (UK)	198 x 129mm
B Format (US)	203 x 127mm
A5	210 x 148mm
Demy	216 x 138mm
American Royal	229 x 152mm
Royal	234 x 156mm
Pinched Crown Quarto	up to 248 x 171mm
Crown Quarto	246 x 189
A4	297 x 210mm

Getting Print Ready

Please see our File Supply Guidelines for all professional designers to work to, including our Cover Templates and a Handy checklist to ensure files are optimised. We are more than happy to preliminary check your PDF files for print suitability before placing the order and feedback any advice to ensure the files are optimal. For Word conversion to print ready PDF please see the following [Word Layout Adjustment Table](#) to guide you or read the below workflow –

1) If your using Microsoft word initially opens its default page size is A4. If you require a bespoke size you need to adjust the dimensions.

Go to – Layout>Size>More Paper Sizes> and open the ‘More Paper Sizes’ tab.

2) In here you can enter your preferred Height and Width of your chosen book size.

3) Go to – layout > margins > custom margins

4) Set the pages as ‘Mirror Margins’.

Set the Top, Bottom and outside margins to 1.8cm. Set the Inside margin to 2.1cm. This will give your text space to breathe and make sure nothing is cut off in the binding process.

Font and Type Size

The size of your type is important. The standard type size in a novel book is 11pt. The standard type size for children’s books is 14pt. However, we recommend researching your target audience to see the standard font size for that group as it may differ but the industry standard for any document is 11pt. Your size of font may also be impacted by the length of the book or may vary throughout the book depending on emphases such as in children’s books or titles and headings.

Serif fonts have little ‘feet’ or lines attached to the ends of their letters. They’re generally thought to look more serious or traditional. This style of font is not recommended for children or those of a younger audience as it’s slightly harder to read.

Sans serif means ‘without serif’ – these fonts don’t have the extra lines on the ends of letters. For that reason, they’re generally thought to look more modern and streamlined. As well as being easier to read.

Scripts fonts are what we might think of as cursive or handwriting style fonts. They generally have connecting letters. You’ll find that script fonts come in many different styles, from elegant, to fun and casual, to hand-drawn

WHEN A FONT IS CATEGORISED AS DECORATIVE – THAT FONT IS MEANT TO GET YOUR ATTENTION. THEY’RE OFTEN MORE UNUSUAL THAN PRACTICAL AND SHOULD ONLY BE USED IN SMALL DOSES.

Printing Images

All colour images and illustrations need to be supplied in CMYK. This will ensure what you see on the screen colour-wise is what you get when printed.

If you supply your images or illustrations in RGB they will be converted to CMYK though there is a colour variance in this conversion as well as a small cost to process this.

If you have images or background colours that go to the edge of the page you will need to add a 3mm extension over the Trimmed Page Size on both sides (this is called a bleed). This ensures when we cut the book the image or spread of colour is flush with the books cut edge and doesn’t show white paper

Binding styles

Perfect binding is the cheapest binding option, the spine edge is ground-off/made rough and glue is applied to the edge of the roughened spine edge to allow the cover to be attached.

Perfect bound books are the standard. This is the most common and cost effective binding style option in general and great for those that want to produce a small or large quantity of books.

Sewn binding is the most expensive binding option creating high quality and strength of binding. It provides flat laying properties because there is no glue inside, allowing the spine to open up flexibly.

If you require a sewn book, we can produce this style of binding via our HP Indigo or Canon IX HD lines for print runs under 1k. The sewn binding option is typically used for the quality finish and longevity of the book in mind as well as thicker reference books such as education or cookbooks which require the book to lay flat.

Saddle Stitching is where we staple with 2 x staples on the spine

Wiro binding where we punch holes into the Cover and Inner pages on the spine edge and feed wire through the holes

Layflat binding where we print multiples of 4 pages that are stuck together (back to back) to create the bind. These pages are completely lay flat so open up the spine edge to view and suitable for small runs only due to the production process required.

Finishing

Spot UV – is where a specific area of the book is highlighted (normally Gloss) and generally most effective with a Matt Lamination Creating depth and contrast to a printed cover.

Lamination – is the process in which we overlay your book cover with a protective plastic which comes in the following finishes –

Gloss – A shiny reflective surface

Matt – A matt finish, non reflective.

Soft-touch– A tactile and luxurious finish

Anti-scuff – Similar texture to Soft Touch but a harder plastic that reduces marking and increases longevity of the book

Tint Edge printing – We are able to print on all 3 x sides of a trimmed book, soft or Hardback in full colour, images or text.

Foiling – This is where we use a film of coloured foil and create a stamp to emboss the artwork on to the Cover / Dust Jacket / PPC or Cloth Case. We offer a wide range of coloured foils. If you require a special foil please do let us know your request and we will do all we can to provide a suitable option

COMMON FAQs

Do we supply an ISBN?

As an Author you will need to purchase your own ISBN number. We recommend using Nielsen as a UK supplier by clicking the following link [Nielsen ISBN Store](#). Nielsen also offer Barcode creation from your purchased ISBN. We can insert this Barcode into your Cover design if required.

How much does book printing cost?

There are various factors which effect the cost of the book such as; number of pages, size of book, binding style, colour fall, print run. The best way to know how much your book will roughly be is to fill out our Enquiry form for a quote which is a completely FREE service.

Can I reprint my book with you?

We hold all our books on file, so if you need a reprint of your book and the files dont need changing we can re-print your books when ever you require.

Why do hardbacks take longer/ cost more than paperbacks?

Hardback books take longer the paperbacks due to the extra production processes required, therefore require more machines and time to produce the final result.

How long will it take for my book to arrive once files are print ready?

Once the file has been proofed and is print ready it will take a softback book on average 10 days and hardback book 15 day, depending on capacity and paper availability.

Paper Types

Coated stocks are matt, silk and gloss papers as well as our jacket and cover paper which means the paper absorbs less ink and has a smooth 'coated' surface so the ink sits on top. This paper is best for those that are printing colour printing for photographs to have the sharpest and highest quality print

possible, great for textbooks, photobooks, illustrations, brochures, catalogues and children's books.

Uncoated stock is the more commonly used kind of paper that you will find in your classic novel or poetry book as an off white or cream Bookwove. We also offer Uncoated White stocks for books that do not fit with Off White Substrates. If you have a photograph / images to print and colour is critical it will look more soft and less sharp printing on an Uncoated paper as the ink saturates into the fibres of the paper.

Terminology

Bleed — Printed matter which runs off the edge of the paper. The bleed is the amount by which the illustration extends beyond the trim size (We require 3mm of bleed).

Blocking — Impressing a design or lettering on a book cover, the blocking may be in ink or metal foil, or it may be blind blocked to produce a recessed surface.

Book-block — The pages of a book when prepared for casing in, before the case is added. Also book pages trimmed all round ready for punching.

Brass — A brass die used for blocking.

Bulk — The thickness of a book or sheet of paper (see micron)

Case — The cover of a book, prepared beforehand for affixing to the book-block.

Case binding — A method of binding in which the hardback case uses paper or cloth wrapped around a greyboard that surrounds the outside and the edges of the board. Case covers always project beyond the trimmed edges of the internal pages

Casing in — Inserting the book block into its case and pasting down.

Crop marks — Thin lines placed at the corners of an PDF design designating the trim size and position of the page. They are sometimes referred to as Trim Marks.

Collate — To check the sections of a gathered book to ensure that they are all present and are in the correct order.

Cut — The act of cutting flat printed or unprinted paper on a guillotine or three knife trimmer.

Deboss— Debossing is a reverse of embossing. Text, a logo or other graphic image is pressed into the card stock from above.

DPI (Dots Per Inch) — Used to measure the resolution of an image both on screen and in print. DPI measures how many dots fit into a linear inch. Therefore, the higher the DPI, the more detail can be shown in an image.

Draw on cover — A paperback cover which is attached to the book block by gluing the spine.

Dust jacket — A removable paper cover used to protect the binding of a book. Also called dust cover.

Edges — The three cut sides of a book-block.

Emboss— Embossing is a raised design -Text, a logo or other graphic images pressed into paper or card stock from underneath.

Endpapers — A piece of plain, printed or pre-tinted paper folded into four pages to the page size, sewn or pasted to the first and last section to secure the book to the case or binding.

Extent — The length of a book in terms of the number of pages.

Flyleaf — The inside leaf of a four page endpaper which is pasted along the folded edge of the first or last page of the book.

Foil — Sized metallic or pigment leaf used in blocking lettering or designs on the surface. Used primarily for blocking book covers.

Folio or Page Number — Number of pages at top or bottom.

Foreedge – The outer edge of a book, opposite the spine.

Foot – The bottom edge of a book.

Frontispiece – An illustration on the page facing the title page of the book.

Gather – To assemble sections into single copies of complete sets for binding.

Grey scale – Strip of swatches of tone values ranging from white to black used by process camera operators to calibrate exposure times.

GSM – Grams per square metre. This is the standard measurement of weight for paper.

Gutter – Space between pages in the printing sheet.

Hard cover – Cloth or Printed Paper Case (see PPC) glued to greyboard with a formed spine and attached to the endpapers and book block. Often with foil on the outer

Head – The top cut edge of a book.

Head and tail bands – Coloured twine found at the top and bottom of a hardback book only.

Hinge – Score line and space near spine of both Soft and Hard back books that allow the cover to open without stressing the spine edge.

Jacket – The printed paper outer cover which wraps round a case bound book.

Laminating – The application of a film, either gloss or matt finish, to the surface of the printed book cover to enhance its appearance and to increase durability.

Landscape – The opposite orientation from 'Portrait', when the width is greater than its height.

Leaf – A sheet of a book containing two pages, one on each side.

Limp cover – A flexible book cover from 240gsm (Standard) up to 300gsm in weight distinct from a Cased board cover.

Lining – The fixing of material, either paper or cloth, to the inside of a book before it is bound. Can be coloured, textured or finishes.

Make ready – Process of adjusting final plate on the press to put work in register. All activities required to set up a press before production begins. Also refers to paper used in the process.

Micron – Card thickness or calliper is traditionally measured in Microns. 1000 Microns = 1mm, so the higher the value, the thicker the card or paper. Machine seal – A coating applied over the print. This helps prevent set off and smudging

Offset paper – A term used for uncoated paper stock, not gloss or silk

Opacity – Ability to prevent two sided printing from showing side to side. Characteristic of paper that helps prevent printing on one side from showing on the other.

Overhang cover – A cover of a book that extends over the trimmed signatures it contains.

Perfect binding – A style of unsewn binding in which the leaves of a book are held together at the binding edge by adhesive.

PPC (Printed Paper Case) – Printed and laminated sheet which is wrapped and glued onto a case bound book's hard case.

Presspahn hollow – relating to a Hard cover spine finish, similar to Round and Back but without the round.

Proofs – Preliminary version of a printed piece providing a representation of how the piece will appear when printed.

PP – The number of Printed Pages in a book

Portrait – The shape of a book or illustration is referred to as portrait when its height is greater than its width.

Ribbon marker – A piece of braid or plain ribbon used to mark a place in a book.

Rounded back — A rounded and backed case binding gives your spine a classic rounded shape.

Saddle stitching — A method of binding one or more sections with or without a cover by means of wire staples through the centrefold.

Section — A sequence of pages forming part of a book.

Self cover — A booklet cover of the same paper as the inside leaves, generally the first and last pages on the sheet.

Thread Sewn — A traditional method of book binding employing cotton thread collated into multiple threads to sew the signatures together. Pages are sewn down the centre to fasten signatures together at the spine of a book.

Side gluing — A line of adhesive on the front and back of a book-block to strengthen the hinge opening.

Spine — The bound edge of a book, also known as the 'back'.

Spot gloss UV varnish — A high gloss finish applied to specific areas of print. This differs from gloss laminating which has to cover the outer cover.

Square back — A binding which has been collated and trimmed but not round and backed. Also called 'Flat Back'.

Substrate — Any surface on which printing is done.

Tip in or on — To glue one edge of a sheet to another sheet or signature.

TPS — Trimmed Page Size of a book block

Wire-O binding (or Wiro) — A metal preformed binding, which is clamped through a series of punched holes on the binding edge.

Wet proof — The most accurate proofs can be used to proof both four colour and special colour jobs. Wet proofs use the exact paper and inks to be used in the final job and therefore give an exact representation of the finished job.

Volume – Paper volume is a paper product's mass per unit volume. The density can be calculated by dividing the grammage of paper by its Micron caliper).

Vignette — A small illustration or portrait photograph which fades into its background without a definite border.