Specifications for BA Espresso Book Machine Submission

Please follow the specifications outlined below in preparing a digital copy of a book to be printed on demand using the Espresso Book machine of BA. Adhering to these specifications is essential so that we can accurately process your submissions. For inquiries, please email espressobook@bibalex.org

1. File Format

The needed format is PDF (Portable Document Format). If the file is in another format, it needs to be converted to PDF before submission to BA.

2. Folder Structure
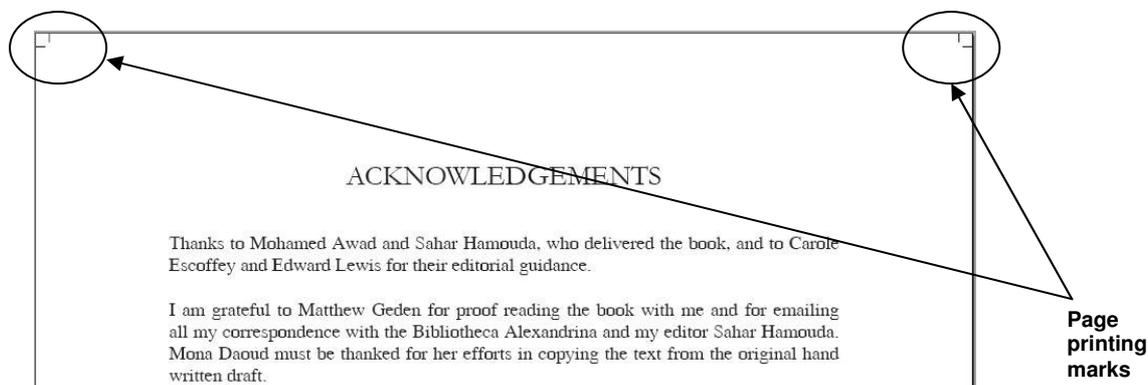
Each book should consist of two files:
1. "block.pdf": the block or the content of the book
2. "cover.pdf": the book cover

Each book should be stored in a separate folder containing these two files. The name of the folder should be unique to each book and should be inserted in the Excel sheet along with the metadata of the book as explained in section 4.

3. Files Specifications

A. Block File

- File name: "block.pdf"
- Format: **PDF**
- Resolution: The final size of the book should not exceed **70 MB**. Therefore, our recommendation for the resolution used in producing the book is as follows:
  - If the book contains mainly text, then use **300 dpi** resolution
  - If the book contains a large number of images that produces a file size larger than 70 MB using 300 dpi, then decrease the resolution to 150 dpi.
- Fonts: All fonts should be **embedded**
- The file should **not** contain printing marks

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I am grateful to Matthew Geden for proof reading the book with me and for emailing all my correspondence with the Bibliotheca Alexandrina and my editor Sahar Hamouda. Mona Daoud must be thanked for her efforts in copying the text from the original hand written draft.

Page printing marks

- The file should **not** include the cover
- Number of pages:
  - They should be **even** number of pages
  - They should be **less than 450** pages; otherwise you need to divide the book into multiple volumes
- The page size should be according to the following table

|	Max (inch)	Min (inch)
Width	7.75	4.75
Height	10.4	7.0

Note: 1 inch = 2.54 cm

B. Cover File

- File name: "cover.pdf"
- Format: **PDF**
- Resolution: **300 dpi**
- The cover should be a **single page** containing the following:
  - Front cover
  - Spine (**Thickness = (0.002" * pages) + 0.04 [inch]**)
  - Back cover

  For Arabic books, the front cover should be on the left. For English books, the front cover should be on the right (refer to figures below).
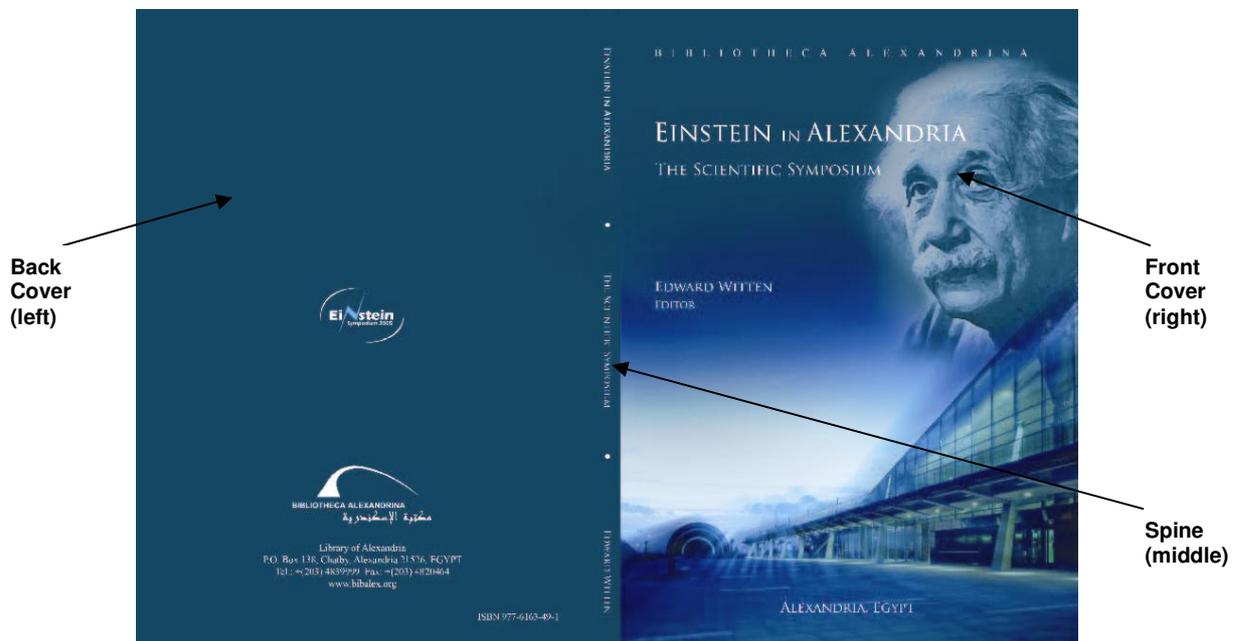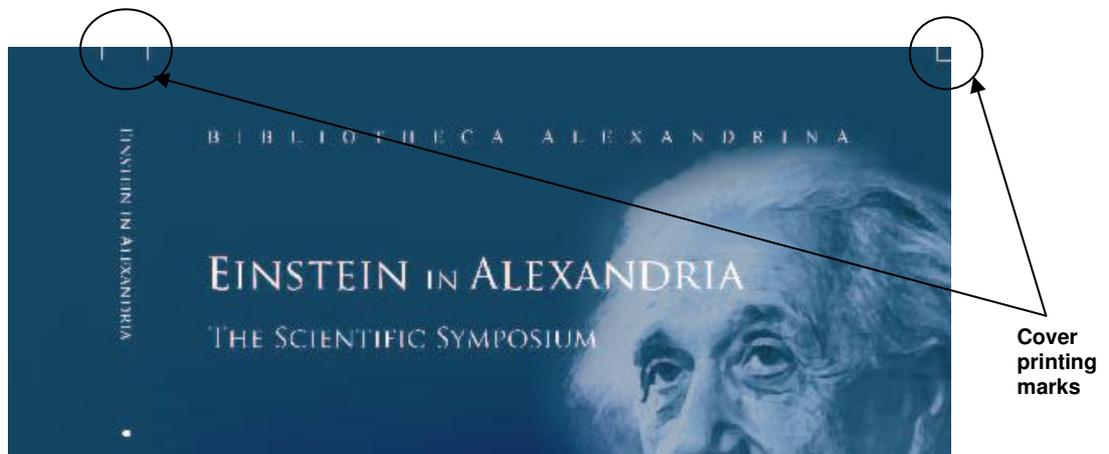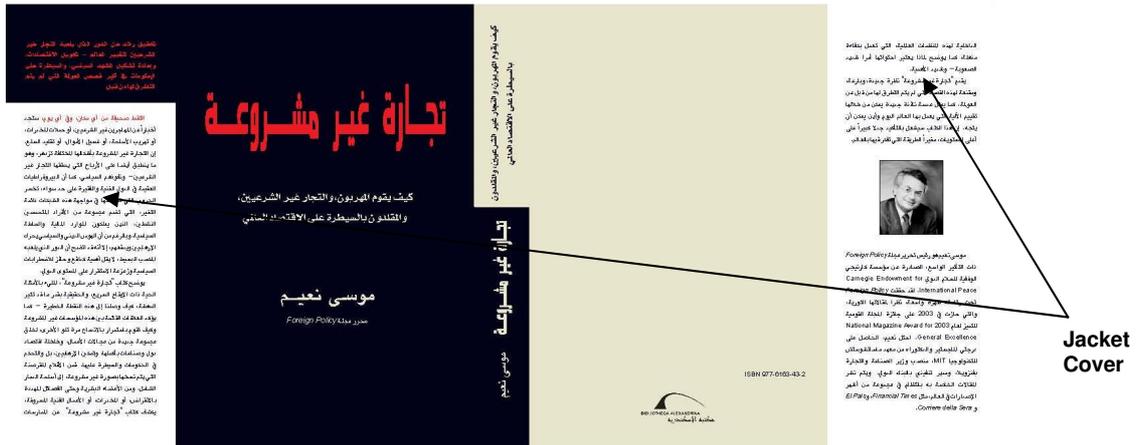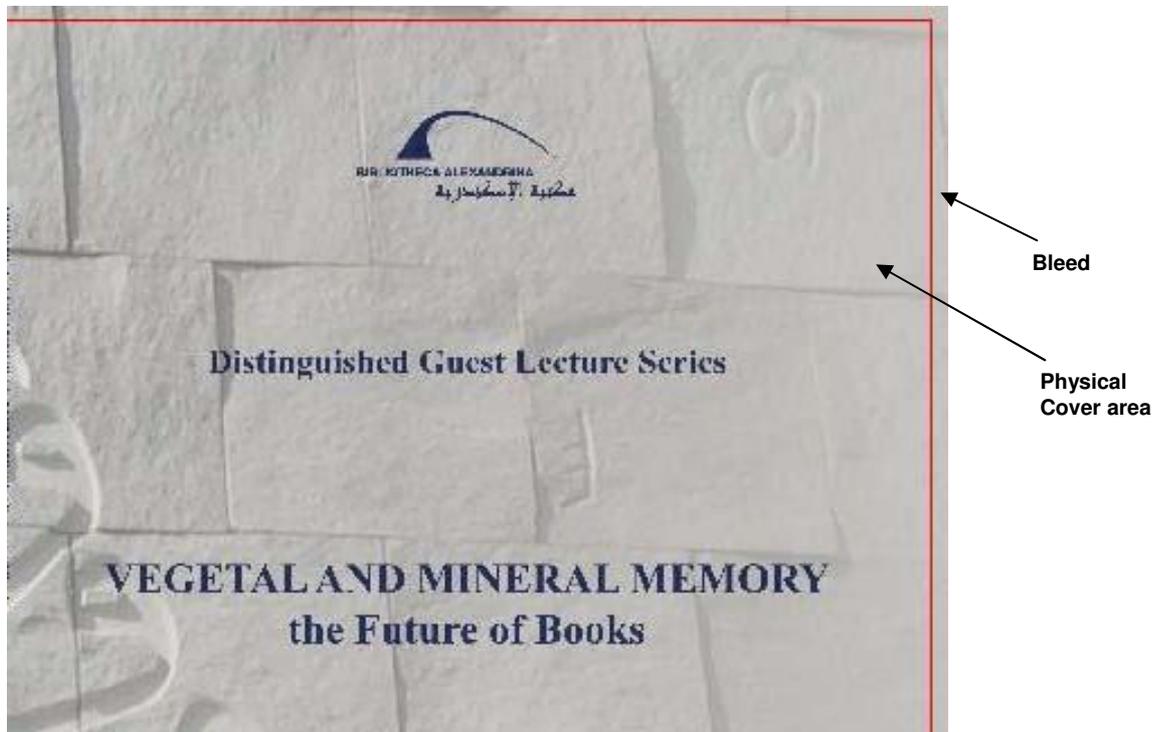

English book cover
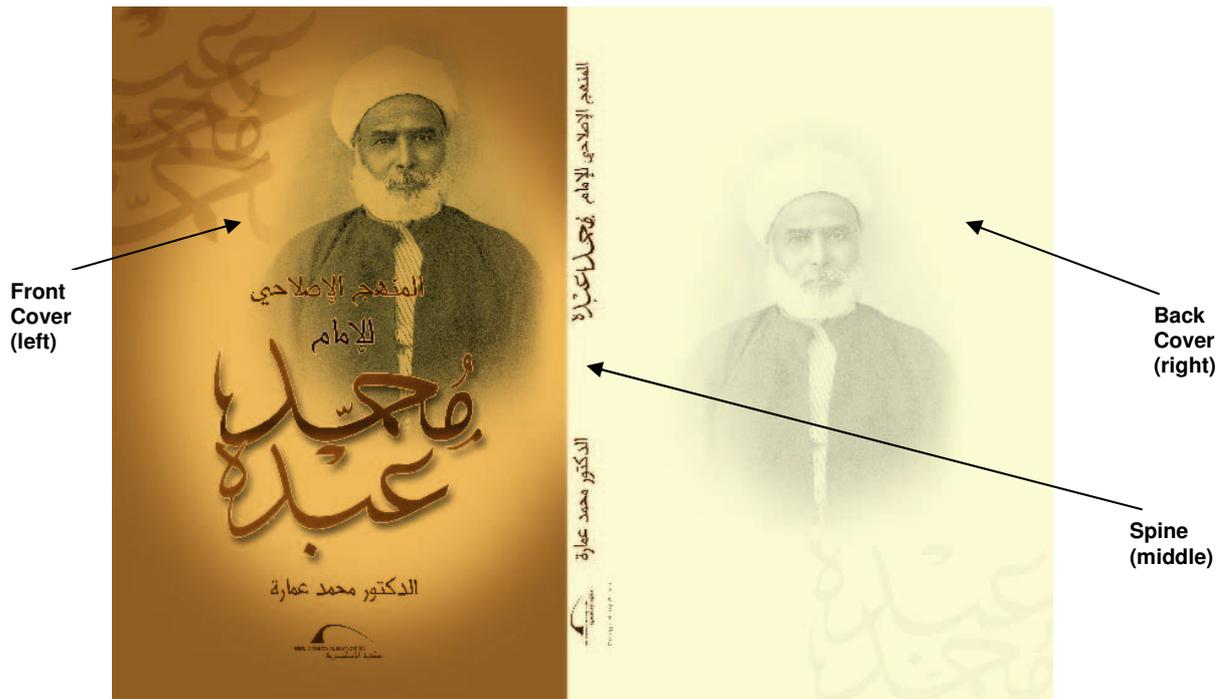
Arabic book cover

- the cover should be **colored**
- the cover should **not** contain printing marks

- The cover should **not** be a jacket cover

Jacket Cover

- ▪ Please note that some **bleed** shall be added to the cover (*1 inch from each side*). The bleed is an extra space added around the physical cover area.

Bleed

Physical Cover area

4. Metadata

Metadata is the information describing the book such as author and publisher. For each book, the following information should be available:

A. Book Attributes:
- ▪ Title
- ▪ Series
- ▪ Author
- ▪ Editor
- ▪ Publisher
- ▪ Subject

- Year: Publishing year
- Language: (Arabic, English, …)
- Description

B. File attributes:
- Folder: Folder name of the book
- Width: The width of the inner book pages (in **inches, excluding bleed**) as displayed in Adobe Acrobat properties (File > Document Properties…).
- Height: The height of the inner book pages (in **inches, excluding bleed**) as displayed in Adobe Acrobat properties (File > Document Properties…).
- Pages: Number of pages (**even numbered**)

For fields which may hold multiple entries (Author, Editor, Publisher, Subject), entries should be separated by a slash (/).
For example:

Subject: "History/Religion"
Subject: "Science/Computer/Technology"
Editor: "Margaret Ferguson/Jon Stallworthy/Mary Jo Salter/Margaret W. Ferguson"
Author: "Laurence Perrine/Thomas R. Arp/Greg Johnson"

All metadata should be entered in an Excel sheet (attached) as shown below.

Book Attributes									File Attributes			
Title	Author	Series	Editor	Publisher	Subject	Year	Language	Description	Width	Height	Pages	Folder Name

Excel sheet fields