

SELF PUBLISHING

SUMMARY GUIDE.



Version 1.3 { 20 May 2021 }

This is a summary of what is required before submitting your book for print. Paperback books come in 6 sizes. Covers are full colour on the outside, blank on the inside. Text pages have the option of being printed in 1 colour black throughout or full colour throughout.

1 USE OUR WORD TO PDF GUIDE

Available on the website [burble.co.za/self-publish](https://www.burble.co.za/self-publish)

You can work and format in Word, then save as a pdf and submit for print. There are, a few very important steps required though and the sequence of doing things matters a great deal so refer to our guide.

2 CALCULATING YOUR SPINE SIZE

Paper choice and spine thickness

The cream paper 'bulks' more than the white paper does. So even with the same page count, a book with cream pages will have a thicker spine than a book with white pages. Page count means the number of page faces, or numbered pages.... or how many pages have I written? Include all pages in the count – blank, acknowledgement, title, contents, index, glossary and any other. Use our spine calculator to work out your spine thickness <https://www.burble.co.za/self-publish#spineCalc>

3 USE OUR COVER GUIDE

Available on the website [burble.co.za/self-publish](https://www.burble.co.za/self-publish)

Your book pages need to fit into their cover. Artwork files for the cover will include the spine at a specific width. While you can design your cover at any stage, the print files should only be finalised once you are certain of your final page count.

Number of pages and paper choice affect the spine thickness. Use our spine calculator to work out the spine thickness of your book. Available on the website [burble.co.za/self-publish#spineCalc](https://www.burble.co.za/self-publish#spineCalc)

4 PROOF READING

We cannot stress the importance of a final proof read before submitting your pdf. Any niggles in the pdf will be niggles in the printed job.

5 ISBN

International Standard Book Number

This is a number that uniquely identifies any published book. We can provide you with an ISBN number or you can use your own ISBN if you already have one.

All paperback books should include an ISBN number on the back cover and on the copyright page. We can take care of everything to do with this process for you. There is an additional charge for this service of R250 incl VAT if you choose it.

Please leave room in your artwork for us to add in the ISBN. A white rectangle on the back cover of around 20 x 40mm is sufficient.

Included in the ISBN fee we will also print and deliver an extra copy of your book to the National Library for their records. You will need to choose the ISBN option in the check out process when uploading your book order to take advantage of this service.

6 UPLOAD YOUR PDF

Go to our website www.burbleonline.co.za/c/180/self-publish to upload your order.