Village Books Publishing Program

We produce locally published books as paperbacks or hardcovers through digital print-on-demand technology. The following guidelines will help you prepare your book files for submission. Village Books offers in-house page design and cover design; we're also happy to refer you to local professionals who offer freelance graphic design and manuscript editing. Once submitted, all files are reviewed by a human being prior to production, with adjustments made on an as-needed basis. Don't hesitate to contact us via phone (360-671-2626) or email (publishing@villagebooks.com) with any questions regarding file setup.

Cover Submission Guidelines

- Cover must be submitted as a full spread, including back cover, spine, and front cover (left to right).
- Please include a quarter inch of bleed space on all outside edges.
- Do not include crop lines or registration marks. Those are added in-house after file submission.
- Barcode should be located in lower-right corner or lower-left corner of back cover.
- We recommend including your book's suggested retail price as text just above the barcode.
- File must be saved as a single PDF, set to 300 dpi, with colors set to CMYK.
- Spine width depends on total number of pages and other binding considerations. Please inquire for exact spine width calculation.
- We offer both glossy laminate cover stock and matte laminate cover stock for all trim sizes.

Page Submission Guidelines

- Book interior (also called the "block" or "guts") must be submitted with all pages present.
- We can print pages in either black & white or full color.
- There should be no text, images, or page numbers within 0.25 inch of the page edge.
- Page dimensions must be set to the trim size of the finished book. So, if the book is intended to be 6x9 inches, page width must be set to 6 inches and page height must be set to 9 inches. Suggested book sizes include 5x7, 5x8, 5.25x8, 5.5x8.5, 6x9, 7.5x9.25, 8x8, 8.5x8.5, 7x10, 8x10, and 8.5x11.
- Be sure to format your pages with all fonts, margins, line spacing, and page numbers you want to see in your bound book.
- We recommend a title page, copyright page, and table of contents before the primary content of the book begins.
- All right-hand (recto) pages should have an odd page number, while all left-hand (verso) pages should have an even page number. All chapters should begin on a right-hand page.
- All images should be set to 300 dpi, with colors set to CMYK.
- Interior file must be saved as a single PDF with all fonts embedded.
- We offer white paper stock for all trim sizes, as well as cream paper stock for some trim sizes.