

Specification Checklist

Format:	landscape, portrait or square, standard format, within a series or to fit a certain space...
Cover:	coated or uncoated (offset) paper; laminate or varnish; silk, gloss, matt; materials...
Text section:	page extent, AM/FM printing (high resolution); monochrome and/or colour... coated or uncoated (offset) paper; silk, gloss or matt; weight...
Endpapers:	plain/printed, colour, pantone; or self-ends (no endpapers, just text section...
Finishing:	foiling, embossing, stickers, barcode, QR code, serial numbering, wrapping...
Accessories:	head & tail band, ribbon, elastic, fastenings...
Styling:	die cutting, shape cutting, round corners, index tabs, coloured edging, paywave...

...Quantity & delivery details

Bindings

Softcover

V1 Saddle-stitched	1 section is stapled together with cover
V2 Perfect-bound	The text block spine is milled in order to key with the glue & the cover
V4 Sewn sections	Text sections are sewn to each other then glued to the cover
V2Z / V4Z with flaps	V2 / V4 binding with flaps
Otabinding	A flexible spine for easier lay-flat opening

Hardcover

V8A PPC or cloth-bound	Board is covered with printed paper, cloth or other materials
V8B with dust jacket	Traditionally, the hardcover is finished with cloth & foil blocked on spine
V7 Half-linen	V8A with linen or other fabric over the spine area & part of cover
V8C with foam covers	V8A with a layer of plastic foam under the paper-wrapped cover board
V9 with plastic covers	V8A with a plastic dust jacket, often embossed or debossed

Other bindings

Wire-O Binding	More structurally sound than spiral bound
Hidden Wire-O Binding	An aesthetically more pleasing wired binding
Half-Canadian	Wired binding with easier lay-flat opening
Flexo Binding	Plastic covered form of V2 or V4