SPECIFICATIONS FOR PAPER, PRINTING, AND BINDING

The contract covers material and labor for

- Text printing, including prepress, proofs, plates, and paper;
- Printing of halftone illustrations, charts, and maps, either embedded in the text or as a separate signature, including scanning and other prepress work, printing, and paper;
- Jacket or cover production including paper, printing, and binding;
- Notch adhesive binding for both casebound and paperback (smyth-sewn casebounds upon separate request);
- Packing and freight; and
- Archiving digital files.

Books will have the following general characteristics: typical trim size 6 x 9 inches, occasionally 5.5 x 8.5 or 6.125 x 9.25 inches, and rarely large-format up to 9 x 12 inches. Page counts usually range from 160 to 496 pages. Many will have halftone illustrations either running in with text or in a signature or text-stock gallery.

The number of titles anticipated per year is from 35 to 60, although that estimate is considered as neither a commitment to purchase nor a minimum or maximum limit. Any number of work orders for books may be placed by the University Press of Kentucky during the contract period. Any such order placed prior to the end contract period is to be fulfilled beyond the expiration of the contract, if applicable.

It shall be understood that it is impossible to list every configuration of book-manufacturing specifications. In those instances where slight variations may of necessity occur, adjustments in billing will be allowed. Documentation and prior approval by the University Press of Kentucky are required, and confirmation of any variations must be made within ten working days after receipt of materials for manufacturing. Such costs, if any, will be fair and reasonable in comparison with the general contract and a just representation of the market place.

Press furnishes: output-ready electronic (PDF) files, a spine die electronic file for casebound books, and binding specifications as applicable for adhesive paperback or notch or smyth-sewn hardcover. Halftones will be supplied as high-resolution grayscale scans embedded in the file or as glossy prints to be adjusted for focus, tonal range, and sharpness and scanned as 150-lpi square halftones.

If necessary, for reprints a copy of the previous edition of the book will be provided either for scanning or as a match book accompanying files. If for scanning, assume that halftone illustrations are to be rescreened from the previous printing.
Preparation: all preflight and proofing (but not author’s alterations) for first-run titles or for titles being reprinted from files in your storage, from another vendor’s flats or digital files, or from a book to be used for scanning.

**Offset Printing**

Quantities are from 600 to 5,000 or more copies, with most titles in the 800 to 1,500 range.

Presswork: Offset lithography in black ink only (text), with occasional halftones and maps. Jackets and paperback covers will print as a process 4-color (CMYK). Must be sharp and black with no slurring.

Stock:

- Text: weight 50# minimum, uncoated, groundwood-free, cream-white offset book paper with a minimum pH of 7.5, minimum opacity of 92, brightness of approximately 75, wove or eggshell finish (machine finish not acceptable), a ppi of 330 to 440 depending on weight requested, and a minimum postconsumer waste recycled content of 30 percent.
- Jacket: 100# enamel 10 percent PCR
- Covers: 12-pt C1S 10 percent PCR

Signatures must align uniformly throughout the book; maximum variation in head margin due to folding shall be 1/16 inch.

Binding: smyth-sewn or notch adhesive; schedules and pricing based on a bulk not to exceed 1.5 inches. No shrinkwrapping unless specified. Contractor to recommend reinforced binding as needed.

Paperback: smooth 3 sides with hinged and/or creased paper covers. Contractor to print covers as process 4-color (CMYK) on 12-pt coated 1 side, with scuff-free matte lay-flat lamination or as specified by designer. Assume bleeds, reverses, traps.

Cased-in hardcover: notch adhesive (or smyth-sewn), rounded back, square corners and smooth edges, snug case-in with 70# Rainbow Linen B over .088 binders (grain vertical), line-up crash and paper, endleaves 80# plain match text, head and footbands mercerized cotton, printer to supply stamping die from press’s file, stamping 1 hit on spine only with metallic foil, trim and wrap jackets, no shrinkwrapping.

Jackets: from press’s electronic files, contractor to print process 4-color (CMYK) on 100# white enamel, with matte scuff-free lay-flat lamination or as specified by the designer. Assume bleeds, reverses, traps. Variations from specifications may include printing on 80# enamel for a smaller trim size or on textured stock.

Proofs:

- 1 set of digital proofs (i.e., “soft proofs”) for approval prior to printing.
- 1 set of contact prints of text halftones upon request of production manager.
- 1 set accurately folded F&Gs for approval prior to binding.
• color proof of jacket or cover prior to printing.

• 2 printed jackets for approval prior to wrapping, or 2 printed covers for approval prior to binding.

• No sample cases unless requested.

• 6 advance copies of new titles and 2 advance copies of reprints

• Send all proofs via UPS ground collect unless specified otherwise. The press will not reimburse the contractor for courier or priority early-morning delivery without prior approval.

Quantity variance: Underruns and overruns of 10 percent are the maximum acceptable, and printer should provide for sufficient overrun to allow for bindery spoilage. Overruns to be charged at run-on price.

**Short-Run Digital, Print on Demand, and Galleys**

Quantities are from 1 to 500 or more copies, with most titles in the 200 to 400 range.

Presswork: Reproduction of text in black ink only, with occasional halftones and maps. Jackets and paperback covers will print as a process 4-color (CMYK). Must be sharp, with no slurring.

Stock:

• Text: weight 50# minimum, uncoated, groundwood-free, cream-white book paper with a minimum pH of 7.5, minimum opacity of 92, brightness of approximately 75, wove or eggshell finish, a ppi of 330 to 440 depending on weight requested, and a minimum postconsumer waste recycled content of 30 percent.

• Jacket: 100# enamel 10 percent PCR or equivalent

• Covers: 12-pt C1S 10 percent PCR or equivalent

Binding: smyth-sewn or notch adhesive; schedules and pricing based on a bulk not to exceed 1.5 inches. No shrinkwrapping unless specified. Contractor to recommend reinforced binding as needed.

Paperback: smooth 3 sides with hinged and/or creased paper covers. Contractor to print covers as process 4-color (CMYK) on 12-pt coated 1 side. Assume bleeds, reverses, traps.

Cased-in hardcover: notch adhesive (or smyth-sewn), square corners and smooth edges, snug case-in with 70# Rainbow Linen B (or similar paper or cloth) over minimum .088 binders (grain vertical), line-up crash and paper, endleaves plain paper match text, head- and footbands mercerized cotton, printer to supply stamping die from press’s copy, stamping 1 hit on spine only, trim and wrap jackets, no shrinkwrapping.
Jackets: from press’s electronic files, contractor to print process 4-color (CMYK) on 100# white enamel, with matte lamination or as specified by the designer. Assume bleeds, reverses, traps. Variations from specifications may include printing on 80# enamel for a smaller trim size or on textured stock.

Proofs:

- 1 set of digital proofs (i.e., “soft proofs”) for approval prior to printing.
- 1 sample book or color proof of jacket or cover for approval prior to printing.
- No sample cases unless requested.
- Send all proofs via UPS ground collect unless specified otherwise. The press will not reimburse the contractor for courier or priority early-morning delivery without prior approval.

**Quality and Shipping Requirements**

Quality standards: Quality workmanship and materials and adherence to schedules are conditions of this Request for Proposal. Pages must be straight and aligned at head of page. Presswork must be thorough and precise to maximize consistent inking. Paper grain must run parallel to spine.

For hardcover books, the sewing, gluing, and casing in must be tight; the book must be trimmed squarely and properly centered in its case; endpapers must fit well and be pasted down fully and evenly; boards must not warp under normal storage conditions; stamping must be sharp, clean, well-adhered, and properly positioned on the spine; jackets must be applied with the jacket spine centered on the book spine, and the folder crease on the back flap.

For perfectbound books, there should be no excess glue along the spine. The book must be trimmed squarely and properly centered on the book spine.

Subcontract: Contractor must quote on entire job. Printing, binding, or printing of jackets or covers may be subcontracted with the understanding that the contractor will be held responsible for meeting all quality standards and schedule. Additional shipping or postage charges to and from the subcontractor are the responsibility of the contractor.

Schedule: The total length of time between receipt of electronic files and arrival of books in the press’s warehouse will not exceed 25 working days for paperback books and 30 working days for casebound books, including time for checking proofs. Press will consider longer schedules in exchange for discounted rates on individual projects, but arrangements must be made in advance. Assume a 2-day turnaround by the University Press of Kentucky for checking any and all stages of proof.

The contractor is required to supply the press with a manufacturing schedule no later than 5 working days after receipt of copy that delivers paperback books within 20 working days and casebound books within 25 days.

Packing: do not bulk shrinkwrap and do not use foam peanuts to fill void areas. Pack uniformly in 275# test, single-wall corrugated cartons, weight not to exceed 45 lbs, each carton labeled with the required
information as developed by the Distribution Executives Interest Group of the Book Industry Study Group. Product label must be a minimum of 6 inches in width and 4 inches in height and to include title, author, publisher, on sale date, edition, binding, quantity, ISBN, carton weight, and cover price. Stack cartons on 40” x 48” double-face pallets (open the 40” way). Pallets must be in good condition; no skids permitted. Cartons should not overhang the pallet. Stretch-wrap each pallet, and ensure that pallet height does not exceed 52” from the floor. One clearly marked partial carton per title is permitted.

Shipping: FOB Fredericksburg PA 17026. All overages of dust jackets and/or covers to be shipped flat with the run. FREIGHT PREPAID AND INVOICE WITH PRINTING (do not include freight costs in with cost of products.). Offerors are required to furnish estimated freight costs with their response.

Disposition of materials used for manufacture: all artwork to be returned to the University Press of Kentucky upon completion and acceptance of work.

Storage: negative flats and stamping dies are the property of the press, to be held by the contractor. Replacement costs for loss, deterioration, or damage will be borne by the contractor. Artwork, negatives, and/or final output-ready electronic files may not be destroyed without written authorization from the University Press of Kentucky.

For each job awarded under the price contract(s), contractor will confirm schedule and specifications. The press will allow for normal adjustments in billing for variations in specifications from those indicated here. Invoicing must use the same nomenclature and pricing as the contract (and the confirmation of costs) and be itemized in accordance with the categories established by these specifications, and any variation from the contract price must be clearly explained. All invoices must reference the contract purchase order. Mail to Production Department, University Press of Kentucky, 663 South Limestone Street, Lexington, Kentucky 40508-4008.

Catalogs

- Self-covering or covered catalogs
- Trim sizes ranging from approximately 5.5 in. x 8.5 in. to 8.5 x 11 in.
- Page counts from 16 to 100 pages.
- Paper Stock: 80# Delta Silk Text or equivalent
- Binding: Saddle stitch or perfect bound or equivalent
- Inks: 4-color process throughout
- Bleeds: Front cover bleeds all edges; interior pages top bleed only
**Journals**

Text paper:
- 55# Glatfelter Offset B-18
- 300-400 ppi
- Natural shade
- Brightness approx. 74
- Opacity 92 or higher
- Antique finish
- One ink color (black)

Cover:
- 4-1-1-4
- 10 pt CIS (soft cover)
- Gloss layflat laminate

Binding: Perfect or notchback-adhesive

Mailing: Printer responsible for mailing to individual subscribers

The journal content will be supplied to the printer as electronic files in PDF format, but printer must be able to accommodate InDesign application files. Halftones will be supplied as live scans in electronic text files. Covers and jackets will be supplied as PDFs or InDesign application files with all fonts and graphic links provided.

Printer will be responsible for all trapping and occasional spine adjustments.

All workmanship and materials must meet the following standards, including but not limited to:
- Pages must be stripped straight and aligned at head of page or as indicated by corner marks.
- Plates must be of high quality for journal work and properly exposed.
- Text presswork must be sharp and black, with proper and even inking from page to page and from form to form throughout.
- Cover presswork must be color-accurate and consistent, with proper and even inking and proper trapping.
- Text paper must be clean and free of foreign material.
- Signatures must align uniformly throughout the journal issue; maximum variation in head margin due to folding must be limited to 0.5 pica.
- Journal issue must be trimmed exactly to achieve smooth trim on three sides and to avoid tearing or splitting covers at spine.

All materials, including paper and film (if any) must be furnished by the printer. Electronic files are the sole property of the University Press of Kentucky, to be stored by the printer under conditions that protect against damage, deterioration, and loss. No disposition of archived files is to be made without written authorization from the University Press of Kentucky.
To allow for timely delivery of journal issues to the majority of subscribers, printing and mailing must be done in the United States of America.

**Dissertations**

- 24# Bond paper
- Black ink
- Default covering material is Group F Buckram with white hot foil stamping
- Binders board shall not be less than .115 inch
- Double fan adhesive binding preferred