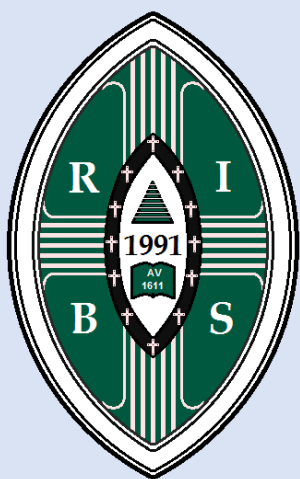


**BAPTIST  
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School of the Scriptures

A Curricula of Teaching Offered by  
Rhode Island Baptist Seminary



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Class Number

**206B**

Class Title

**INTRODUCTION TO SCRIPTURE  
PUBLISHING APPENDIX**

Prepared by

N. Sebastian Desent, Ph.D.

Date

October 10, 2019

Credits

1 (Appendix to Class 206)

Level

Associate Level

This Syllabus is Approved for  
Baptist International School of the Scriptures

N. S. Desent, Ph.D., Th.D., D.D.



**APPENDIX FOR CLASS 206  
INTRODUCTION TO SCRIPTURE PUBLISHING**

**INTRODUCTION**

This appendix is supplied in conjunction with *Class 206 Introduction to Scripture Publishing*. This class deals mainly with the scriptural truths in respect to Scripture Publishing.

This Appendix is added as reference material so the student can familiarize with a variety of binding, paper, and typographic types. Knowing these things will help in the production of printed materials.

The Appendix is not exhaustive, for the information regarding printing and publishing is not only deep and wide, but it is constantly evolving and improving.

Because of the ease of publishing booklets, magazines, tracts, and brochures, we expect all students to be involved in some sort of printing work.

N. Sebastian Deent, Ph.D, Th.D., D.D.; Pastor, Historic Baptist Church  
January 10, 2020

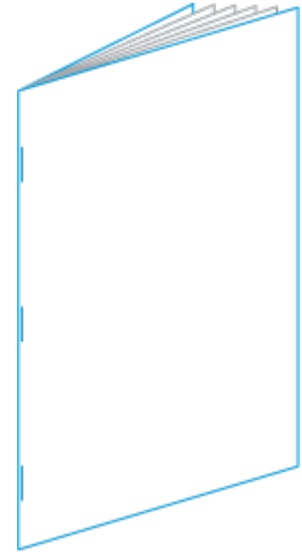
## TYPES OF BOOKBINDING

Wire or Staple



### **Saddle Stitched** (\$) (8-80 pages)

Probably the most common and economical binding method. Created by punching wire through the document's outside spine, then bending the wire flat on the inside center fold to grip all the pages. It may provide a similar look, but it is not the same as stapling. Stapling uses staples, while stitching uses a wire roll.

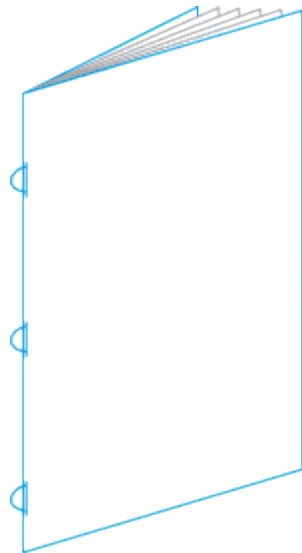


Wire



### **Loop Stitched** (\$) (8-80 pages)

Comparable to saddle stitching, but with a different effect. Loops are created with wire along the external spine in order to insert and secure the document into a 3-ring binder. Great option for information instalments that can be added to larger collection.

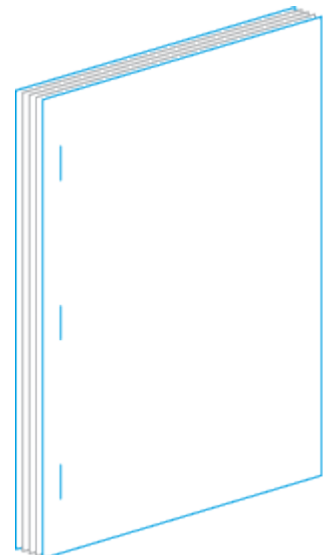


Wire or Staple



### **Stab Stitched or Side Stitched** (\$) (2-300 pages)

Stab or side stitching uses wire that is "stabbed" into the front cover, through the inside pages and back cover of the document, instead of along the spine. Often covered to hide the wire.



Stitching

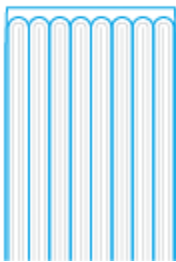


**Sewn Bound** (\$\$\$\$) (8-24 pages)

Similar to saddle stitching, but it uses thread instead of wire. Thread is stitched along the entire spine. As more pages are added it begins to closely resemble case binding, but without the hardcover.

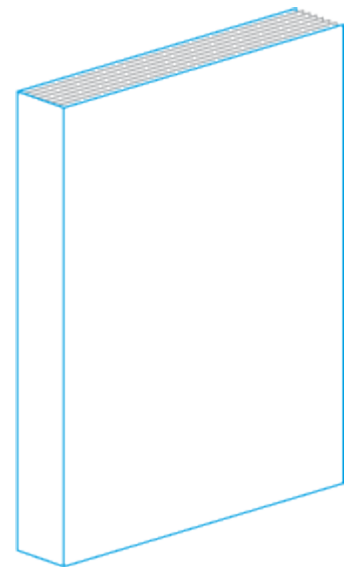


Glue



**Perfect Bound** (\$\$) (50-250 pages)

Sections of folded pages (signatures) have their spines trimmed off and roughed up to improve bonding with glue. All sections are collated and glued to its wrap-around cover. The cover is always scored on back and front, for ease of opening and less stress on spine.

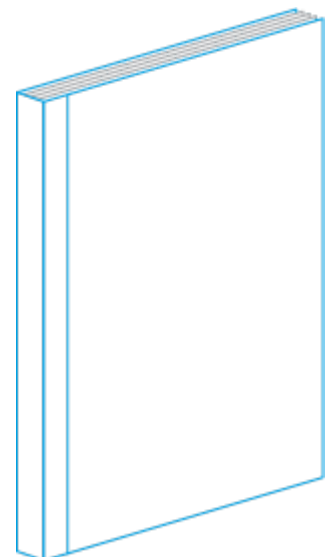


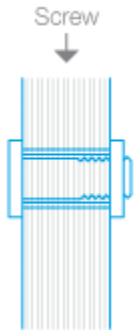
Tape



**Tape Bound** (\$\$) (50-250 pages)

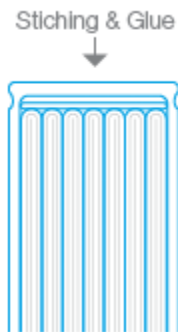
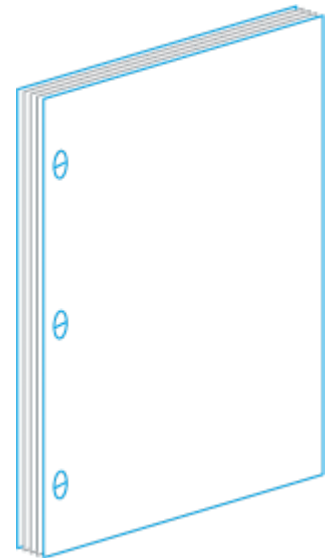
This method involves an adhesive tape being wrapped around the spine to hold the covers and inside pages in place. Usually pages need to be stitched together prior to affixing the tape to reinforce and provide added strength.





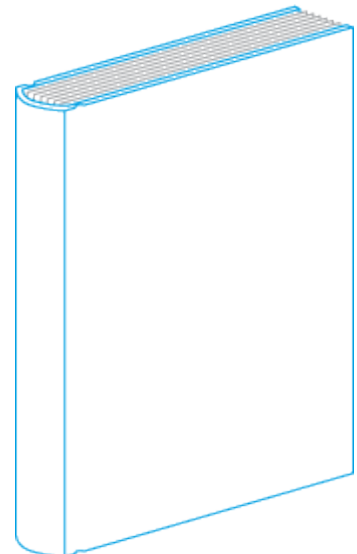
**Screw Bound (\$\$\$\$) (16-400)**

In screw, stud or post binding, first holes are drilled through the complete document. Then a barrel post is inserted through the holes and a cap screw is added to the post to hold everything together. Frequently used for swatch books.



**Hardcover or Case Bound (\$\$\$\$) (60-400 pages)**

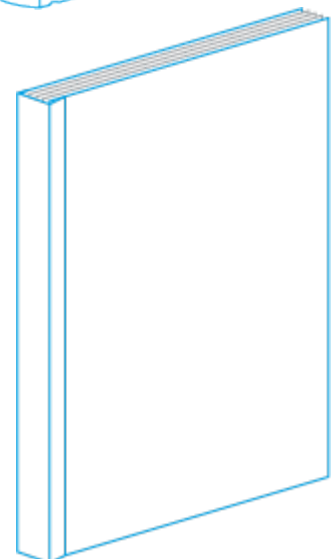
Standard binding used for hardcover books. Several different types to choose from, but typically involves inside pages being sewn together in sections. These are then glued to end papers which are glued to the cover's spine



**Plastic Grip (\$) (2-250 pages)**

This simple and easy method uses a molded 3-sided plastic spine. By prying apart the 2 vertical strips the entire document is guided through one end of the plastic grip until it covers the full length of the spine.

Note: **Metal Channel** bind works in a similar manner but can go up to 250 pages.

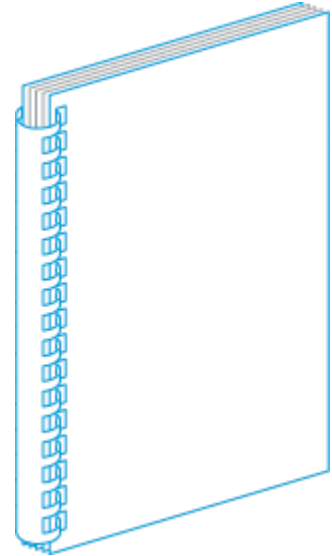


Plastic Comb



**Comb Bound or Plastic Bound (\$)** (2-250 pages)

Economical method suitable for manuals and books that need to lay flat when open. Using rectangular holes punched through the document, the plastic comb's rings are threaded through holes. Page edges at spine are covered by plastic comb.

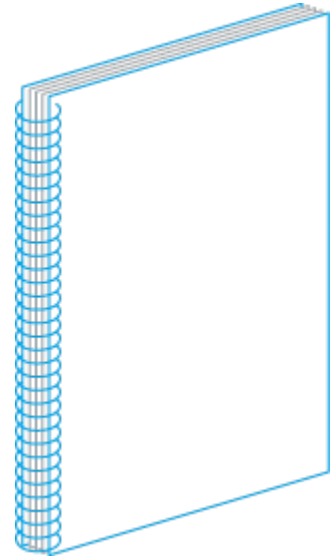


Plastic Spiral

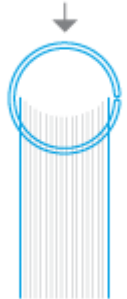


**Spiral Bound or Coil Bound (\$\$)** (16-275 pages)

Utilizes a smooth round coil to hold pages together. Allows book to lie flat when open or pages can be turned all the way around to the back if desired. The wire is threaded through punched holes and then ends are crimped to prevent wire slipping off. Spirals or coils are available in variety of colors.

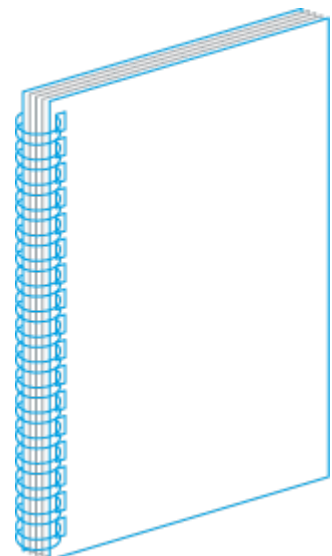


Wire Spiral

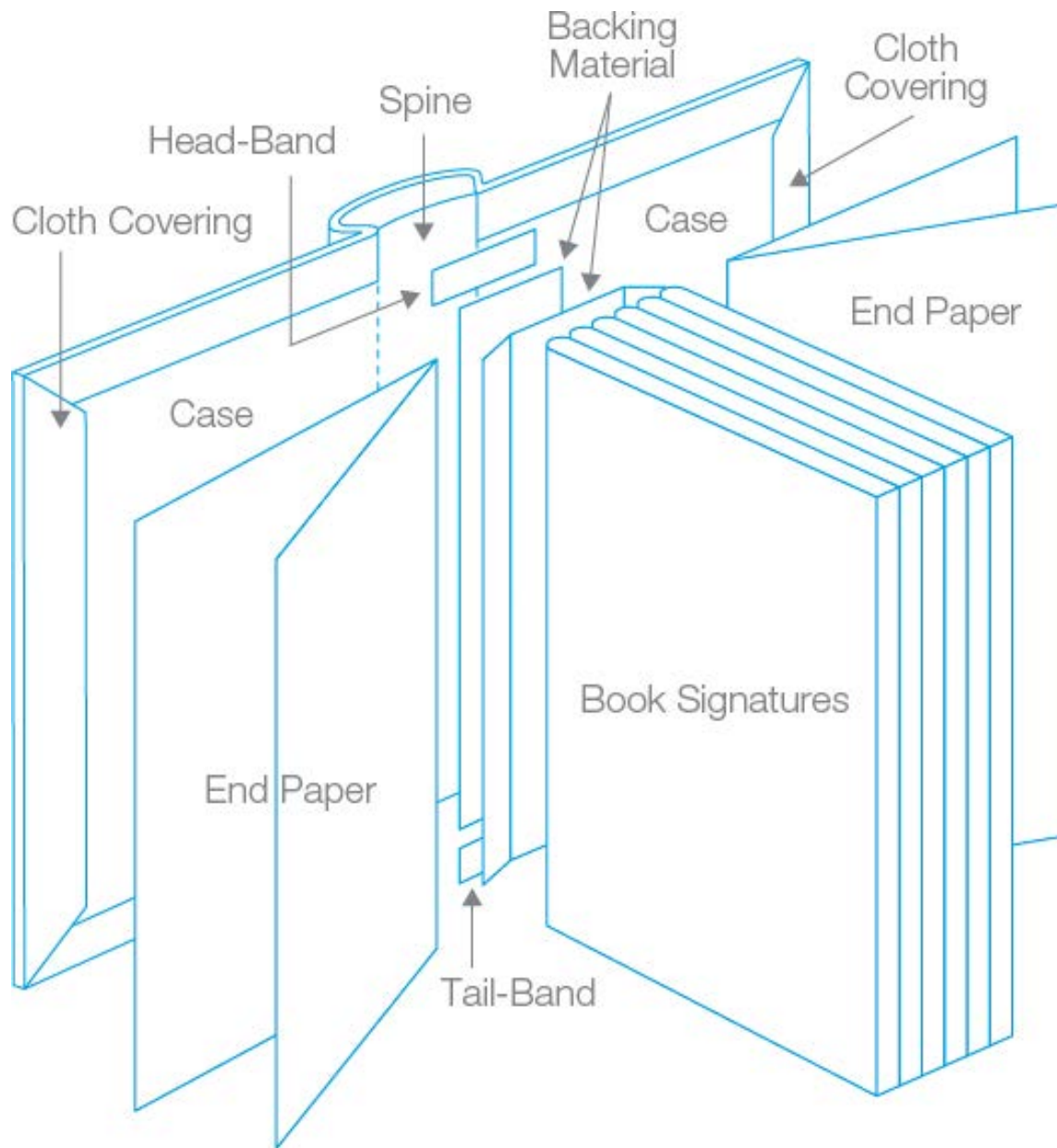


**Wire-O Bound or Wire Bound (\$\$)** (16-275)

Highly popular Wire-O option uses formed wire that threads through punched holes. This allows books to lay flat when open. Wire loops are available in variety of colors to coordinate with cover color. A durable option for a wide variety of project types.

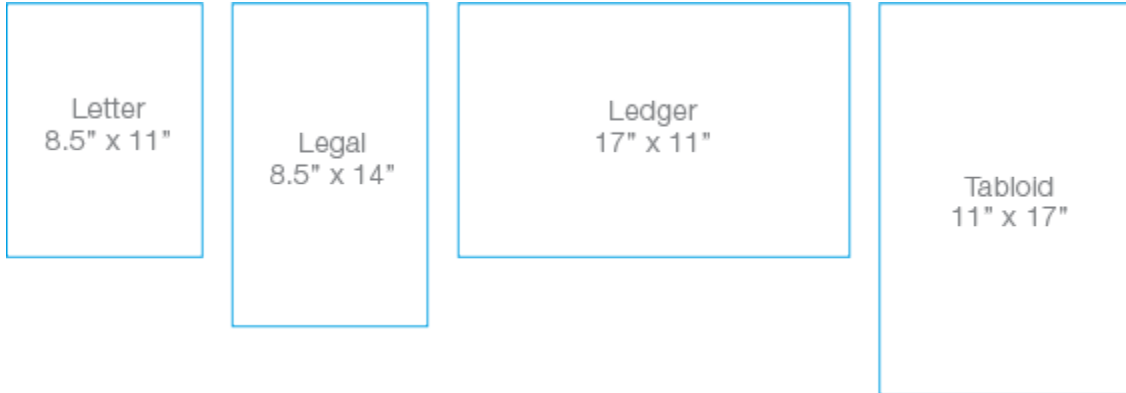


## Anatomy of a Hardcover Book

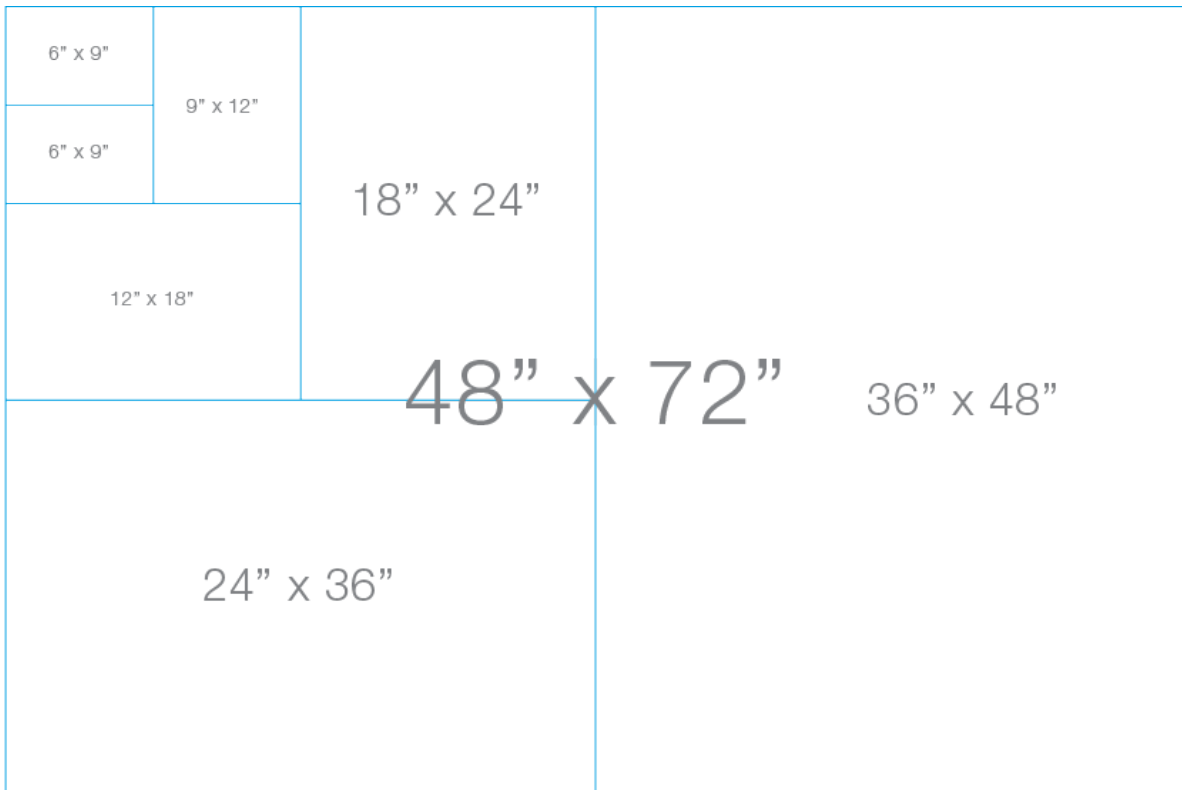




### Standalone Paper Formats



### Standard Press Sheet Formats



Also see *International Standard Paper & Envelope Sizes*

## North American Common Paper Formats & Usage

Here are the current standard paper sizes used in the U.S., Canada and Mexico. Letter, legal, ledger, and tabloid are by far the most commonly used of these for everyday applications.

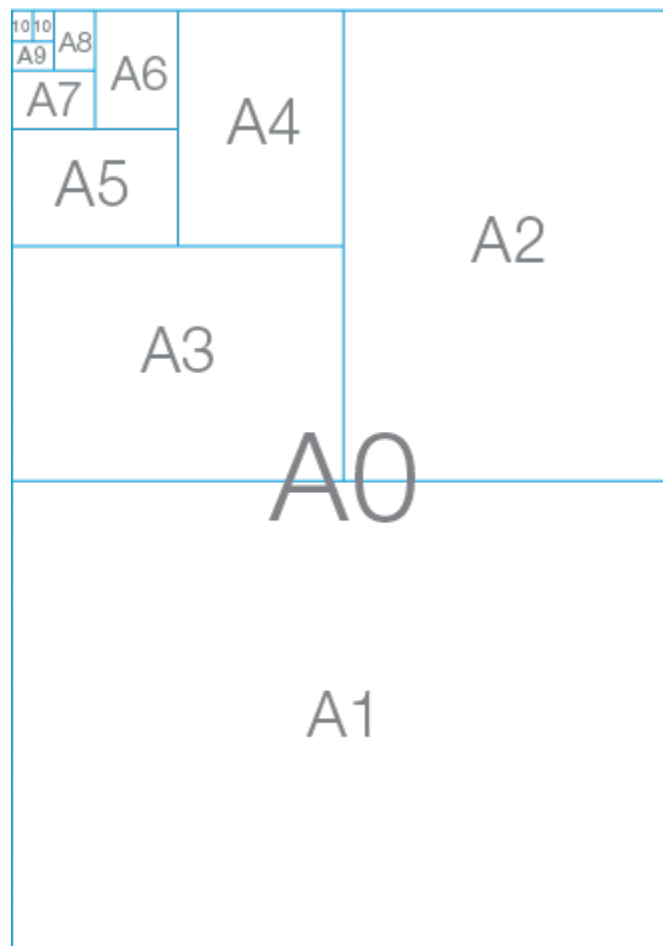
<b>Formats &amp; Usage</b>	<b>Inches</b>	<b>Millimeters</b>
Letter & Standard Brochure Format	8.5 x 11	215.9 x 279.4
Legal Format	8.5 x 14	215.9 x 355.6
Ledger & 4-page Flyer Format	17 x 11	431.8 x 279.4
Tabloid & Mini Poster Format	11 x 17	279.4 x 431.8
Standard Folded Pamphlet Format	4 x 9	101.6 x 228.6
Standard Small Brochure Format	6 x 9	152.4 x 228.6
Standard Kit Folder Format	9 x 12	228.6 x 304.8
Standard Small Poster Format	18 x 24	457.2 x 609.6
Standard Large Poster Format	24 x 36	609.6 x 914.4
Standard Extra Large Poster Format	36 x 48	914.4 x 1219.2
Standard Oversize Print Format	48 x 72	1219.2 x 1828.8

## International Paper & Envelope Sizes

The most popular international paper size standard (ISO) is the A Series. Today, the standard has been adopted by countries around the world except for the United States and Canada. In Mexico, Colombia, Venezuela, Argentina, Chile and the Philippines the U.S. letter format is still in common use. In addition to the A Series, there is a less common B Series. The C Series is only for envelopes.

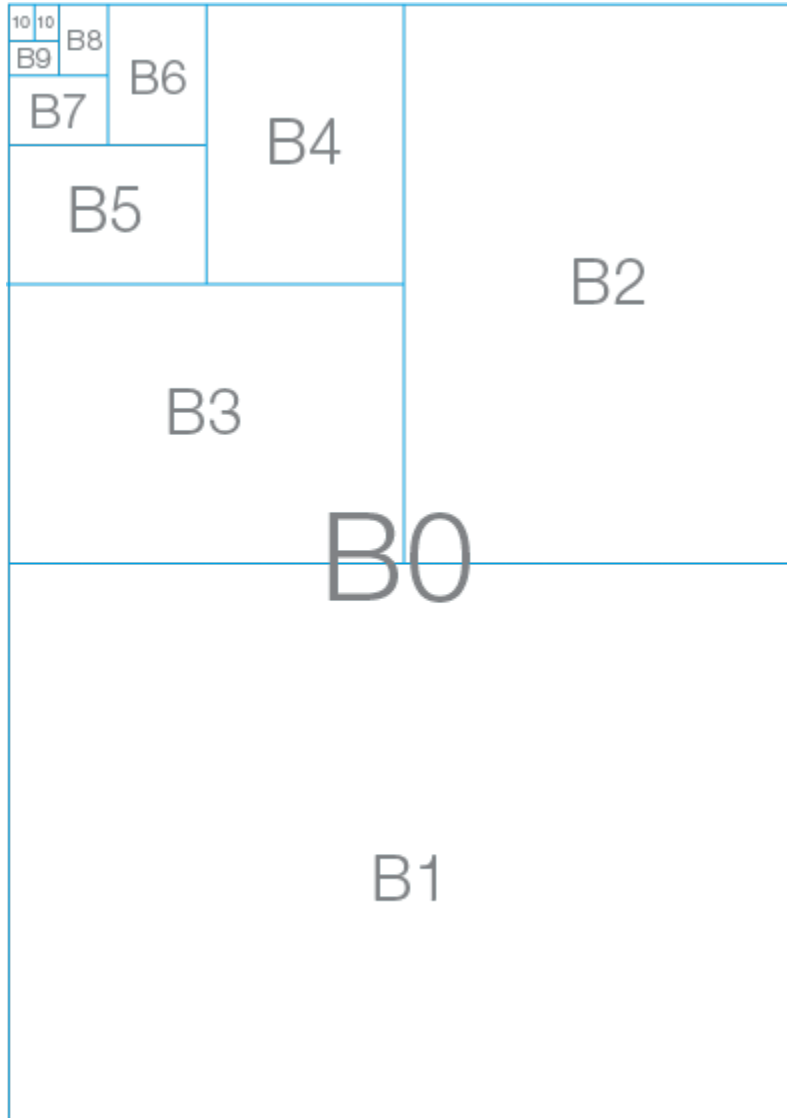
### A Series

The significant advantage of this system is its scaling with the given aspect ratio of square root of two.



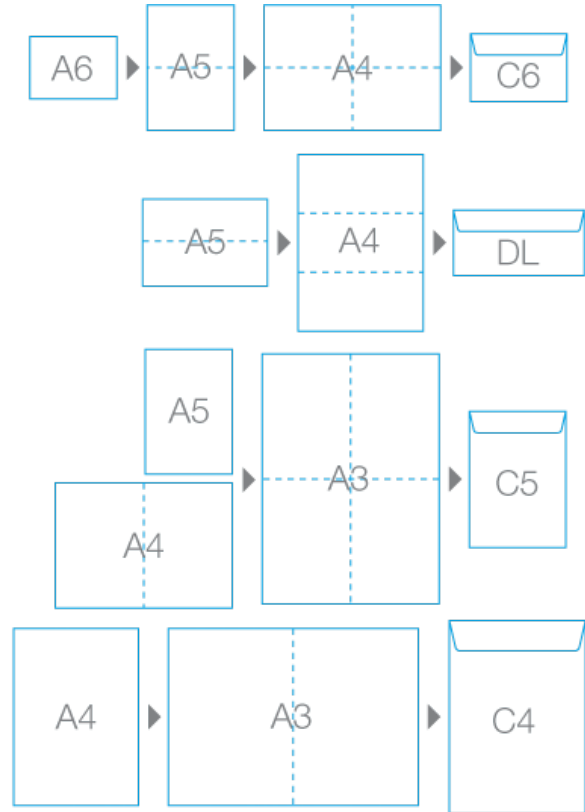
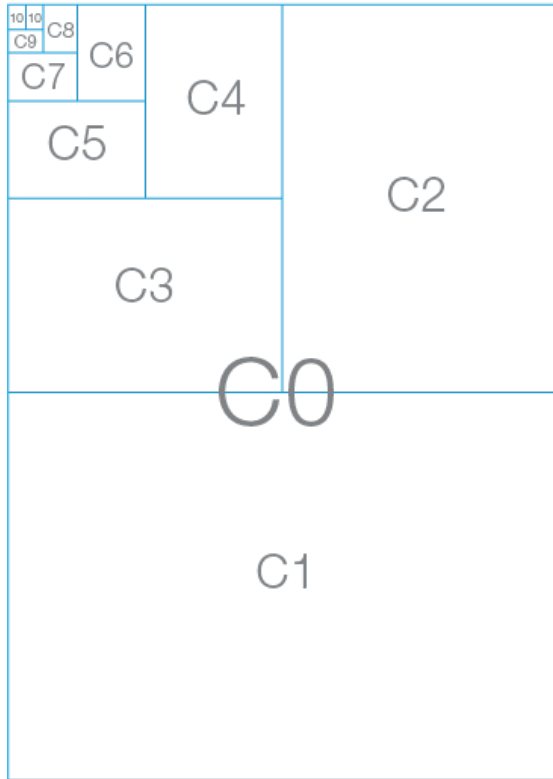
## B Series

Many posters and passports use B Series paper sizes and it's also used for envelopes to insert a C Series envelopes.



## C Series

The C Series is widely used for envelopes or folders. It's designed to allow A sizes to be inserted in C Series envelopes as shown below.



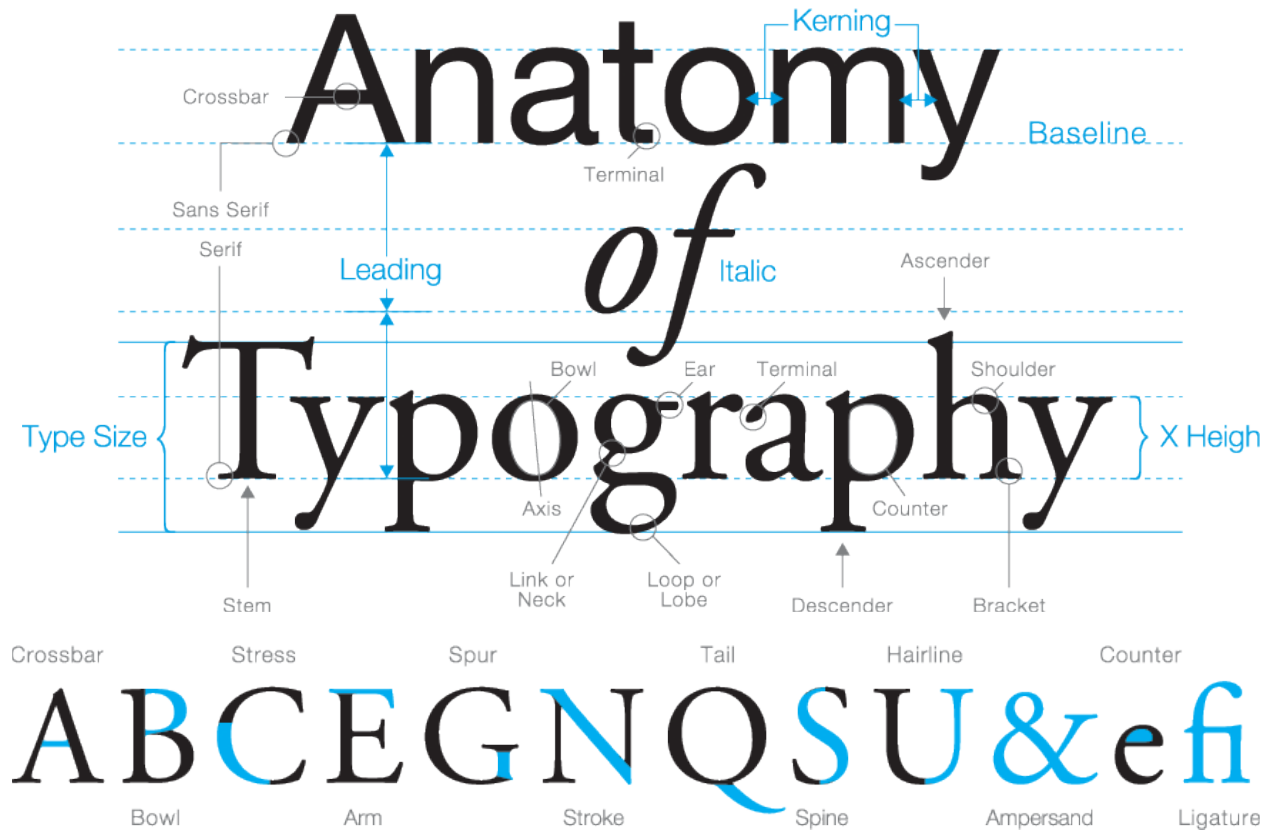
Also see *North American Paper & Envelope Sizes*

## International Paper Sizes

<b>A Series</b>	<b>Millimeters</b>	<b>Inches</b>
A0	841 x 1189	33.11 × 46.81
A1	594 x 841	23.39 × 33.11
A2	420 x 594	16.54 × 23.39
A3	297 x 420	11.69 × 16.54
A4	210 x 297	8.27 × 11.69
A5	148 x 210	5.83 × 8.27
A6	105 x 148	4.13 × 5.83
A7	74 x 105	2.91 × 4.13
A8	52 x 74	2.05 × 2.91
A9	37 x 52	1.46 × 2.05
A10	26 x 37	1.02 × 1.46
<b>B Series</b>	<b>Millimeters</b>	<b>Inches</b>
B0	1000 × 1414	39.4 × 55.67
B1	707 × 1000	27.83 × 39.37
B2	500 × 707	19.69 × 27.83
B3	353 × 500	13.90 × 19.69
B4	250 × 353	9.84 × 13.90
B5	176 × 250	6.93 × 9.84
B6	125 × 176	4.92 × 6.93
B7	88 × 125	3.46 × 4.92
B8	62 x 88	2.44 × 3.46
B9	44 x 62	1.73 × 2.44
B10	31 x 44	1.22 × 1.73
B11	22 x 32	0.87 × 1.26
B12	16 × 22	0.63 × 0.87

## Anatomy of Typography

Learning and understanding every aspect of the anatomy of typography is essential if you are to become a great typographer. These advanced skills will enable you to clearly communicate complex messages effectively with limited means, especially when the whole design is only using typography, like for example the 'wordmark' logo, where you redraw some letters to make them unique.



## **Typographic Definitions**

### **Typeface and Font**

A typeface comprises a family of fonts such as Garamond Regular, Garamond Italic, Garamond Bold, etc. A font is a specific weight or style within a typeface family, such as Garamond Italic.

### **Typeface Classifications**

Serif and sans serif are the two most common typeface classifications. Serif typefaces have a more traditional look. Sans serif typefaces became popularly in the late 19th century and are considered to be more modern.

### **Layout Grid**

A layout grid is a structured yet flexible system able to help designers achieve coherency in organizing text and images on the page. Composed of guides and columns, the grid forms the foundation of a good typographic layout, so it's important to use it in every design project. Using a layout grid system also enables the work to be split among several designers simultaneously. This ensures that they produce the same level of quality end result displaying both consistency and visual harmony.

### **Measure**

This term refers to the actual length of lines of text in either a paragraph or column. Typically people tend to refer to it as 'column width'. Measure is an important factor to get right, since it is crucial to the readability of the text and how your eyes follow it. If made too wide the text could be difficult to read since the eye has to travel a lot further after reading each line. When the measure is too narrow, it can be tiring to read as the eye is constantly moving back and forth.

### **Leading**

Leading refers to the space between lines of type in a body of text. It plays a major role in providing readability. Correctly spaced lines improve the overall appearance of the text and make it easier for the reader to follow. Several factors affect leading including typeface, type size, weight, case, tracking, etc. The longer the measure, the more leading is required. Whereas the larger the type size, the less leading is needed. The origins of the word 'leading' come from the early days of printing and setting blocks of type. Strips of lead were inserted between the lines depending on space requirements.

### **Alignment**

In general, text should be given a flush left alignment since that is how people are used to reading. Consider centering or right aligning (flush right) text for only headings or captions. Justifying text should be used sparingly, since too much of it will make your layout look rigid. In addition, you should try to avoid justifying text in a small column width. The result can create noticeably short lines and irregular word spacing.



## **Kerning and Tracking**

Kerning refers to making adjustments to the spacing between individual characters within a word. In comparison, tracking is the spacing of a group of characters.

## **Text Rag**

This occurs when typesetting a body of text that has a flush left or flush right alignment. This creates a rag effect or uneven opposing side to each line. A bad rag can distract a reader since it is unsettling to the eye. A good rag presents a visually-pleasing balance without any lines that are too short or too long, without any apparent holes or disturbing shapes.

## **Hyphens, En dashes and Em dashes**

Hyphens are used for hyphenating words. Typically, hyphenation should be avoided. However, splitting words correctly is considered necessary in order to prevent a bad rag text. The objective is to avoid using several of them in a body of text, or having them appear one after the other. They are also used to separate telephone or account numbers. En dashes are primarily for showing duration or range as in 9:00–5 :00. Em dashes are used as punctuation to indicate a break in thought, a digression or a change from one speaker to another. It can also be used to set apart clauses in a sentence.

## **Widows and Orphans**

These dangling bits of text can make the story harder to read, destroy continuity for the reader and make layouts look unbalanced. A ‘widow’ is a very small line or single word left alone at the end of a paragraph. In comparison, an ‘orphan’ is a word or short line that appears at the beginning or end of a column. Since both create awkward rags they should be avoided.

## **Ligatures**

This typographic element is used when two characters either collide or appear too close together and need to be replaced. Ligatures are combinations of letters that are joined together – some of them are functional, while others are used for decorative reasons. They are more commonly used with serif faces although sometimes with sans serifs. The most common example is ‘Œ’ or ‘œ’.

## **Glyphs**

A glyph is essentially a single representation of a typographic character in a font or typeface. This includes all available letters, numbers and special characters.

## NOTES