



Book Interior Design Templates – Reference Guide

The book interior templates available for download will help you design the interior of your book according to guidelines set by international style guides. In this reference guide, we've explained each aspect of the formatting used in the templates and how you can replicate the same features in your own book interior designs.

1. Parts of the interior of a book

The interior of a book can be broadly categorized into three parts: Front matter, Body text, and End matter.

The Front matter usually consists of the Title page, Copyright page, Dedication, Table of Contents, Foreword, Preface, Acknowledgments, and Introduction. The Title page and Copyright page are mandatory requirements for any book. The author can choose which of the other front matter he/she wishes to have in the book. The order in which these are placed is as mentioned above.

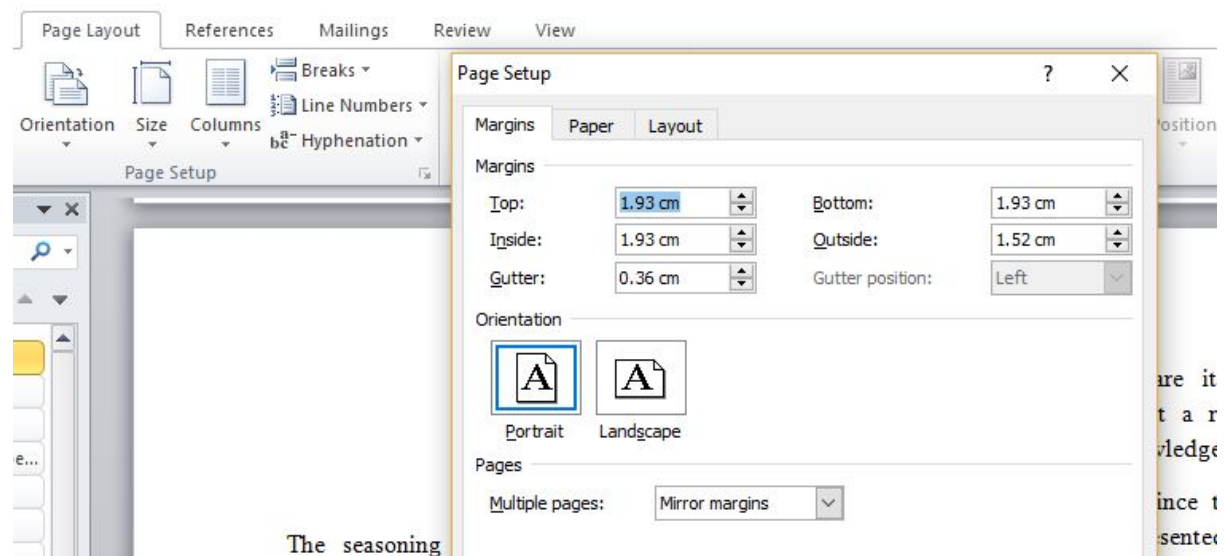
The Body text consists of parts, chapters and text subdivisions. The subdivisions are given appropriate headings and each heading is formatted as per its level. This can be indicated in the manuscript by assigning styles to the heading levels. We'll discuss this in detail in the third section.

To show a break in a scene within a chapter in a fiction book, separators can be used. All you have to do is to insert a '*' sign in the middle of the page between the two sections and we'll use an appropriate separator design there.

The End matter consists of segments like the Epilogue, Glossary, Appendixes, References, Index, etc. Academic books usually have extensive end matter that provides additional details of the contents of the book.

2. Page layout

The book interior templates are set in the specifications required for the particular book sizes. These can be viewed in the extended 'Page Setup' menu.



The following are the specifications for the various book sizes.

5x8

Margins

- Top – 1.93 cm
- Bottom – 1.93 cm
- Inside – 1.93 cm
- Outside – 1.52 cm
- Gutter – 0.36 cm
- Gutter position – Left
- Orientation – Portrait
- Pages
- Multiple pages: Mirror margins
- Apply to: Whole document

Paper

- Width – 12.7 cm
- Height – 20.32 cm

Layout

- Header – 0.89 cm
- Footer – 0.89 cm

5.5x8.5

Margins

- Top – 1.93 cm
- Bottom – 1.93 cm
- Inside – 1.93 cm
- Outside – 1.52 cm
- Gutter – 0.36 cm
- Gutter position – Left
- Orientation – Portrait
- Pages
- Multiple pages: Mirror margins
- Apply to: Whole document

Paper

- Width – 13.97 cm
- Height – 21.59 cm

Layout

- Header – 0.89 cm
- Footer – 0.89 cm

6x9

Margins

- Top – 1.93 cm
- Bottom – 1.93 cm
- Inside – 1.93 cm
- Outside – 1.52 cm
- Gutter – 0.36 cm
- Gutter position – Left
- Orientation – Portrait
- Pages
- Multiple pages: Mirror margins
- Apply to: Whole document

Paper

- Width – 15.24 cm
- Height – 22.86 cm

Layout

- Header – 0.89 cm
- Footer – 0.89 cm

8.5x8.5

Margins

- Top – 1.93 cm
- Bottom – 1.93 cm
- Inside – 1.93 cm
- Outside – 1.52 cm
- Gutter – 0.36 cm
- Gutter position – Left
- Orientation – Portrait
- Pages
- Multiple pages: Mirror margins
- Apply to: Whole document

Paper

- Width – 21.59 cm
- Height – 21.59 cm

Layout

- Header – 0.89 cm
- Footer – 0.89 cm

8.5x11

Margins

- Top – 1.93 cm
- Bottom – 1.93 cm
- Inside – 1.93 cm
- Outside – 1.52 cm
- Gutter – 0.36 cm
- Gutter position – Left
- Orientation – Portrait
- Pages
- Multiple pages: Mirror margins
- Apply to: Whole document

Paper

- Width – 21.59 cm
- Height – 27.94 cm

Layout

- Header – 0.89 cm
- Footer – 0.89 cm

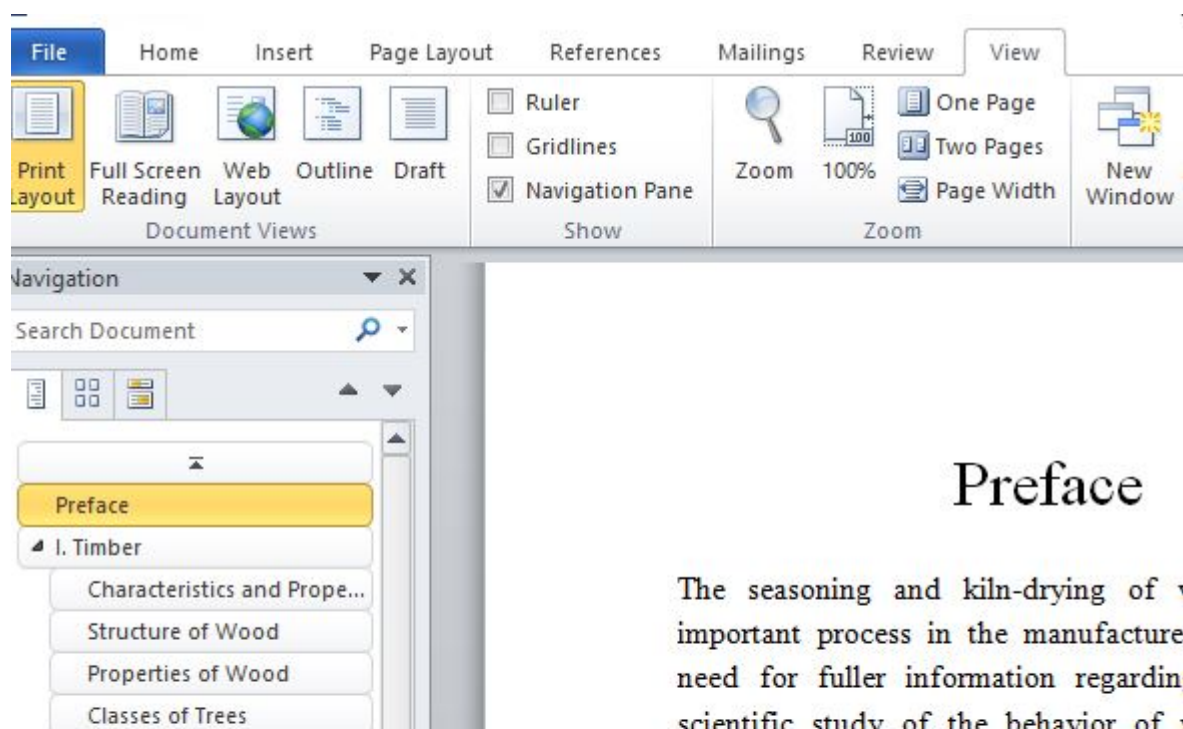
3. Styles

As mentioned before, each heading or passage with special formatting can be assigned a style in the 'Styles' gallery in Microsoft Word. Using this feature helps ensure that all headings of a particular level are formatted in the same way and also provides more clarity to the structure of a book. This is especially useful in the case of academic and nonfiction books with several subheading levels.

Microsoft Word has provided its own built-in styles for heading levels and passages. In addition to that, it's also possible to create your own styles based on the formatting you require. We've created styles that are generally used in books in the templates provided.

Navigation pane

The heading levels are indicated on the Navigation pane. To make the Navigation pane visible, select the 'Navigation Pane' option from the 'View' tab as shown in the image.



Each heading/subheading that has been assigned a style will show in the Navigation Pane.

Heading levels

Heading levels help establish hierarchy in a manuscript and provide a reader more clarity. Fiction books may have only one or two heading levels, but nonfiction and academic books can have up to five heading levels. We've given below an outline indicating heading levels based on section numbering in an academic manuscript.

1 – Heading level 1

1.1 – Heading level 2

1.2 – Heading level 2

1.2-1 – Heading level 3

1.2-2 – Heading level 3

1.3 – Heading level 2

2 – Heading level 1

2.1 – Heading level 2

2.1-1 – Heading level 3

2.1-2 – Heading level 3

2.2 – Heading level 2

To assign a style to a heading level, change the format of the heading to the style you require. Select the heading text. Right-click the appropriate heading level in the Styles gallery and choose the option 'Update Heading x to Match Selection.' The next time you need to assign a heading level, you would just have to select the text and click the appropriate heading level style from the Styles gallery. The format of the text would automatically change to the assigned style. This method can be followed for all heading and paragraph styles in the manuscript.

Body text

The body text in a manuscript usually has two specific styles. The first paragraph after a heading is always given a flush left alignment and subsequent paragraphs are given a slight first line indent of 0.50 cm as shown in the example below.

Characteristics and Properties

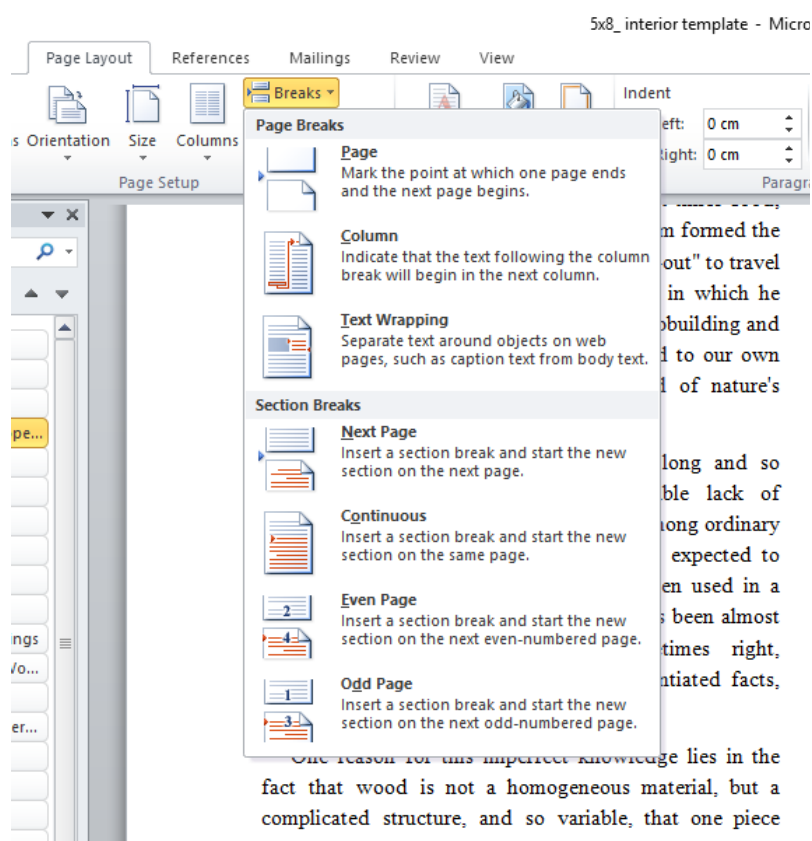
Timber was probably one of the earliest, if not the earliest, of materials used by man for constructional purposes. With it he built for himself a shelter from the elements; it provided him with fuel and oft-times food, and the tree cut down and let across a stream formed the first bridge. From it, too, he made his "dug-out" to travel along and across the rivers of the district in which he dwelt; so on down through the ages, for shipbuilding and constructive purposes, timber has continued to our own time to be one of the most largely used of nature's products.

Although wood has been in use so long and so universally, there still exists a remarkable lack of knowledge regarding its nature, not only among ordinary workmen, but among those who might be expected to know its properties. Consequently it is often used in a faulty and wasteful manner. Experience has been almost the only teacher, and theories—sometimes right, sometimes wrong—rather than well substantiated facts, lead the workman.

This too can be assigned as a style in the Styles gallery. In the templates we've provided, the style 'Normal_without indent' can be used for all first paragraphs and 'Normal_indent' can be used for all subsequent paragraphs.

4. Breaks

Page breaks are inserted to start a new section on a new page. The type of page break used can help format the book as it should appear in the final print. The two page breaks used in formatting a book are 'Even page break' and 'Odd page break.'



Even page break

Adding an Even page break at the end of a section would start the next page on the next even page number (left-hand-side of the printed book). Even page breaks are usually added after the Title page and Copyright page.

Odd page break

Adding an Odd page break at the end of a section would start the next page on the next odd page number (right-hand-side of the printed book). Odd page breaks are added after most other sections when the next section should start on the next right-side page.

5. Page numbers

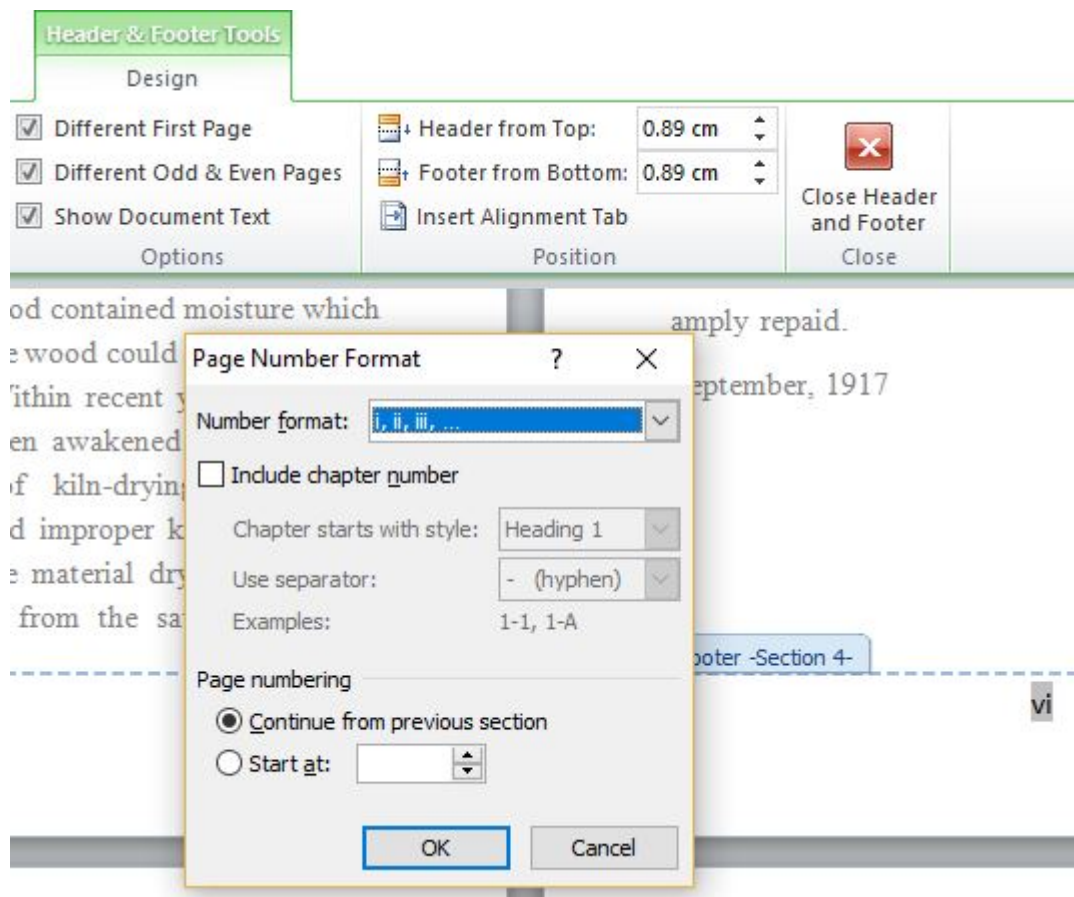
Two styles of page numbering are generally used in a book. The front matter of the book are given roman numerals (i, ii, iii, iv,...). The body text and end matter are given continuous Arabic numerals (1, 2, 3,...).

Also, pages in which a new chapter/main section starts would not have page numbers.

This can be achieved with the following steps.

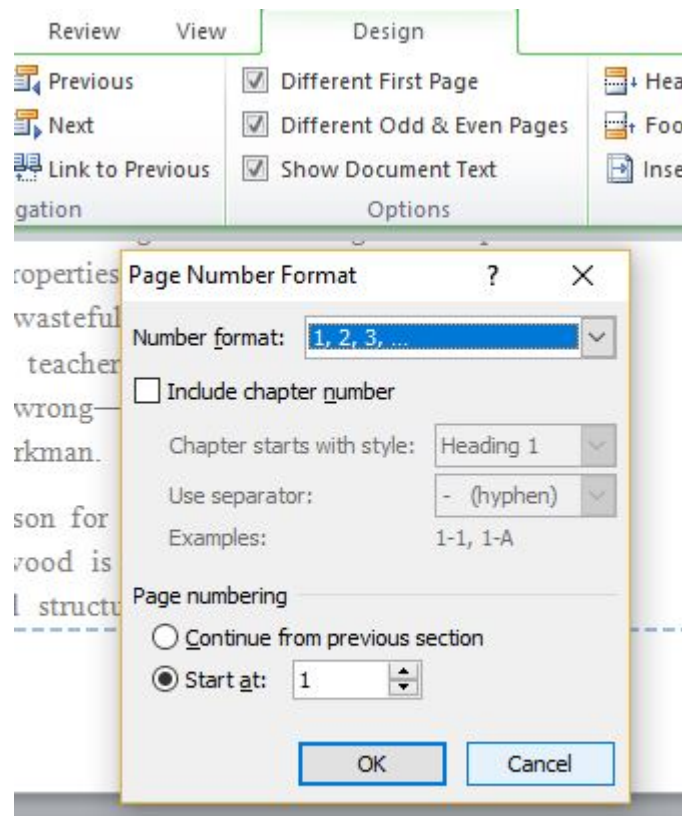
For Front matter:

- Double-click the footer in the Title page of the manuscript.
- From the Page number drop-down menu, select the style you prefer from 'Bottom of the page.'
- From the same drop-down menu, select the option 'Format Page Numbers' and choose the roman numeral Number Format.
- Also select the options 'Different First Page' and 'Different Odd and Even Pages.'



For Body text and End matter:

- Double-click the footer in the page where the body text starts.
- Remove the 'Link to Previous' option
- Select the option 'Format Page Numbers' from the Page number drop-down menu.
- Choose the Arabic numeral number format and choose 'Start at 1.'
- Make sure the options 'Different First Page' and 'Different Odd and Even Pages' have also been chosen.



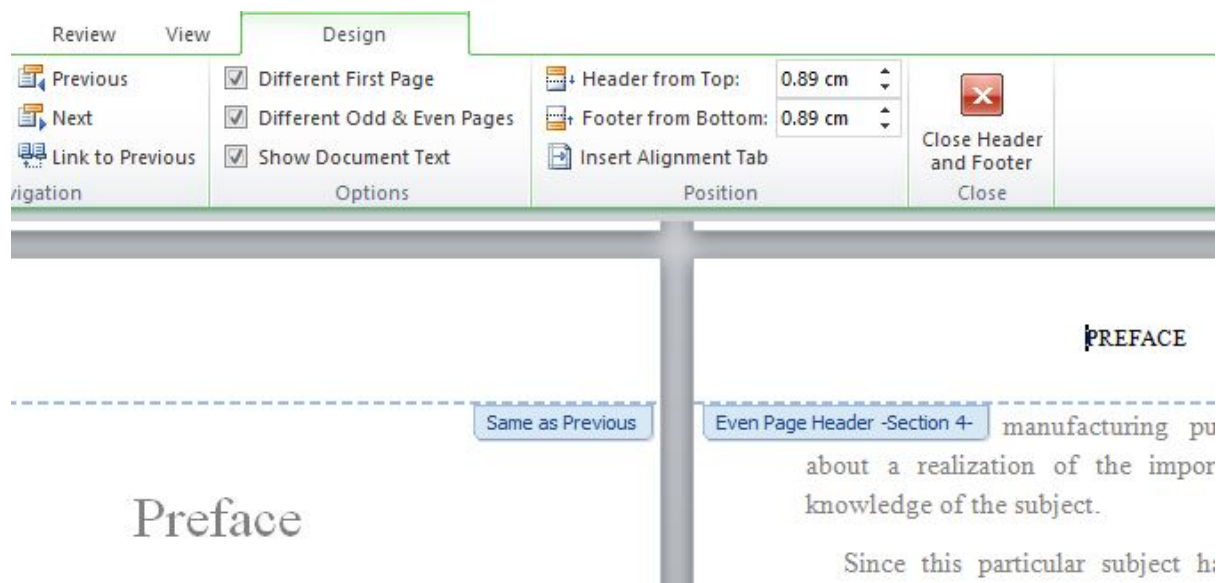
6. Headers

The three different sections of a book have three different header styles. These styles can be set similar to how page numbers are set.

For Front matter:

Headers generally used in the front matter are the respective headings of each front matter section (eg, Introduction, Preface, Acknowledgments). Also, headers are not used in pages where a new chapter/section starts. Since most front matter are less than a page long, you may not have to insert headers in the front matter. In case a front matter section exceeds a page, the following steps can be followed to add a header.

- Double-click the header portion of the second page of the front matter section.
- Type in the name of the section in the header.
- Remove the 'Link to Previous Section' option.
- Make sure the option 'Different First Page' has been chosen.
- This may cause the same header to start showing in other front matter sections. This can be removed by removing the 'Link to Previous Section' option and replacing the header text with the appropriate section name in their respective places.



For Body text:

In the body text, the header used on the left-side-page is usually the book title and headers used on the right-side page are usually the author name or chapter name. As is the rule with headers and footers, no headers are given on pages in which a new section or chapter starts. Apply the following steps for headers in body text.

- Double-click the header portion of the second page of the first chapter.
- Type in the book title and remove the 'Link to Previous Section' option.
- Make sure the options 'Different First Page' and 'Different Odd and Even Pages' have been chosen.
- Type in the chapter name or author name in the header portion of the third page of the chapter.

For End matter:

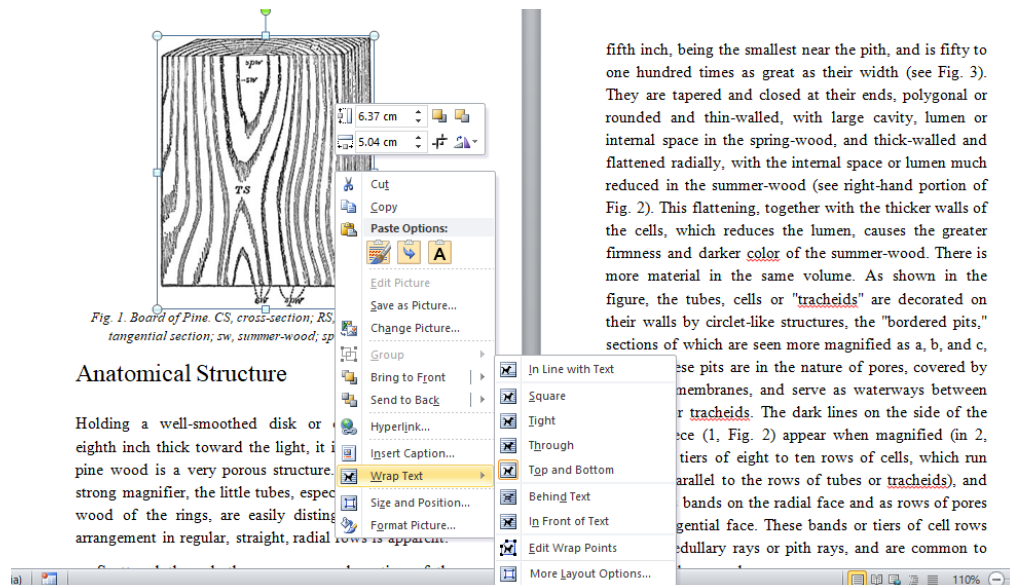
In the end matter, the header styles used are similar to that in the front matter. The names of the end matter sections are given as headers on both sides. Pages in which a new section starts would not have headers. Apply the following steps for headers in end matter.

- Double-click the header portion of the second page of the first end matter section.
- Type in the section name (eg, Epilogue) and remove the 'Link to Previous Section' option.
- Make sure the option 'Different First Page' and has been chosen.
- This may cause the same header to start showing in other end matter sections. This can be removed by removing the 'Link to Previous Section' option and replacing the header text with the appropriate section name in their respective places.

7. Images

You can insert images inside the manuscript. If the images are to be printed in black and white, insert black and white images. If there are to be printed in color, insert color images. Also ensure that the images have atleast 300 dpi resolution, else they may not appear clear in print.

While inserting an image, center align them and wrap text as 'Top and Bottom' as shown in the image.



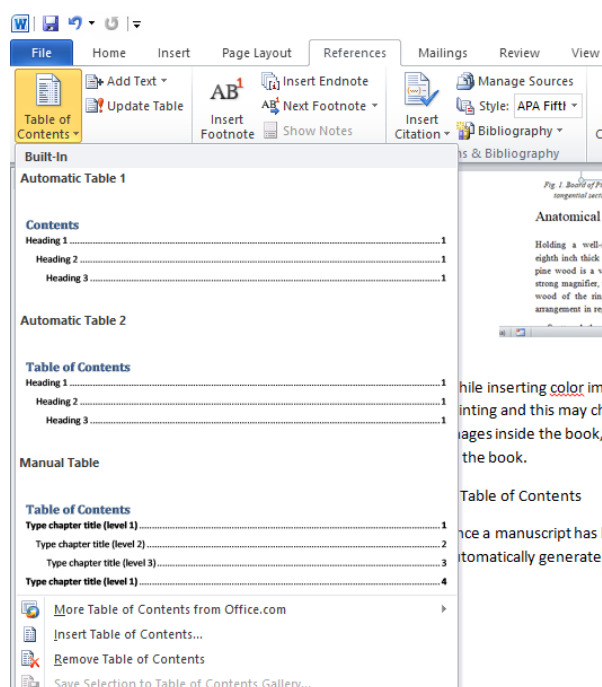
fifth inch, being the smallest near the pith, and is fifty to one hundred times as great as their width (see Fig. 3). They are tapered and closed at their ends, polygonal or rounded and thin-walled, with large cavity, lumen or internal space in the spring-wood, and thick-walled and flattened radially, with the internal space or lumen much reduced in the summer-wood (see right-hand portion of Fig. 2). This flattening, together with the thicker walls of the cells, which reduces the lumen, causes the greater firmness and darker color of the summer-wood. There is more material in the same volume. As shown in the figure, the tubes, cells or "tracheids" are decorated on their walls by circle-like structures, the "bordered pits," sections of which are seen more magnified as a, b, and c, these pits are in the nature of pores, covered by membranes, and serve as waterways between tracheids. The dark lines on the side of the tracheids. The dark lines on the side of the tracheids (1, Fig. 2) appear when magnified (in 2, tiers of eight to ten rows of cells, which run parallel to the rows of tubes or tracheids), and bands on the radial face and as rows of pores on the tangential face. These bands or tiers of cell rows are called medullary rays or pith rays, and are common to

While inserting color images, please note that they will be converted from RGB to CMYK mode while printing and this may change the color tone of some aspects of the images. Also, printing color images inside the book, would considerably increase the printing cost and hence the minimum MRP of the book.

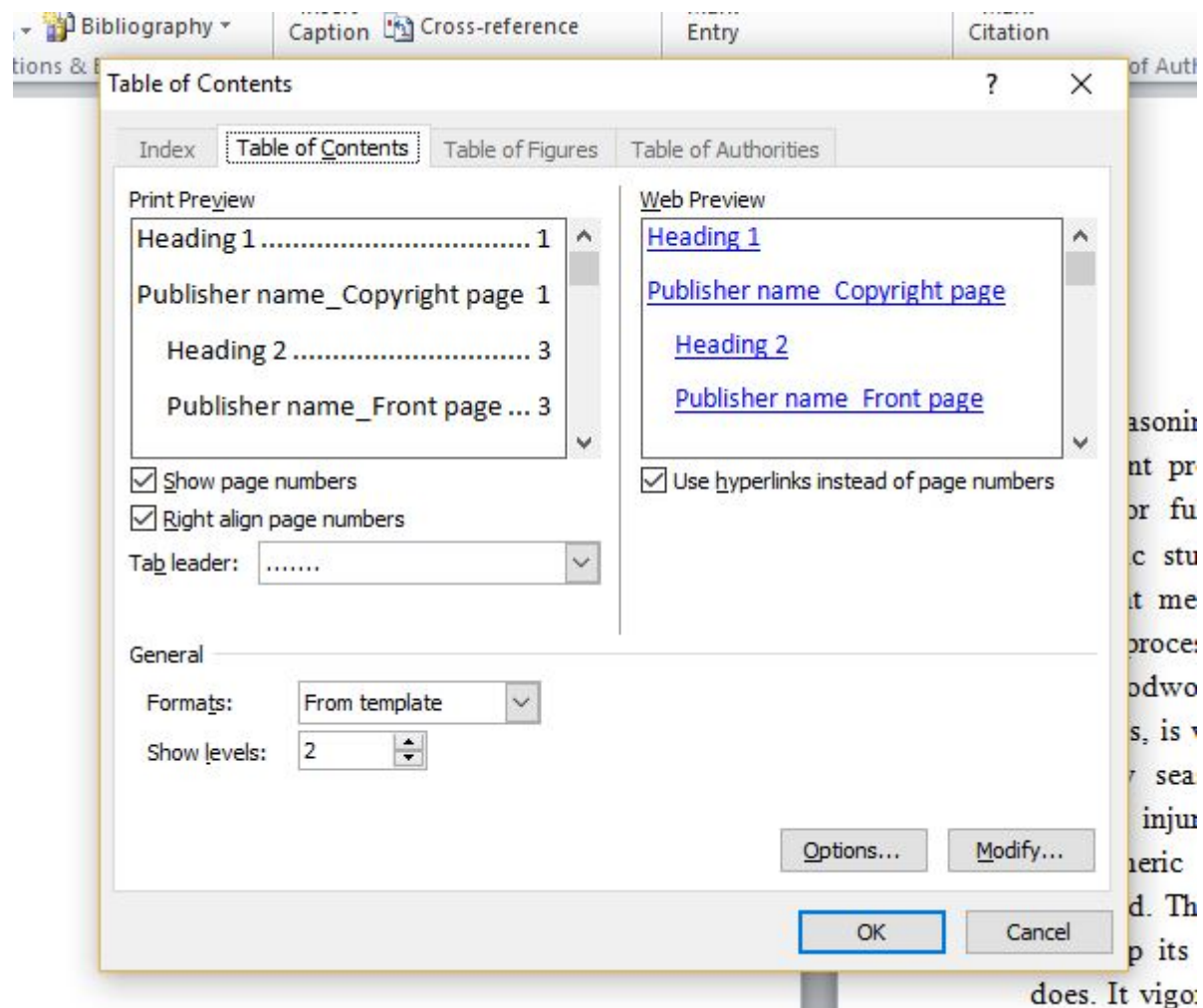
8. Table of Contents

Once a manuscript has been properly formatted with heading levels, a table of contents can be automatically generated in Microsoft Word. This option is available in the References tab.

Click in the first line in the Contents page. Select the Table of Contents option and choose the option

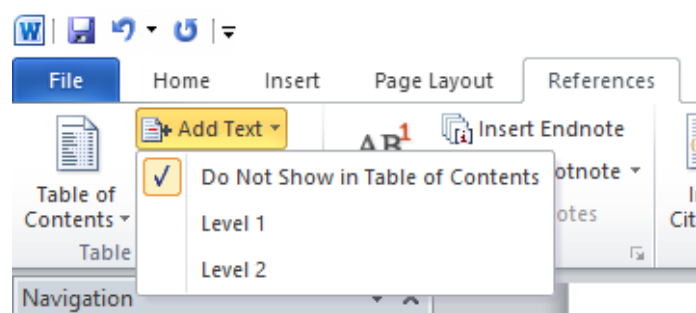


'Insert Table of Contents' from the drop-down list. If you do not want the Table of Contents to be too extensive with level 3 and 4 headings, this can be adjusted by choosing the heading levels you



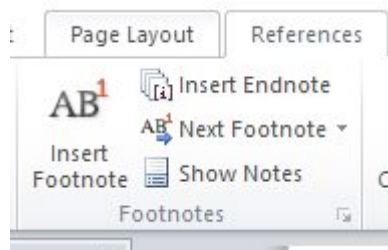
wish to display in the next screen.

If you do not want a certain level heading to show in the Table of Contents, select the particular heading text in the manuscript, go to the References tab, click on the option 'Add text' and select 'Do Not Show in Table of Contents' from the drop-down menu. After this is done, return back to the Table of Contents, right-click within the table and choose the option 'Update Field' and 'Update Entire Table.'



9. Footnotes

To add footnotes with citation numbers in the manuscript, place the cursor where the citation number should be added and select the option 'Insert Footnote' from the References tab. This will add a citation number where you placed the cursor and insert a footnote in the same page. In the footnote section, you can add the text/reference that should go with the citation number. The format of the footnote text can be saved as a style for future use.

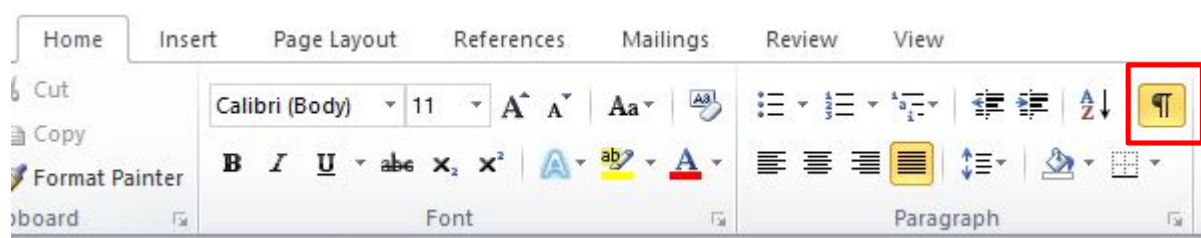


10. General formatting

While writing the manuscript, sometimes authors tend to leave formatting errors like double-spaces and double-enters. It would be best to identify such occurrences and rectify them because they could hamper a reader's experience of the book. Some of the common formatting errors are:

- Double spaces
- Double enters
- Space before comma/full stop/semi-colon/colon/exclamation mark
- Adding multiple full-stops instead of an ellipsis
- Adding tabs instead of indents

Such formatting errors can be easily identified by activating formatting marks in the document. This can be done by selecting the pilcrow sign/paragraph sign on the Home tab.



11. Creating a print-ready PDF

To convert the Word file to a print-ready PDF, all you have to do is choose the 'Save As' option from the File menu and change the 'Save as type' option to PDF from the drop-down menu that appears in the next screen. Microsoft Word would then save a copy of the file as a PDF.