

The Bindery - Guidelines for Book Binding

GUIDELINES FOR LIMP BINDING

These guidelines apply to the range of **limp bound products** that we produce. These are:

- Perfect Bound
- Burst bound
- Section Sewn Drawn on Cover
- Thread Sewn Drawn on Cover

Please follow these rules when producing products that are **limp bound**.

- Minimum Size: 148x 105mm
- Maximum Size: 410 x 305mm*
*Depending on the spine width of the product, the maximum cover width when opened flat is 600mm.
- Minimum spine width: 3mm
- Maximum spine width: 55mm
- Covers must be a minimum of 5mm longer than the folded section at both head and foot, and **not** the final trim size, to create a glue trap.
- Grain direction of cover and text to run head to foot. Do not mix text stock with a mixture of **right grain** and **wrong grain** direction stocks.
- It is essential to avoid any application of ink or varnish or laminate within 5mm of the spine on the inside of covers, front and back. Note, glue does not adhere to printed or laminated surfaces.
- On jobs with line-ups, stock should be guillotined before printing to ensure folding accuracy. For quality results, avoid line-ups in between sections.
- The lay mark should be clearly marked on all sections supplied.
- Do not crease covers. Creasing of the covers is carried out on the binding line during the binding process.

The Bindery - Guidelines for Book Binding

STYLES OF LIMP BINDING

Perfect Binding - 3mm milled off the spine and cover glued on.

- Spine measurement required.
- No lap(s) required.
- Don't have to wrap or insert odd sections.
- Gloss art papers are not recommended for this binding style.
- Odd sections second to last section (exception with colour impositions).
- Under 80 pages consider the grammage of the paper and the option to saddle staple.

Burst Binding - sections are folded with notches or perforations in the spine to allow glue to penetrate without the spine being cut to single leaves and cover glued on. The process is suitable only for 4, 8 12 or 16 page signatures.

- No lap(s) required.
- No sections to wrap or insert.
- Burst Binding 24pp or 32pp should be limited to 80gsm on uncoated stocks or 90 gsm on coated stocks.
- Spine measurement required.
- Odd sections second to last section (exception with colour impositions).

Section Sewn, Drawn on Cover – sections sewn together and cover glued on.

- 7mm to 12mm lap required on all sections.
- Lap should be on a common edge throughout the entire book.
- Any 4pp or 8pp sections must be imposed to insert or wrap around another section.
- All folded sections must be the same size from head to tail.
- Spine measurement required.

Thread Sewn, Drawn on Cover – sections individually sewn and sealed after the folding operation and cover glued on.

- Stock restrictions for thread sewing;
8pp, 12pp and 16pp sections - 50 gsm to 140 gsm
24pp and 32pp sections - 50 gsm to 100 gsm
- Size restrictions for thread sewing;
Minimum size - 140 x 100mm
Maximum size - 380 x 250mm
- No laps required.
- Spine measurement required.
- Cannot wrap or insert odd sections or illustration sections.
- Odd section second to last section (exception with colour impositions).

The Bindery - Guidelines for Book Binding

GUIDELINES FOR CASE BINDING

Ten or more processes may be involved in the binding of a book in the traditional “**hard cover**” or “**case bound**” style, but the basic stages are: folding, collating and gathering; sewing; endpapering; trimming; rounding and backing; back lining; making cases; casing-in; pressing and jointing; dust jacketing. The book blocks may be perfect (burst) bound or sewn (section sewn or thread sewn).

Unsewn Casebooks will be perfect or burst bound using roundable hotmelt glues and with a lining applied to the spine. The trimmed book block is then cased-in with endpapers into a hard case.

Sewn Casebooks will be section sewn or thread sewn and then glued with a lining applied to the spine. The trimmed book block is then cased-in with endpapers into a hard case.

When considering a hardcase book, the following options are available:

- Square back or round back.
- Head and tail bands.
- Foil stamping on the case on front, spine or both.

A dummy should be produced for all case bound books to determine the exact dimensions of the book block for the case/cover and dust jacket. This service is provided free of charge by **The Bindery**.

Endpapers

- Endpapers must be the same size (head to tail) as the folded section that it is being tipped onto.
- Endpapers should be produced on an uncoated woodfree 135gsm paper stock.
- Endpapers should have the grain running head to tail.
- Endpapers, and the sections that they are being tipped onto, i.e. first and last sections, should have 3mm of unprinted paper along the spine to ensure good adhesion.

Cased Book Sizes (Automatic production)

- Minimum size 100 x 100 mm
- Maximum Size 380 x 270mm
- Minimum spine width 3mm
- Maximum spine width 70mm

The Bindery - Guidelines for Book Binding

GUIDELINES FOR CASE-MAKING

Please follow these guidelines when producing cases:

- Please advise if the book is to be round backed or square back.
- Please specify the thickness of the board for the case.
These can be 1800 microns (24 oz), 2400 microns (32 oz), 3000 microns (40 oz).
- Please specify the material to be used for the case material e.g Wibalin (printed or plain), vinyl cloth, linen, imitation or real leather, printed and laminated paper.
- Printed case material (paper) should always be laminated.
- Case material should be no heavier than 150gsm (Preferably 135gsm).
- If case material is printed, allow 25mm bleed on all edges over and above the finished size (open book size including spine width) to allow for case overhang and material turn-in's.
- The case will be bigger than the book block, usually by 4mm on the head, tail and fore-edge.
- Please specify if the case material is to be foil stamped or debossed. If so, is the foil stamping on front, spine or both.
- Film supplied for any foil stamping on the case should be negative.
- Always check the availability and colours of all case material and head and tail bands if **The Bindery** is to supply them.
- A dummy should be produced for all case bound books to determine the dimensions for the case/cover and dust jacket. The Bindery provides this service free of charge.

Sizes of Cases opened flat (Automatic production)

- Minimum size 110 x 155mm
- Maximum size 380 x 660mm
- Joint Width 4 – 12mm
- Turn in width 8 – 15mm

The Bindery - Guidelines for Book Binding

GUIDELINES FOR SADDLE STITCHING

The size or thickness of the final publication usually determines whether the signatures are side-stitched or adhesive bound. Saddle stitching is usually the preferred method for products of less than ninety-six pages.

Our saddle stitching machine consists of an eight station gathering line plus a dedicated cover feeder, a two or four wire stitching area and a trimming section that can trim three outside edges. It is also capable of either centre splitting or centre double cutting on 2 up work.

- The sections should have an 8mm lip on the back half for efficient feeding on the automatic feeders.
- Odd section should be first section to wrap around remaining book.
- Mailing cards – Minimum pick up edge must be 50 mm.
- Grain direction of board covers must run head to tail to avoid cracking.
- Covers should be laminated or varnish-sealed to avoid scuffing.
- Maximum size of section 311 x 450 mm untrimmed.
- Maximum size of section 300 x 440 mm trimmed.
- Minimum size of section 111 x 158 mm untrimmed.
- Minimum size of section 105 x 148 mm trimmed.
- Maximum thickness of stitching 8 mm.
- Maximum number of sections 8 plus cover.

The Bindery - Guidelines for Book Binding

GUIDELINES FOR SEWING

When considering a job for sewing, consideration should be given to the alternative of Thread Sealing as an alternative to Section Sewing. Thread Sealing can also be considered as an alternative to Perfect Binding.

Thread Sealing is a highly effective process and used where optimal durability is required. Moreover, it is the economical alternative to the traditional but rather costlier Section Sewing process.

Thread Sealing is carried out by attaching a mobile Thread-Sealing-Folder unit to the end of one of our high speed folding machines. The Thread-Sealing-Folder supplies a thread with a thermoplastic coating as a thread staple from the inside to the outside of the sheet prior to the last fold. On the outside of the sheet, the thread ends are laid out backwards and are melted to the spine of the sheet by pressure and heat. Subsequently the last fold is made by passing the sheet through a plow folder. This binding procedure is suitable for products such as journals, picture books, catalogues, textbooks, diaries and magazines.

More cost effective than section sewing, the economic advantage comes from in-line production with the folding machine as well as being able to feed directly into the perfect binding line after the threaded folding has taken place.

Stronger than perfect/burst binding, the quality advantages rest in the missing thread effect in the spine of the product. The product distinguishes itself by its excellent opening properties identical to Section Sewn products.

Section Sewing should be considered where assurance of the longevity of the life of a product is required, particularly in hot climates, archival work, and where difficult paper grades are used such as heavy art papers.

The following points should be adhered to for Thread Sealing:

- No lap(s) required.
- No sections(s) to insert or wrap around another section.
- Stock restrictions for Thread Sealing:
8pp, 12pp and 16pp sections - 50 gsm to 140 gsm
24pp and 32pp sections - 50 gsm to 100 gsm
- Size restrictions for Thread Sealing:
Minimum Size – 140 x 100 mm
Maximum Size – 380 x 250 mm
Landscape products are restricted to a maximum spine to foredge size of 250 mm.
- When planning jobs for Thread Sealing, they must be supplied as flat sheets for The Bindery to fold and the sections must be imposed in such a way that the last fold goes up the plate.

The Bindery - Guidelines for Book Binding

GUIDELINES FOR SEWING

The following points should be adhered to for Section Sewing:

- All sections must have a minimum of a 7mm and a maximum of 12mm lap edge either on the back half or front half of the section, as long as the lap edge is consistently on the same edge on all sections.
- When sections are folded they must be all the same size head to tail.
- 16 page or 32 page sections are required for sewing. If printing as 4 or 8 page sections, then the job should be planned so as to insert one into another to make 16 page sections.
- All inserts and wraps must be the same size as sections and have the same lap edge as the sections.
- When a sewn product has an odd section requirement, e.g. an odd 4 or 8 page section, then always plan to wrap this odd section around a 16 or 32 page section.
- Section sizes for Automatic Section Sewing
Max 380mm x 310mm (H x W)
Min 150mm x 80mm (H x W)