

GHANA BOOK STANDARDS (GENERAL)

2018

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1 INTRODUCTION

The Ghana Book Development Council (GBDC) was established in 1975 as an Agency under the Ministry of Education.

The objective of the Council is to ensure the development, publication and distribution of textbooks and other reading materials in Ghana to foster national development. To achieve this objective, GBDC is mandated as the National Agency for the planning, co-ordination, regulation and management of the activities of all groups and individuals in the book industry as contained in the Gazette No. 65 of 1975 and the Ghana Book Development Agency (GBDA) Bill, 2018.

The GBDA Bill provides in section 3(f) that the GBDA is to “prescribe and enforce standards for the printing and publication of final book proofs by publishers and printers in the book industry in accordance with international best practice.” Section 3(g) of the Bill also mandates the GBDA to ensure the removal of books that do not comply with the national standards from circulation.

The absence of standards currently has resulted in practitioners in the book industry adopting their own production standards and methods, which often do not conform to international standards. The establishment of the Book Industry Standards would therefore regulate the industry and make books produced in Ghana conform to both national and international standards.

2 SCOPE

This Standard specifies minimum requirements to guide writers, publishers and printers. It covers:

- (i) GBDC definition of a book
- (ii) Language and Editing
- (iii) Physical Features of the Book
- (iv) Arrangement of the Front Matter
- (v) Arrangement of the Main Text
- (vi) Arrangement of the Back Matter
- (vii) Print Production

3 ABBREVIATIONS

C1S Coated One Side

CIP Cataloguing in Publication

Copr or © Copyright

DRM Digital Rights Management

EPA Environmental Protection Agency

EVA Ethyl Vinyl Acetate

gsm Grams per square metre (weight of paper)

JHS Junior High School

ISBN International Standard Book Number

ISO International Standards Organisation

ISSN International Standard Serial Number

Pt Point (Type size)

PUR Polyurethane Reactive

SHS Senior High School

UNESCO United Nations Educational, Scientific and Cultural Organisation

UV Ultraviolet Coating

4 TERMS AND DEFINITIONS

Back Matter

This includes general exercises, appendices/annexes, notes, glossary, bibliography/ references and index which can be found after the main text.

Book

Various authorities have described a book as follows:

Conventional Book

- (i) “Bound non-periodical publication, having 49 or more pages exclusive of the cover pages, published in the country and made available to the public.” – *UNESCO*.
- (ii) “A set of written, printed, or blank pages fastened along one side and encased between protective covers.” – *Free Dictionary by Farlex, Inc.*
- (iii) “A set of printed sheets of paper that are held together inside a cover.” – *Merriam-Webster*.
- (iv) “A handwritten or printed work of fiction or non-fiction usually on sheets of paper fastened or bound together within.” – *Dict.com*.
- (v) “A set of printed pages fastened together inside a cover.” – *Macmillan Advanced Learner’s Dictionary*.
- (vi) “A set of pages that have been fastened together inside a cover to be read or written in.” – *Cambridge Dictionaries Online*

Electronic Book (eBook)

- (i) “A book that is read on a computer or any other electronic device.”
- (ii) “A work of fiction or non-fiction in an electronic format.”
- (iii) “A book composed in or converted to digital format for display, read on a computer screen or hand-held device.”
- (iv) “A book that is used on a computer, e-reader or other electronic devices.” – *E-books for Kids*.
- (v) Audio book: “A spoken version of a book published in an electronic format.” – *YourDictionary*.
- (vi) “An e-book or other electronic resource structured like a book.” – *Free Dictionary by Farlex, Inc.*

GBDC

“A collection of sheets bound together in a cover (soft or hard), to be read or written in.

It could also be in an electronic form (script or audio).” – *Ghana Book Development Council*.

Some examples of books are textbooks, storybooks, readers, notebooks, workbooks, dictionaries, exercise books, serials, journals, eBooks, etc.

Blurb

Information on the back of a book written to attract a buyer or a user.

Case Binding

It is a type of book cover which uses rigid board of not less than 1,100gsm that is covered with cloth or synthetic material.

Chalking or Powdering

A condition where white particles are seen deposited at the fringes of the printed material.

Colour Variation/Ink Consistency

The colour difference between what a client thinks he/she has designed and the final reproduction. Variations in the printed output resulting in different colour versions of the same page or cover.

Copyright Notice

A statement of terms and conditions of protection and usage. It has three parts:

- (i) the copyright symbol © or Copr; copyright owner
- (ii) year of first publication
- (iii) the term, "All Rights Reserved"

Dot Gain

The increase in size of halftone dots.

Dot Loss

The decrease in size of halftone dots.

Emulsification

A light-sensitive coating on paper or film.

Flying or Misting

A situation where ink spreads all around the machine in thin lines destroying the printed work and other materials round and about the machine.

Folding

The process in which printed sheets are folded so that the pages follow sequentially.

Format

The general appearance of a book, i.e. shape, size and presentation.

Front Matter

The Front Matter precedes the Main Text and includes the title of the book (full and half),

name of author, copyright statement, preface or foreword, as the case may be.

Gathering and Collating

This involves the gathering and arranging of individual sheets or other printed components into a pre-determined sequence. Collating creates consistent logical sets from multiple parts.

Gloss and Chemical Ghosting

The printed image from the first side of a printed sheet is seen in reverse on the second side of the same sheet.

Greyness

It is a property of the ink that causes it to look dirty or dull, taking away the saturation or brilliance of the ink.

Hickeys

A situation where portions of the printed surface do not receive ink, leaving spots with the original colour of the substrate.

Lamination

It is a process whereby a plastic film is applied to a portion or the entire printed sheet to create various effects of gloss or matte.

Linting

The pulling of the fibres in uncoated paper stock.

Main Text

This is the text between the Front Matter and Back Matter.

Mechanical Ghosting

Duplication of an image pattern in solid form after printing.

Misregister/Blurred Colour

A printing defect in which an image fails to print at the spot intended.

Mottling

Uneven distribution of colour on the surface of the substrate.

Opacity

A property of paper that measures the amount of light which is transmitted through it. Paper that has a high percentage of opacity does not allow much light to pass through it, while paper that has a low percentage of opacity allows much light to pass through it.

Paperback/Softback/Softcover

It is a type of cover which uses a card of grammage of between 200gsm and 450gsm. The finishing could be laminated, UV or plain.

Perfect Binding

A technique of binding a book by roughening the back of the sections and gluing them to the cover.

pH

The measurement of the acidity or alkalinity of a substance on a scale of 0 to 14.

Picking

The lifting of the coating on coated paper stock onto blankets, plates and rollers.

Piling and Caking

The accumulation of paper dust, fibres and detached coating particles that spread on the printing plate or blanket.

Poor Drying

The inability of a print to dry before another sheet falls on it.

Preflighting

The validation done to check if all files meet the necessary print production requirements.

Proofing

The process whereby a hard or electronic copy is checked for approval.

Saddle stitching

The book binding method in which folded sheets are gathered together, one inside the other, and then stapled through the fold line with wire staples or cotton/nylon thread stitches.

Scoring

Pressing paper along a thin straight line or creasing, usually with a metal, to make the stiff material fold easily at a specific point. An example is the paperback book cover.

Screening

The technique used in printing to simulate continuous-tone images such as photographs using dots. Almost all printing technologies such as offset, gravure or inkjet printing simulate shades of colours using dots.

Scumming (Greasing)

The presence of ink on non-image areas of the printing plate, which can be caused by a variety of press conditions.

Sections

A set of printed pages on a single sheet which is folded such that the pages follow sequentially.

Set-off

Unwanted transfer of ink from one printed sheet to another.

Slurring

A printing defect characterised by the smearing of the trailing edges of a printed impression that is typically caused by slippage of the paper.

Spine

The edge of a book where all the pages are bound together.

Spiral Binding

A method of securing loose pages together using single or double loop wire or plastic that fit into round or rectangular holes in the pages.

Stack

A pile of sheets either printed or non-printed.

Transparency Flattening

A colour correcting process using a software to make the press output look the same as the artwork by eliminating drop shadows, cool gradient blends and feathering.

Trapping

The action of printing an ink film on top of another ink film, as in process colour printing.

Trimming

It is cutting off excess edges of a page. Crop marks indicating where to cut are printed at the edges of the paper that are then trimmed off after printing.

Varnishing

The application of a coating to paper to give it a shiny transparent surface.

5 WRITING AND EDITING

5.1 Language

The following guidelines shall be used by writers and editors:

- (i) **British** or **American English** – For the pre-tertiary level, only British English shall be used; however, at the tertiary level, either British or American English shall be used consistently.
- (ii) **Local Language** – Shall conform to the current local orthography.
- (iii) **French and Other Foreign Languages** – Standard usage shall apply.

5.2 Editing

British English shall be used consistently at the pre-tertiary level. Allowance may be made for local standard variations of English in works of fiction. It is also desirable for local words to be consistently put in quotation marks or italics.

The following should also be considered:

- (i) **Spelling** – There shall be consistency with the chosen orthography.
- (ii) **Register** – Words and terminologies shall be used in their proper context e.g. in medicine: syringes, stethoscope, post-mortem, etc.
- (iii) **Idiomatic expressions** – These shall be quoted correctly, e.g. “Survival of the fittest” and not “Survival of the fitters”, “Much ado about nothing” and not “Much I do about nothing”, etc.
- (iv) **Local words/phrases** – These may be used, e.g. “akwaaba”, “ayekoo”, etc.
- (v) **Slang/Pidgin** – Words and expressions in slang/pidgin may be used, e.g. “Today be today”, “A dey go come”, “I dey oo”, etc.

6 PHYSICAL FEATURES OF A BOOK

The following are the basic features of a book:

- Book Cover (Front and Back)
- Front Matter
- Main Text
- Back Matter
- Spine

6.1 Book Cover (Front and Back)

There are two categories of book covers, namely:

- Hardcover (Jacket optional)
- Soft cover (Paperback)

6.1.1 Front Cover

The front cover consists of the following:

- (i) Title (Main and Sub-titles)
- (ii) Name of Author or Editor
- (iii) Name of Publisher (optional)
- (iv) Edition (optional)
- (v) Name of Illustrator (optional)
- (vi) Publisher's Logo (optional)

6.1.2 Back Cover

The back cover consists of the following:

- (i) Blurb
- (ii) Extracts or Commendation
- (iii) ISBN and Barcode/Scancode
- (iv) Publisher's Logo
- (v) Illustrations (optional)

6.1.3 Spine

Limp/soft, and case bound books have a spine. The recommended elements which should appear on the spine are: main title, author, and publisher's name or logo.

6.2 Front Matter

The Front Matter should be arranged in the following order, as applicable:

6.2.1 Half/Bastard Title Page

This page carries the main title of the book.

6.2.2 Full Title Page

This presents the following:

- (i) Main title (without any punctuation to separate them)
- (ii) Sub-title
- (iii) Author and translator (placed either above or below the title)
- (iv) Editor
- (v) Illustrator
- (vi) Publisher
- (vii) Publisher's logo (optional)
- (viii) Place and year of publication (optional)

6.2.3 Copyright Page

This page shall have the following:

- (i) Copyright symbol © or abbreviation "Copr."
- (ii) Year of first publication
- (iii) Copyright owner
- (iv) The term, "All Rights Reserved"
- (v) Year of subsequent editions
- (vi) Printing history
- (vii) Publisher's details
- (viii) Name of the publishing house and supporting agencies
- (ix) Postal address
- (x) Telephone number (optional)
- (xi) E-mail address (optional)
- (xii) Website (optional)
- (xiii) Illustrator (where applicable)
- (xiv) International Standard Book Number (ISBN): A book shall have an ISBN, comprising numbers separated by a space or a hyphen:

ISBN 978 9988 4 8765 3 or

ISBN 978-9988-4-8765-3

Each version of a book shall have its unique ISBN.

- (xv) International Standard Serial Number (ISSN): This shall be assigned to only periodicals or serials. ISSN comprises numbers separated by a space or a hyphen:

ISSN 0855-4730 or

ISSN 0855 4730

A fundamental difference between the two systems/numbers is that the stem

of the ISBN identifies the publisher whereas the ISSN contains no publisher identifier.

- (xvi) Designer (where applicable)
- (xvii) Typesetter (where applicable)
- (xviii) Printer/Binder: This shall consist of name and address of the printer and binder. This shall be placed at the bottom of the copyright page (where applicable).
- (xix) Country of Publication: This shall disclose the country in which the publishing house is located.

6.2.4 Dedication

Where applicable, it begins with "To", "For" or "Dedicated to" followed by name of person(s) to whom the book is dedicated.

6.2.5 Table of Contents

It is often used for non-fiction books that contain parts or chapters along with their relevant page numbers. The chapter headings shall be consistent with the ones in the main text.

6.2.6 List of Illustrations

This comprises tables, maps, photos, figures, diagrams, etc., and the relevant page numbers.

6.2.7 Foreword (Optional)

It is a short introduction to a book written by a person other than the author, whose name shall appear underneath.

6.2.8 Preface

This explains the rationale for writing the book. The name of the author shall appear underneath.

6.2.9 Acknowledgements

This is the author's appreciation of all persons/institutions/organisations that helped directly or indirectly in the publication of the book.

6.2.10 Introduction

This text introduces the overall concept and use of the book. It shall be related to the main text or research method used (where applicable).

6.2.11 List of Abbreviations/Acronyms/Terms

This page lists in alphabetical order the shortened forms of words and phrases and their

meanings.

6.2.12 List of Contributors

This is a listing of writers who contributed to the writing of the book, along with their designations and disciplines (where applicable).

6.3 Main Text

The Main Text consists of the following:

- (i) **Headings:** These comprise chapter titles and numbers/sub-headings/units/sections etc. Chapter titles must be relevant to the text following them.
- (ii) **Exercises and Questions:** These should reinforce knowledge in the text and test the psychomotor, affective and cognitive domains, as well as promote individual and group learning.
- (iii) **Headers and Footers:** These include page numbers and running heads placed at the top or bottom of the page, as the case may be.
- (iv) **Footnotes and Endnotes:** Text placed at the bottom of the page citing a source or clarifying information linked by corresponding numeral in the text. When placed at the end of the chapter or at the end of the book, it is referred to as endnotes.
- (v) **Illustrations:** These shall be well referenced or placed very close to where they are referred.
- (vi) **Maths/Science/Technical Formulae:** When used, these shall conform to ISO standards.

6.3.1 Design and Typography

The design and typography of a book refer to the structure, arrangement and aesthetics of a book. A good design and typography will capture the attention and interest of the reader.

In designing a book, the following should be considered:

- (i) **Margins:** The gutter (inside margin) on bound books must be smaller than the outer margin. However, this should be guided by the binding style. Similarly, the top margin should be smaller than the bottom margin.
- (ii) **Leading:** This is another word for line spacing and is measured in points. This should be reasonable and should not be less than 2 points.

6.3.1.1 Typeface/Fonts

The standard of measurement of font size is in points (pt). The relevant choice will depend on the target readership. For children's books, the font size shall be bigger but be

marginally reduced as the reader advances.

The following are the recommended type sizes:

Level	Size
Nursery to Primary 2	18 pt
Primary 3 & Primary 4	16 pt
Primary 5 & Primary 6	14 pt
Junior High School	12 pt
Post-Basic level	12 pt

- (i) Up to Primary 6, all typefaces/fonts shall be Sans Serif using an open and simplified 'ɑ' and 'g'. Suitable typeface/font may include Gill Sans Infant, Century Gothic, Helvetica Infant, Comic Sans, Sassoon Primary and New House Infant. These fonts are particularly useful for Nursery, Kindergarten and Primary because of good simplified letter forms.
- (ii) From JHS onwards, typefaces/fonts may be Sans Serif or Serif according to the discretion of the publisher. Examples of suitable and acceptable Serif typefaces/fonts are New Century School Book, Garamond, Palatino, Times New Roman, etc.

6.3.1.2 Headings and Page Numbers

- (i) **Headings/Captions:** These shall be clearly set out.
- (ii) **Page numbers:** These shall be put at the top or bottom of the page. There shall be consistency in the placement and size of the numbers. The numbers shall be legible. Ideally the numbers should start appearing after the contents page.
- (iii) **Running heads:** These shall be put at the top of the page to inform the reader of the location in the book.
- (iv) **Footers:** These shall be placed at the bottom of the page.

The type/font size of the running heads and footers shall be smaller than the font size used for the main text.

6.3.1.3 Colour

Colour plays an important role in the design and impact of a book. Objects are recognised

more quickly when their colours reflect what is seen in the physical. Generally, when objects are coloured differently it can cause cognitive dissonance that the viewer must resolve. The colour chosen shall be realistic, natural to the object and culturally relevant.

The following guidelines are therefore recommended:

- (i) Nursery to Primary 6: Full colour
- (ii) JHS to SHS science books: Full colour
- (iii) Atlases: Full colour

6.3.1.4 Illustrations

Book illustrations are a form of art used to create pictures and images for books. Examples are line drawing, paintings, photographs, charts, graphs, maps etc. They usually help add or enhance the story or text. Illustrations are more commonly found in children's books.

Illustrations shall be relevant and effective. They should also be set within the appropriate Ghanaian cultural environment and should be placed as close to the related text as possible. It is unrealistic to paint a goat or an orange blue, for example.

6.4 Back Matter

The Back Matter should be arranged in the following order, as applicable:

- (i) **General Exercises:** Top-up activities for the reader.
- (ii) **Annex/Appendix:** This is a section at the end of a book that clarifies the text, e.g. answers, tables, figures, reports, data, etc.
- (iii) **Notes:** These explain in brief difficult issues in the text.
- (iv) **Glossary:** This is an alphabetical listing of unfamiliar words and their meanings.
- (v) **Bibliography/References:** This is an alphabetical listing of sources consulted in the writing of the book. Important elements which shall appear are: name of author or editor, year of publication, title, place of publication and name of publisher. Consistency in referencing style shall be adhered to.
- (vi) **Index:** This is an alphabetical listing of keywords and their relevant pages.
- (vii) **Suggested Answers:** This is a section that lists the answers to the exercises/questions in the book.

6.5 Placement of Items of Front Matter, Main Text and Back Matter

FRONT MATTER (PRELIMINARIES)	
Book half title	i
Series title, list of contributors, frontispiece or blank	ii
Title page	iii
Copyright notice, publisher's agencies, printing history, country where printed, ISBN, CIP	iv
Dedication (or epigraph)	v
Blank	vi
(Table of) Contents	v or vii
(List of) Illustrations	recto or verso
(List of) Tables	recto or verso
Foreword	recto or verso
Preface	recto or verso
Acknowledgements (if not part of preface)	recto or verso
Introduction (if not part of text)	recto or verso
(List of) Abbreviations or chronology	recto or verso
Prologue	recto
MAIN TEXT	
First text page (introduction or Chapter 1)	1 or
Second book half title or first part title	1 Blank 2
First text page	3
BACK MATTER	
Epilogue	recto or verso
Appendix	recto or verso
Notes	recto or verso
Glossary	recto or verso
Bibliography	recto or verso
(List of) Contributors	recto or verso
Index	recto or verso

Source: Adapted from *Chicago Manual of Style (14th Edition)*.

7 BINDING STYLES

Book binding is the process of physically fastening the leaves of a book together within a cover.

For binding style, the following minimum specifications shall apply:

- (i) **Saddle Stitching:** This is appropriate for books up to 72 pages. At least two stitches shall be applied equidistant to each other, using rust-free wire or cotton/nylon thread stitches.
- (ii) **Limp/Soft Binding:** This is appropriate for books above 72 pages. For ease of opening and avoidance of breaking of the spine, scoring or creasing is recommended.

Limp Unsewn Binding (Perfect Binding): Use appropriate glue, which ensures longer lifespan, such as hot melt adhesive glue, e.g. Polyurethane Reactive (PUR) or Ethyl Vinyl Acetate (EVA) should be used. Avoid manual application of glue. Side stub binding is unacceptable.

Limp Sewn Binding: The sections shall be sewn together with cotton/nylon thread and the cover drawn on, using appropriate glue.

- (iii) **Case Binding:** The leaves shall be sewn in sections and glued by means of end paper to the cased cover, using appropriate glue. To protect the spine, it is recommended to use muslin cloth.

8 FORMAT

The choice of the format shall take into consideration the readership, illustrations and content. For optimum readability, it is recommended to limit the number of words per line to between 9 and 12.

9 TEXT PAPER (PAPER STOCK)

Like other production decisions, choosing paper (also referred to as “paper stock” or “just stock”) affects the aesthetic value of books. When choosing paper, the weight, thickness, colour, look and readership shall be considered. The minimum recommended paper stock for the main text shall be:

- (i) **Grammage (gsm):** 70gsm machine-finished wood-free paper, e.g. mechanical bond paper.
- (ii) **Opacity:** 90% opacity except for tracing paper.
- (iii) **Paper Colour:** Paper used in printing books typically shall be white, off-white or cream-coloured.
- (iv) **Cover Stock:** Paperback covers shall be printed on stock that is coated on one side, called “coated one side” (C1S).

The minimum recommended specifications for a cover are:

- 200gsm single-sided (Art card)
- Grain direction shall be parallel to the spine
- 25 micron laminate/UV coating
- Chip/grey/straw boards above 1,100gsm for case binding.

10 PRINT PRODUCTION

Appropriate printing and production systems and methods of quality control shall be applied in the entire book production chain to ensure consistency at the following stages:

- (i) Pre-press
- (ii) Press/Printing
- (iii) Post-Press/Finishing

10.1 Pre-press

This refers to all the processes that occur before printing and finishing at the printing house. The printer should ensure that before books are printed they have passed through the following checks:

- Preflighting
- Proofing
- Transparency flattening
- Colour separation and management
- Trapping
- Screening etc.

- (i) **Preflighting:** This shall be carefully done to check that the file meets the necessary production requirements.
- (ii) **Proofing:** Printers shall ensure that they supply their clients with imposition proofs for their clients' signature, indicating approval.
- (iii) **Transparency flattening:** Files with transparencies should be flattened to avoid shadows behind text.
- (iv) **Trapping:** In colour work, colour bars shall be provided to serve as guide.
- (v) **Screening:** Care should be taken to avoid moiré (undesirable pattern caused by incorrect angles of screens).
- (vi) **Chemicals:** These shall be non-toxic, non-corrosive and shall not be used beyond the manufacturer's instructions.
- (vii) **Over-exposure of plates and films:** Manufacturer's instructions shall be adhered to in order to avoid over or under-exposure.
- (viii) **Dot Gain or Dot Loss:** Ensure the timer of the plate burner is set to the specifications so that the image recorded on the plate shall not burn below or beyond its limits.

10.2 Press/Printing

This refers to all processes of producing multiple copies of a book after pre-press. Printers should be mindful of the following areas:

- (i) **Quality of Paper:** Refer to Text Paper (Paper Stock) Clause 9 of this document.
- (ii) **Printing Ink:** Use ink whose viscosity and oxidation, among other properties, will ensure good readability. Care should be taken to use ink which will make the text or image sit on the page comfortably.
- (iii) **Colour Variation/Ink Consistency:** Ink and water/solvent balance should be checked regularly.
- (iv) **Printing Chemicals:** These shall be non-toxic, non-corrosive and should not be used beyond the manufacturer's instructions.
- (v) **Disposal of Chemical Waste:** The Environmental Protection Agency (EPA) Standards shall be applied. Other solid waste such as paper, plastic and printing plates may be recycled.
- (vi) **Slurring:** Inadequate printing pressure shall be avoided.
- (vii) **Misregister/Blurred Colour:** Plates and paper shall be properly adjusted to avoid

colours failing to align. Registration marks should be provided as a guide.

- (viii) **Set-off:** Care shall be taken to avoid wet ink being transferred from one sheet to another.
- (ix) **Greyness:** There should be a good balance between ink and water/solvent to avoid greyness.
- (x) **Gloss and Chemical Ghosting:** Avoid adding drying accelerant to inks and fountain solution.
- (xi) **Mechanical Ghosting:** Avoid the use of transparent ink, except for special effects. Ensure that ink distribution on the inking rollers is even.
- (xii) **Emulsification:** Ensure a proper balance between the fountain and the inking systems. Use ink that is compatible with the system.
- (xiii) **Chalking or Powdering:** Always maintain a good pH in the fountain system. Print with well-formulated ink that will allow the pigment to bond with the substrate before drying.
- (xiv) **Trapping:** Always print lighter ink coverage first.
- (xv) **Flying or Misting:** Avoid the use of ink with long film. When necessary to use such inks, operate the machine at moderate speed.
- (xvi) **Scumming or Greasing:** Maintain a good balance between the alcohol and the water content of the fountain solution and avoid ink entering into non-image areas.
- (xvii) **Picking/Linting:** Add reducing agents such as wax to the ink to reduce the tack.
- (xviii) **Set-off:** Follow all process that will prevent the transfer of wet ink from one sheet to another, such as controlling the speed of the machine, ink flow, spraying anti-set-off powder, etc.
- (xix) **Mottling:** Reduce the pressure on both the blanket and the impression cylinders. Reduce ink flow when dealing with low viscosity inks.
- (xx) **Hickeys:** Jog substrate well to remove dust trapped in-between. Ensure that sufficient air is blown to separate the papers at the suction point.
- (xxi) **Piling and Caking:** Ensure a thorough jogging of the substrate to get rid of all particles in-between the stock pile before loading it on the press.

10.3 Post-Press/Finishing

This refers to all the activities that take place after printing, such as folding, collating and gathering, binding of sections together and using decorative processes like die-stamping,

embossing or laminating.

- (i) **Folding:** As much as possible, machine folding should be encouraged rather than manual folding to avoid problems such as slanting pages, wrong pagination, etc.
- (ii) **Collating and Gathering:** This process shall be carefully monitored to ensure that sections are in their right sequence.
- (iii) **Binding of Sections Together:** The sections shall be securely held together to ensure durability.
- (iv) **Spiral Binding:** Care should be taken to avoid perforations too near the edge of the page.
- (v) **Saddle Stitching:** Use of hand-held stapling machines shall be avoided.
- (vi) **Limp Unsewn (Perfect binding):** Avoid manual application of glue to prevent pages disintegrating.
- (vii) **Lamination:** Care should be taken to avoid air bubbles, curling of edges, peeling off, etc.
- (viii) **Trimming:** 3-way knife trimmers are recommended. Knives shall be well sharpened to ensure smooth edges of books.

11 ADDITIONAL INFORMATION

11.1 Metadata

These are words and phrases that describe the book and the author, and consist of basic things such as document/book title, subtitle (if any), author, author's title/designation, author's biodata, series, size/format, folios, typeface (size/leading), binding (stitch/ perfect/sewing), cover, illustrations, illustrator's name, copyright (owner & year), year of publication, place of publication, publisher, ISBN, price, category/genre, target market, age range, territories (for the sale), DRM, language, edition, annotation/synopsis, rights available, keywords, contact details (of publisher).

11.2 Keywords

These are words used to indicate the content of the book. Keywords facilitate easy search.

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