

# Text Styles

## Basic

The basic text style we use is not the same as this guide. We follow as closely as possible the publishing text style commonly used in the publishing industry. That means we use a single space between sentences, indent paragraphs three tenths of an inch, justify text both left and right, and let paragraphs split between pages. Our texts do not have blank lines between paragraphs unless the author requires it. If there are blank lines between paragraphs, the paragraphs would not be indented.

Let's now look at some samples of general text layout items

### Chapter first letter raised:

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### Chapter first letter lowered:

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## Page headers

Unless the author indicates otherwise, we print the title and author name in the page headers of the text body and any front matter pages where it seems appropriate.

For example the right hand page headers would have:

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Your Book Title

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The left hand page headers would have:

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*Author's Name*

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## Available Text Styles

The text styles shown here are some of those most commonly used for printed books. Perhaps the MOST common is Times New Roman size 11. Smaller font sizes will tend to look larger when printed. With that in mind, you may want to print this part of the guide or create a document of your own to print with the indicated fonts and sizes. A printed sample will give you a much better idea of how the finished book text will look. Please keep in mind when selecting a font and size they will have a significant impact on the number of pages in your book which determines the per book retail price. An unnecessarily large font size may add several dollars to the book price.

### Text Style Number 1 – Times New Roman 11

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 2 – Times New Roman 12**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 3 – Bodoni MT 11**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 4 – Bodoni MT 12**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 5 – Franklin Gothic Book 10**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 6 – Franklin Gothic Book 11**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 7 – Garamond 11**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 8 – Garamond 12**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 9 – Palatino Linotype 10**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 10 – Palatino Linotype 11**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 11 – Bookman Old Style 10**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 12 – Bookman Old Style 11**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 13 – Book Antiqua 10**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

### **Text Style Number 14 – Book Antiqua 11**

“This is a sample of the text style showing regular print, **print in bold**, and *print in italics*. Numbers will look like these: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0.”

A final word about text styles. The above examples are some of the ones we think work well and which are commonly used. There are an almost unlimited number of other fonts available with more being created daily and, of course, a variety of sizes that can be used. If you would prefer a different font or size please give us the complete font name and size when you submit your order. If we have the font available we will use it or one as close to it as we can.