PUBLISHING DICTIONARY

All the words you need to know.

Dictionary of terms

K.D.P. – Kindle Direct Publishing. An Amazon company for authors and publishers to publish their e-books worldwide for free, to be read electronically on Kindle, e-readers and other electronic devices. (tablets, computers, cell phones, etc.)

CREATESPACE – an Amazon company for self-publishers offering the ability to create print books, CD's, and DVD's making it easier to distribute through internet retail outlets while maintaining control over your materials.

DASHBOARD - A software-based control panel for one or more applications, and for network devices. Your dashboard enables you to monitor and maintain your publications, in this instance, e-books and print books created on KDP or CreateSpace.

FORMAT - the way in which information is arranged or presented, especially in computers. A defined structure for the processing, storage or display of data. In books, the way the interior of the book is set up and presented for the reader.

TEMPLATE – a pre-set format of a document or file to be used so that the actual format does not have to be re-created each time it is to be used.

FRONT MATTER – the first section of the book in which the title, copyright, dedication, acknowledgements, preface, foreword, table of contents, and any other additional information pertinent to the book's interior is presented for the reader.

BACK MATTER- Just as front matter is what you find at the beginning of a book, back matter, simply put, is what you find at the end of a book—the sections that appear after the central story has been completed. These sections of back matter

are often supplementary in nature, and inform the reader about some aspect of the book, or author.

META DATA - a set of data that describes and gives information about other data.

COPYRIGHT - the exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

BOOK INTERIOR - The inside pages of the book where your manuscript is placed for reading. In publishing programs, there are choices as to paper color, ink color (usually black) and interior with illustrations either in color or in black and white. The most common choices are:

Black ink on crème paper,

black ink on white paper and

color interior on white paper.

TRIM SIZE- The final size of a printed page after excess edges have been cut off is the trim size. Commercial printing companies often print several copies of one document on the same large sheet of paper.

BLEED SETTINGS - Bleed is a printing term that is used to describe a document which has images or elements that touch the edge of the page, extending beyond the trim edge and leaving no white margin. When a document has bleed, it must be printed on a larger sheet of paper and then trimmed down.

 PAPERBACK - A paperback is a type of book characterized by a thick paper or paperboard cover, and often held together with glue rather than stitches or

staples. In contrast, hardcover or hardback books are bound with cardboard covered with cloth. WIKIPEDIA

COVER FINISH – Paperback books offer two cover finishes in this program, GLOSS and MATTE. The gloss finish is shiny and has a sleek look. The matte cover is more subdued with a non-shiny finish and a pebbly feel.

P.O.D. - Print On Demand. A book in digital format can be stored in a retrieval system and when bought, a copy is printed and sent to the customer. This pertains only to print editions, and not to e-book editions.

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