

# BOOK INTERIOR DESIGN SPECIFICATIONS

**Date:** June 9, 2006

**Client:** McGraw-Hill

**Designer:** Valerie Brewster  
360/379-6914 *scribe@olympus.net*

**Title:** *Thinking Like an Anthropologist*  
**Author:** John T. Omohundro

See sample for diagram of page geometry. If specifications and sample pages differ, please follow specs. Sample page have not been bottom aligned in order to show ideal spacing between elements.

---

## PAGE GEOMETRY

**Trim:** 7.375" × 9.125"

**Margins:**

- Head:* 2p7.5 to top of Running Head (text ascenders)  
52 pts (.7") to top of text block (text ascenders)  
59.625 pts to first text baseline (10pt type)
- Foot:* 57 pts (.79") from last text baseline to bottom trim  
Drop folio baseline 631 pts from top of type page
- Gutter:* 3p9
- Trim:* 5p

**Type Page:** 35p6 × 50p from the top of folio to baseline of drop folio

**Main Text Area:** Indent 7p6 (90pts) from left edge of type page  
28p × 46 lines of 10/12  
Average characters per page = 3010 (10/12 Legacy Book)  
= 2505 (9.5/14 Frutiger Light)

**Fonts:**

- Text:* Legacy Book  
Base size: 10/12 (text)  
Small size: 8/10 (footnotes, credits)  
Frutiger  
Base size: 9.5/14 (Feature text)  
Small size: 8.5/11 (fig captions, table text, footnotes)  
Paragraph indent = 12pts
- Display:* Figural, Frutiger
- Dingbats:* P22 Mexican Relics  
Southwest Ornaments MT
- Caps:* Letterspace per specs. Units = 54ths of an em

**Color:** *Color 1* Pantone 307c (blue)

<b>Icons:</b>	<i>Icon 1</i>	55pt Southwest Ornaments “o” (✱), tint 60% Color 1. Appears on Chapter Opener page
	<i>Icon 2</i>	XXXX, tint 60% Color 1 Appears next to Features heading
	<i>Icon 3</i>	48pt P22 Mexican Relics “t” (☞), tint 60% Color 1 Appears next to Exercise heading

## GENERAL PAGING COMMENTS

- Okay to run page spreads 1 line short or 1 line long. Columns must align across 2 page spread.
- Two text lines minimum at the top and bottom of columns. Avoid column widows and orphans.
- No less than 5 lines may appear on a page alone at the end of sections. If possible push lines ahead for 10 lines on the last page
- Last page of a chapter or section with multiple columns, please balance columns. Lefthand column may be longer than the right to avoid a bad column break, but attempt to make columns as close to the same depth as possible.
- Okay to adjust space equally above and below text elements (except heads) so that baselines of columns and facing pages align. Okay to adjust space above a head but never below it.
- When a head is followed by a secondary head or other spaced element such as a lists item, spec for spacing below first head takes precedence.
- Use ligatures available with font throughout for text.
- Do not letterspace to fill out lines in justified copy.
- Break display and heads for sense. Top line should always be the longer of the two if at all possible.

## PAGE ELEMENTS

<i>Folio</i>	8.5 pt. Frutiger Bold, 100% Color 1, arabic numeral flush top on type page, aligns flush outside on type page measure.
<i>Drop folio</i>	8.5 pt. Frutiger Bold, 100% Color 1. Position baseline 50p6 from top of type page, flush outside on type page.
<i>Running Head</i>	Verso: Chapter number and title Folio sets FL × 35p6, run in to the words “Chapter” w/ chapter number spelled out in 8.5pt Frutiger followed by em space and Chapter title set 9pt Legacy Book, indent 24pts from left margin × 35p6, FL  Recto: Most recent A head Set in 9pt Legacy Book, FR × 35p6, indent 24pts from right margin, run in to folio, FR × 35p6

---

## FRONT MATTER

### HALF TITLE, pg. i

Opens on recto. No folio or RH. Top align in main text area 144pts from top trim. See sample.

**ftp\_tt\_a**      *half-title page title variation A*      14pt Figural Medium, C/lc, FL × 28

ftp\_tt\_a is followed by a decorative rule, 18pts from baseline of ftp\_tt\_a to rule.

*Decorative rule:*      Rule is 12pts high × 35p6, 15% Color 1. Centered in the rule set 24 characters: 11pt Southwest Ornament “k” (☞). Justify characters. Characters are 50% Color 1

### TITLE, pg. iii

Opens on recto. No folio or RH. Page background: 15% Color 1. Top of page has a band 6p6 deep × full page width, 100% Color 1. Place graphic “OmohundroSymbol1.tif”, sized 80%, tinted 20% of Color 1. Visually center in text area × 28p. See sample. 108pts from top of the page place a square 72pt × 72pt, 100% Color 1. Center in that square 69pt Southwest Ornament “o” (☞), tint 60% of Color 1. Ornament should fill the square. See sample.

**ftp\_tt**      *title page title*      36/42 Figural Medium C/lc, FL × 28. Top align 108 points from trim. Title is followed by 1pt white rule × 28, 20pts b/b from last line of title.

**ftp\_st**      *title page sub*      22/27 Frutiger 65 Bold, C/lc, FR × 28, break in two lines with first line the longest. 50pts b/b from last line of ftp\_tt

**ftp\_au**      *title page author*      14pt Legacy Book C/lc, FL × 28, Indent to align with longest line of ftp\_st. Baseline 64pts b/b from ftp\_st

**ftp\_af**      *title page author affiliation*      10/16 Legacy Book Italic C/lc, FL × 28, Indent to align with longest line of ftp\_st.

**MHHE logo**      *publisher's logo*      Flush bottom on type page position CTR X 32P BLK\_BLK.eps, centered × 28p measure.

### COPYRIGHT page, pg iv

Verso immediately after title page. No folio or RH. See “Copyright Page Typographic Specification” sheet (standard MHHE format) for correct positioning of all text and logos.

Use MHHE logo file “mhp\_gs\_cc\_fixed.eps” at 100% of original size. Use MHHE logo file “MH\_B\_S.eps” at 33% size (make icon approx. 2p × 2p)

**fcp\_tx**      *copyright page text*      8/10 Legacy Book, FL × 28, +2 below paragraphs or to break up copy in logical units. May set × 35p6 if necessary to keep to a single page.

## DEDICATION page, pg v

Verso immediately after copyright page. No folio or RH.  
Text top aligns 144pts from top trim.

**fdd\_tx**      *dedication*      10/14 Legacy Book, FC × 28, +7 below paragraphs or to break up copy in logical units. Quotation text sets in italic. Quote attribute sets roman, no extra space between.

## FRONTMATTER OPENER PAGE

Heading begins, top aligned 52pts from top trim, FL × 28p.  
Text begins, top aligned 144pts from top trim.  
See sample.

## BRIEF CONTENTS, pg vii

Opens on recto. See Frontmatter opener specs for positioning.

For all contents items: page number follows 1 em after entry, 8.5pt Frutiger Roman.

**fbt\_tt**      *Brief contents page title*      22pt Figural Medium, C/lc, FL × 28p

**fbt\_tx**      *Front and Backmatter*      10/12 Legacy Book Italic, FL × 28, +4 below to next front or backmatter item, +12 below to first Chapter title or +12 above from last Chapter title

*Chapter number*      “Chapter” and number spelled out, C/lc, 8.5/12 Frutiger 65 Bold, Color 1, FR at 72 pts × 35p6, +4 (16pts b/b) from previous Chapter item

*Chapter title/subtitle*      10/12 Legacy Book falls on same baseline as Chapter number, FL × 28p (indent 7p6 × 35p6)  
                 Subtitle starts new line, 10pt Legacy Book Italic

## CONTENTS, pg ix

Opens on recto. See Frontmatter opener specs for positioning.

For all contents items: page number follows 1 em after entry, 8.5pt Frutiger Roman.

**fto\_tt**      *Contents page title*      same as **fbt\_tt**

**fto\_tx**      *Front and Backmatter*      10/12 Legacy Book Italic, FL × 28p, +4 below to next front or backmatter item, for backmatter: +12 above from last heading

*Contents chapter number*      “Chapter” and number spelled out, C/lc, 8.5/16 Frutiger 65 Bold, Color 1, FR at 72 pts × 35p6, If chapter has both bch\_tt and bch\_st, then contents chapter number falls on same baseline as bch\_st. If no bch\_st,

then contents chapter number falls on the same baseline as bch\_tt. See sample

*Contents chapter title* 12/16 Figural Medium, C/lc, no hyphens, FL × 28p, +24 (40pts b/b) from previous contents heading item

*Contents chapter subtitle* Subtitle begins new line, 12/16 Figural Medium Italic. 1pt rule, Color 1, falls 6pts below baseline of Chapter number × 35p6.

*Contents Features Head* 8.5/12 Frutiger 65 bold, FL × 28p, Color 1, +3 above

*Contents A Heads, Summary, Overview, Exercises*  
10/12 Legacy Book, FL × 28p, +3 above

## PREFACE

Position per Frontmatter Page Opener specs

**fpr\_tt** *Preface title* Set same as **fbt\_tt**

**fpr\_tx** *Preface text* same as **bch\_tx**

**fpr\_tx\_a** *Preface icon list* 10/12 Legacy Book, justified × 28p. Icon description (first words of the paragraph) set 10pt Legacy Bold Showing of icon: Place icon sized to 3picas tall, FR at 72 pts from left × 35p6, top align with icon description. Tint 60% Color 1. See sample.

**fpr\_ha** *Preface Head A* same as **bch\_ha**

**fpr\_hb** *Preface Head B* same as **bch\_hb**

**fpr\_lb** *Preface bulleted list* same as **bch\_lb**

**fpr\_lb** *Preface numbered list* same as **bch\_ln**

**fprak\_ha** *Acknowledgements title* same as **bch\_hb**

**fprak\_tx** *Acknowledgments text* same as **bch\_tx**

**fprak\_lb** *Acknowledgments bulleted list*  
same as **bch\_lb**

**fprak\_au** *Acknowledgments list of authors*  
10/12 Legacy Book, FL, indented 24pt × 28p, +6 above first entry, +3 above subsequent entries, +6 below last entry to next fprak\_tx.

**fprak\_af** *Acknowledgments author affiliation*  
10/12 Legacy Book Italic. Run in from fprak\_au

## ABOUT THE AUTHOR

	Position per Frontmatter Page Opener specs	
<b>faa_tt</b>	<i>About the Author title</i>	Set same as <b>fbt_tt</b>
<b>faa_tx</b>	<i>About the Author text</i>	Set same as <b>bch_tx</b>

---

## CHAPTER OPENER

New rector or verso. Page background = 15% color. Place a vertical bar 72pts wide by 144pts deep, 100% Color 1, at left edge of text area × 35p6, bleeds off the top of the page. Place Icon 1 FC in 72pt bar, top aligned 80pts from trim. Icon should appear to have equal space between the graphic and the left, bottom, and right of the bar. Icon is 60% of Color 1  
Place graphic “OmohundroSymbol1.tif”, sized 85%, tinted 20% of Color 1. Bleed off the lower left corner of the page (x-74, y344). See sample.  
Drop folio.

<b>bch_nm</b>	<i>Chapter number</i>	42pt Figural Medium, top align 31.5 (top of text page), FC in vertical bar
<b>bch_tt</b>	<i>Chapter title</i>	22/26 Figural Medium, C/lc, no hyphens, FL × 28p. Heading begins, top aligned, 80pts from top trim. 1pt white rule, 8pts below baseline of last line in title. See sample.
<b>bch_st</b>	<i>Chapter subtitle</i>	22/26 Figural Medium Italic, C/lc, no hyphens, FR × 28p, 37pts b/b from last line of bch_tt.

---

## TEXT CODES

<b>bch_tx</b>	<i>Chapter text</i>	10/12 Legacy Book, Justified × 28p. Paragraph indent = 12pts. No paragraph indent following headings or text breaks.
<b>bch_ha</b>	<i>Chapter A-level head</i>	13/15 Figural Medium, 100% Color 1, FL, C/lc, no hyphens. +21 above, +6 below
<b>bch_hb</b>	<i>Chapter B-level head</i>	13/15 Figural Italic, 100% Color 1, FL, C/lc, no hyphens. +15 above, +6 below
<b>bch_hc</b>	<i>Chapter C-level head</i>	12/13 Figural Small Caps, FL, C/lc, no hyphens. +10 letterspacing, +11 above, +6 below
<b>bchop_ha</b>	<i>Overview head</i>	same as <b>bch_ha</b>
<b>bchop_tx</b>	<i>Overview text</i>	same as <b>bch_tx</b>
<b>bchop_ln</b>	<i>Overview text</i>	same as <b>bch_ln</b>

---

## FEATURES

Feature begin and ends with a decorative rule, extending across the full 35p6 width. Rule is placed 24pts from baseline of previous text to the top of the rule. Feature head follows 18pts from bottom of the rule to the cap height of the head. The rule after the Feature falls 18pts from the last baseline of the Feature. Items following the Feature rule are 24pts from the bottom of the decorative rule to the cap height of the next item .

*Decorative rule:* Rule is 12pts high × 35p6, 15% Color 1. Centered in the rule set 24 characters: 11pt Southwest Ornament “k” (☞). Justify characters. Characters are 50% Color 1

<b>bchfa_ha</b>	<i>Feature head</i>	12.5/15 Frutiger 75 Black, 100% Color 1, FL × 28p, C/lc, no hyphens. Top align Icon 2 with Feature head. Icon 2 aligns FR at 72pts × 35p6 measure. See sample
<b>bchfa_tx</b>	<i>Feature text</i>	9.5/14 Frutiger 45 Light, +3 units letterspace, FL × 28p. Paragraph indent = 12pts. No paragraph indent following headings or text breaks.
<b>bchfa_ln</b>	<i>Feature list numbered</i>	9.5/14 Frutiger 45 Light, +3 units letterspace, FL × 28p. +4 (18 b/b) below to next item. Number and period FR at 26pts from left margin, text FL at 33pts from left margin. +7 above first bchfa_ln, +7 below last bchfa_ln
<b>bchfa_la</b>	<i>Feature list lettered</i>	9.5/14 Frutiger 45 Light, +3 units letterspace, FL × 28p. +4 (18 b/b) below to next item. Letter and period FR at 46pts from left margin, text FL at 54pts from left margin. +7 above first bchfa_ln, +7 below last bchfa_ln
<b>bchfa_po</b>	<i>Feature poetry</i>	9.5/14 Frutiger 45 Light, +3 units letterspace, FL × 28p. Indent 24pts. Turnlines indent 48pts. +7 above first line of poetry, +7 below last line to next item.

---

## EXTRACTS

<b>bch_qd</b>	<i>Chapter display</i>	10/12 Legacy Book, FL, indent 18pts left and 18pts right × 28p, +6 above (18pts b/b) and +3 below quote to next bch_qd, +6 from last bch_qd to next element.
<b>bch_et</b>	<i>Chapter extract text</i>	10/12 Legacy Book, FL, indent 18pts left and 18pts right × 28p. No paragraph indent on first paragraph of extract. 12 pt paragraph indent for subsequent paragraphs. +6 (18 b/b) between first line of extract and item above. +6 between last line of extract and item following.
<b>bch_etdl</b>	<i>Chaper extract dialogue</i>	10/12 Legacy Book, FL, indent 18pts left and 18pts right × 28p. Longest speaker’s name aligns FL, followed by 1 en # and run-in to dialogue. All other dialogue follows that indent. Hyphenation okay. Turnovers in dialogue

align FL w/first word in dialogue above. +3 between speakers. +6 above first bch\_etdl and +6 after last bch\_etdl to next element.

---

## SUMMARY

<b>bchsu_tt</b>	<i>Summary title</i>	Same as <b>bch_ha</b>
<b>bchsu_tx</b>	<i>Summary text</i>	Same as <b>bch_tx</b>

---

## ADDITIONAL READINGS

<b>bchrd_tt</b>	<i>Reading title</i>	Same as <b>bch_ha</b>
<b>bchrd_lu</b>	<i>Readings comments</i>	9/11 Legacy Book justified × 28p, +2pts below (13pts b/b) to next bchrd_tx. Numbered comments set with number and period FR at 11pts from left margin, text indented at 18pts from left margin.
<b>bchrd_tx</b>	<i>Readings</i>	9/11 Legacy Book justified, indent 18pts × 28p, turnlines hang under 6pts (24pts × 28p), +2pts below (13pts b/b) to next bchrd_tx, +6pts below (17pts b/b) to next bchrd_lu

---

## LISTS

<b>bch_lu</b>	<i>Chapter unnumbered list</i>	10/12 Legacy Book, FL × 28p. Indent 24pts, hang turn lines 12pts under first line (36pt indent), +6 above (18 b/b) first item in list, +6 below last item. +3 (15b/b) between items.
<b>bch_ln</b>	<i>Chapter list numbered</i>	10/12 Legacy Book, Justified × 28p. +3 (15 b/b) below to next item, except bch_lntx. Number and period FR at 26pts from left margin, text indented at 33pts from left margin.
<b>bch_lntx</b>	<i>Text below numbered list</i>	10/12 Legacy Book, Justified × 28p. +3 (15 b/b) below to next item. No extra space above, indented at 33pts from left margin.
<b>bch_lb</b>	<i>Chapter list bulleted</i>	10/12 Legacy Book, Justified × 28p. +3 (15 b/b) below to next item. Bullet FR at 26pts from left margin, text indented at 33pts from left margin.
<b>bch_lb_a</b>	<i>Chapter list bulleted var</i>	10/12 Legacy Book, Justified × 28p. +3 (15 b/b) below to next item. Bullet FR at 26pts from left margin, text indented at 33pts from left margin.
<b>bch_ln_a</b>	<i>Numbered List Variation</i>	10/12 Legacy Book, Justified × 28p. No paragraph indent. +6 (18pt b/b) above each bch_ln_a.

---

## EXERCISES

<b>bchex_tt</b>	<i>Exercise head</i>	12.5/15pt Frutiger 75 Black, 100% color, FL × 28p, letterspace 20 units, 60pts b/b from item above. Top align Icon 3 with Exercise head. Icon 3 aligns FR at 72pts × 35p6 measure. See sample
<b>bchex_ha</b>	<i>Exercise A head</i>	Same as <b>bch_ha</b>
<b>bchex_hb</b>	<i>Exercise B head</i>	Same as <b>bch_hb</b>
<b>bchex_hc</b>	<i>Exercise C head</i>	Same as <b>bch_hc</b>
<b>bchex_tx</b>	<i>Exercise text</i>	Same as <b>bch_tx</b>
<b>bchex_intt</b>	<i>Exercise numbered list title</i>	9/12 Frutiger Bold, C/lc, FL × 28p, +12 (24pts b/b) above, +6 below.
<b>bchex_in</b>	<i>Exercise numbered list</i>	Same as <b>bch_in</b>
<b>bchex_intt_a</b>	<i>Exercise numbered list title variation</i>	Same as <b>bch_intt</b> , but align FL over columns
<b>bchex_inmc</b>	<i>Exercise multiple choice with in numbered list</i>	10/12 Legacy Book, FL +6 above (18pts b/b), indent 33pts × 28p, set .5pt rule, 100% Color 1, 1 pica long. One em space, run in to text
<b>bchex_infi</b>	<i>Exercise fill in with in numbered list</i>	.5 rules set at column width /24 lead, 100% Color 1
<b>bchex_lb</b>	<i>Exercise bulleted list</i>	Same as <b>bch_lb</b>
<b>bchex_lbtt</b>	<i>Exercise bulleted list title</i>	Same as <b>bchex_intt</b>
<b>bchex_et</b>	<i>Exercise extract</i>	Same as <b>bch_et</b>
<b>bchex_ettt</b>	<i>Exercise extract title</i>	Same as <b>bchex_intt</b>
<b>bchex_etln</b>	<i>Ex. extract numbered list</i>	10/12 Legacy Book, justified × 28p. Number and period FR at 48pts from left margin, text indents at 56pts from left margin. Turnlines indent at 56pts. +3 (15 b/b) below to next numbered item.
<b>bchex_fi</b>	<i>Exercise fill in within text</i>	Same as <b>bchex_inmc</b>
<b>bchex_df</b>	<i>Exercise definitions</i>	10/12 Legacy Book, FL, indent 18pts left and 18pts right × 28p, +6 above (18pts b/b) and +3 below definition to next bchex_df, +6 from last bchex_df to next element. Set word defined in 8.5pt Frutiger 65 bold, 100% color.
<b>bchex_in_a</b>	<i>Exercise numbered list variation</i>	10/12 Legacy Book, FL × 28p. Number and period FR at 26pts from left margin, text indents at 33pts from left margin. Turnlines indent at 33pts. +3 (15 b/b) below to next numbered item or next paragraph of bchex_in_a falling under number.

<b>bchex_lu</b>	<i>Exercise unnumbered list</i>	10/12 Legacy Book, FL × 28p. Indent 24pts, hang turn lines 12pts under first line (36pt indent), +6 above (18 b/b) first item in list, +6 below last item. +3 (15 b/b) between items.
<b>bchex_di</b>	<i>Exercise scenario/direction</i>	Same as <b>bchex_df</b>
<b>bchex_ea</b>	<i>Exercise example</i>	Set off from text above and below 18pts baseline to top of example and 18pts bottom of example to following text cap height. Indent 12pts × 28p. For labels, set 8.5pt Frutiger 65 bold, 100% Color 1. For rules use .5pt lines, 100% of Color 1. For example form marks use 8.5pt Frutiger 55 Roman. Set questionnaire labels flush left and flush right. Divide space between into 9 equal columns delineated by vertical rules 24pts tall. On those vertical rules, vertically center 1 horizontal .5pt rule and any text that appears with that item. Minimum 6pts vertical space to next questionnaire example. See sample.
<b>bchex_la</b>	<i>Exercise alphabetical list</i>	10/12 Legacy Book, justified × 28p. Indent 24pts. Exercise fill-in box is 18pts deep and 4 picas wide, set with .5pt rules, 100% Color 1. Boxes may be wider for longer answer. 1 em space, run-in to text. Baseline of text aligns with the bottom of the answer box. Each answer box and item are 30pts b/b from previous text. Last item +6 to next text item (18pts b/b). See sample.

---

## FIGURES

Set figures according to rules shown in Figure Grid. Figures position flush top or bottom of page following reference if at all possible. Allow 12 to 36 pts. visual space (24 pts. is ideal) between text and preceding/following figure/caption if figure is placed at top/bottom of page. If indicated on ms. set figure exactly where shown within text with 18 pt. visual # above below figure to text. No rule around photos.

<b>bch_fgnm</b>	<i>Figure Number</i>	8.5/11 Frutiger Bold, 100% color, × 7p6 minimum, FL. For captions set below figure, 1em space to bch_fggt or bch_fgct, for caption set beside figure, bch_fgnm stands on its own line.
<b>bch_fggt</b>	<i>Figure Title</i>	8.5/11 Frutiger Bold, × 7p6 minimum, FL, Hyphenation okay. Run in to bch_fgct.
<b>bch_fgct</b>	<i>Figure Caption</i>	8.5/11 Frutiger Light, × 7p6 minimum, FL, Hyphenation okay.
<b>bch_fgso</b>	<i>Figure Source</i>	8.5/11 Frutiger Light, × 7p6 minimum, FL, Hyphenation okay. Runs in to bch_fgct.

<b>bchfa_fgct</b>	<i>Feature figure caption</i>	same as bch_fgct
<b>bchfa_fgnm</b>	<i>Feature figure number</i>	same as bch_fgnm
<b>bchfa_fgso</b>	<i>Feature figure source</i>	same as bch_fgso
<b>bchop_fgct</b>	<i>Chapter opening figure caption</i>	same as bch_fgct
<b>bchop_fgso</b>	<i>Chapter opening figure source</i>	same as bch_fgso
<b>bchex_fgct</b>	<i>Exercise figure caption</i>	same as bch_fgct
<b>bchex_fgnm</b>	<i>Exercise figure number</i>	same as bch_fgnm

---

## TABLES

Set tables × 28p or 35p6, or 45p6 broadside. Tables position flush top or bottom of page following reference, top preferred. Allow 12–36 pts. visual space (24 pts. is ideal) between main text and table. Contain table all on one page whenever possible.

If it is necessary to fit a table broadside, Frutiger Condensed may be used as a last resort. Use the same pointsize and leading as table specs indicated but change to the corresponding condensed version of the font.

*If table exceeds one page, split as evenly as possible across facing pages for tables at top or bottom. Cross align and repeat rules and heads on facing page. Break table for logic, and allow second page to run ragged bottom if necessary. Do not set continued line on table that breaks across a single spread. If table sets w/in text, repeat rules and heads at top of next page.*

*If table must begin on recto and/or continue on to turn page spread, run first page full length, breaking for logic, and run out continuing table on following page(s). Set continued line on tables that break from recto to verso (at bottom of table on recto, at top of table on following verso). Set and position caption per TN/TT spec. Style: Table x.x continued*

*When a single table extends beyond two pages, begin the table or figure on a recto if it will require an odd number of pages or on a verso if it will require an even number of pages.*

If table is set 45p6 wide and positioned broadside on page, center table as a unit in 35p6 width of page.

Set drop folio only, no runningfoot, on pages with full-page “up” or broadside table or on page with table only (no text).

Run pages with long tables short and begin continuing text on a new page if there is not room for at least 5 lines of regular text beneath the table. In cases such as this, extend table body box to align flush bottom with opposite page.

Table title is centered vertically in a horizontal rule, 30% color, and indents 6ps on the left and the right. A single line title would be 17pts deep. Each additional line adds 12pts to the rule depth.

Where shading is needed to highlight or segregate a cell of the table, use 10% of color.

Where vertical rules are used to clarify divisions of table columns use .5pt rule, 100% of color. Rule aligns at the top with the cap height of the table column head and aligns at the bottom with the last rule in the table row.

<b>bch_tbnm</b>	<i>table number</i>	9/12 Frutiger 65 Bold, C/lc as per MS, FL/RR × width of table; prints 100% color. Run in to table title.
<b>bch_tbt</b>	<i>table title</i>	9/12 Frutiger 55 Roman, C/lc as per MS, FL/RR × width of table; prints 100% Black. Runs in 1 en# after TN. Sets on a continuous 6 pt. indent from both left and right table margins. No hyphenation. Turnovers align flush left. Centers vertically w/in top color band. Prints 100% black.
<b>bch_tbcn</b>	<i>table column head</i>	9/11 Frutiger 55 Roman, C/lc as per MS, Baseline of first line of heads is +11 pts. (22pts b/b) from TT. Heads align FL above columns containing textual material; turnovers align FL under first word in column head above. Heads are centered above columns containing numeral data; turnovers are centered under line above. No hyphenations, break evenly. Min of 6 pt. # between cols. Position a 1 pt. 100% color horizontal rule × full width of table 5 pts. below baseline of last line of column heads. 17 pts. b/b below last line of column heads (not rule) to first line of table body text.  When tch_tbcn is used as heading for the row (in other words when heads appear as first left-hand column of table, set as bch_tbt but use Frutiger 55 Roman
<b>bch_tbt</b>	<i>table text</i>	9/11 Frutiger 45 Light, C/lc as per MS, Columns containing textual material aligns FL; hyphenation okay, turnovers align flush left w/line above. Columns containing numeral material align on decimal points or commas. +6 (17 pt. b/b) between consecutive entries. Min. of 6 pt. # between cols, 3p max. 20 pt. b/b below last line of text (not closing rule) to any table footnote.  Table text may have a .5pt rule, 100% of color, falling 5pts below table text
<b>bch_tbf</b>	<i>table footnote</i>	8/10 Frutiger 45 Light, C/lc as per MS FL/RR × width of table; prints 100% black. Hyphenation OK. Turnovers align flush left w/line above. +2 (12pts b/b) between entries. Aligns FL on left text margin. +6 (16pts b/b) between last baseline of table and first baseline of footnote.
<b>bchfa_tbnm</b>	<i>Feature table number</i>	Same as <b>bch_tbnm</b>

<b>bchfa_tbt</b>	<i>Feature table title</i>	Same as <b>bch_tbt</b>
<b>bchfa_tbcn</b>	<i>Feature table col. head</i>	Same as <b>bch_tbcn</b>
<b>bchfa_tbt</b>	<i>Feature table text</i>	Same as <b>bch_tbt</b>
<b>bchex_tbnm</b>	<i>Exercise table number</i>	Same as <b>bch_tbnm</b>
<b>bchex_tbt</b>	<i>Exercise table title</i>	Same as <b>bch_tbt</b>
<b>bchex_tbcn</b>	<i>Exercise table col. head</i>	Same as <b>bch_tbcn</b>
<b>bchex_tbt</b>	<i>Exercise table text</i>	Same as <b>bch_tbt</b>
<b>bchex_tbt_a</b>	<i>Exercise table text a</i>	Same as <b>bch_tbt</b>
<b>bchex_tbf</b>	<i>Exercise table footnote</i>	Same as <b>bch_tbf</b>
<b>bchex_tbf_a</b>	<i>Exercise table note</i>	Same as <b>bch_tbf</b>
<b>bchex_tbs</b>	<i>Exercise table source</i>	Same as <b>bch_tbf</b>

## AFTERWORD

For Afterword, use Chapter Opener page layout

<b>eem_tt</b>	<i>End matter title</i>	same as <b>bch_tt</b>
	<i>End matter subtitle</i>	same as <b>bch_st</b>
<b>eem_tx</b>	<i>End matter text</i>	same as <b>bch_tx</b>
<b>eem_ha</b>	<i>End matter A Head</i>	same as <b>bch_ha</b>
<b>eem_hb</b>	<i>End matter B Head</i>	same as <b>bch_hb</b>
<b>eem_lb</b>	<i>End matter bulleted list</i>	same as <b>bch_lb</b>
<b>eem_ln</b>	<i>End matter numbered list</i>	same as <b>bch_ln</b>

## END OF BOOK ELEMENTS

For Backmatter, use Frontmatter Opener page layout

For credits use 3-column grid × 35p6 with 1p6 gutters

<b>ecr_tt</b>	<i>Credits title</i>	same as <b>fto_tt</b>
<b>ecr_ha</b>	<i>Credits A-level head</i>	9/10 Frutiger 55 × 130pts, FL, +7 above, +3 below
<b>ecr_tx</b>	<i>Credits text</i>	8/10 Legacy Book, FL × 130pts

For Glossery use 2-column grid × 35p6 with 1p6 gutters

<b>egl_tt</b>	<i>Glossery title</i>	same as <b>fto_tt</b>
<b>egl_tm</b>	<i>Glossery term</i>	9/11 Legacy Book Bold run in to egl-df
<b>egl_df</b>	<i>Glossery definition</i>	9/11 Legacy Book FL × 204pts, hang turnlines under 18pts, +3pts below (14pts b/b)

For References use 2-column grid × 35p6 with 1p6 gutters

<b>erf_tt</b>	<i>References title</i>	same as <b>fto_tt</b>
<b>erf_tx</b>	<i>References text</i>	9/11 Legacy Book FL × 204pts, hang turnlines under 18pts, +3pts below (14pts b/b)

For Index use 3-column grid × 35p6 with 1p6 gutters

<b>ein_tt</b>	<i>Index title</i>	same as <b>fto_tt</b>
<b>ein_tx</b>	<i>Index text</i>	9/11 Legacy Book, FL × 130pts, minimum hyphenation, turn lines indent 24 pts
	<i>Index text Alpha head</i>	New alphabetical section begins +11 (22 b/b) above first item.
	<i>Index text level 2</i>	9/11 Legacy Book, FL × 130pts, indent 12 pts, minimum hyphenation, turn lines indent 24 pts (36pts total).