External PDFs

[Project Name]New Testament

All files PDF/X compliant

Cover, spine, text PDFs black-&-white (K=100%)

Cover: compare publication names on cover and title pages

Front matter: even number of pages

Logo on title page

Verso page: book title

Picture copyrights with correct page numbers

Consistent style & format

Book copyright holder

Capitalization

Other information (e.g., ISBN, # copies, etc.)

TOC: compare book titles & page numbers with book pages

Other front matter: page numbers (if any)

**Main Body**

Page number sequence between books

Headers: name, chapter, numbers left and right

Footnotes: location, reference

Cross-references: location, reference

Vertical and/or horizontal lines complete & correctly spaced

Pictures: copyrights, captions & references

Not covering up text

On / within 1 page of reference

Quality OK

Not screened

Color pictures / maps: CMYK

Color maps: black overprinted

Maps for double-page spread complete

Hyphens at end of page

Column balance

Thumb tabs: compare index page with book pages

Thumb tabs bleeding off page at least 5 mm

Text in thumb tabs at least 3 mm from trimmed edge

Body text on baseline grid

Consistency throughout for line spacing and any special features

Back Matter: consistent in appearance

Page sizes

Crop marks (3mm apart)

Dummy

Other observations