**SPECIFICATIONS**

LEGAL CASE-BOUND BOOKS

May include: Acts of Legislature, Opinions of the Attorney General and other case-bound legal books.

1. Size

6” x 9”, or smaller

1. Stock

* Commodity Offset, White, 50 lb.
* No. 1 Opaque Offset, White, 40lb.
* No. 1 Cover, colors, 65 lb. (divider pages)

1. The Acts of the Legislature – (in accordance with La. R.S. 43:19)
2. The Acts of the Legislature shall be published in book form, in the English language. The number of copies to be printed shall be determined by the Secretary of State not to exceed 500 copies. The copies shall be delivered to the Secretary of State as soon as possible after the adjournment of the Legislature.
3. A charge per page will be allowed for editing and output as described below. The charge is to include output of page proofs suitable for producing a clear, sharp printed piece and blue line or digital proofs.
4. The Contractor will be provided in InDesign file furnished from The Advocate Newspaper. The files are formatted as two columns per page on an 11.25” x 13.5” page size. Capturing key strokes and required formatting to fit the case bound Acts of the Legislature specifications of 10 pt. type with 12 pt. leading. All text must be formatted with underscores, strike thru, bold and italics by referencing the Act Tabs. At the end of each Act, the published date (four lines of copy) must be typeset. Published dates are found in the Act Tabs. The Acts furnished by the newspaper are not in order. The Contractor will receive a file as each tab section is printed by the newspaper which will include the Acts printed in the tab section. The Contractor must organize the Acts in numerical order. The Contractor will set running heads and pages numbers in the book. Running head is the Act number printed on that page. Acts must start on a right hand page and end on the left hand page. Acts must be printed so that volumes do not break within an Act.
5. The Contractor will also be required to completely typeset additional pages in the book:

* Spine Copy
* Titles Pages
* Table of Contents
* Preface
* Letter from the Secretary of State
* Roster of the Senate and House of Representatives
* Red Dividers
* The Act number, the bill number and the authors at the beginning of each Act. A page break is not allowed within the beginning of each Act.
* Authors’ names cannot be hyphenated. If the first name is an initial, the line cannot break between initial and last name.
* NOTE: The Children’s Budget at the end of Act One (I) has to be hand set including tables. Printer to typeset from the Act Tabs which prints a reduced, scanned copy of the actual bill.
* Tables: (use table of contents for order that tables should appear)
* Table 1: (Promulgation of Acts) Hand set
* Table 2: (Bill of Acts) Set heading. File furnished from the Secretary of State’s Office requires formatting. Set CA & VETO as noted by hand.
* All other tables: Download key strokes from the Secretary of State’s Website and format.
* Index: Word file emailed from the House of Representatives. Capture key strokes and format.
* NOTE: If there are special sessions, it requires a separate index. The Contractor will be responsible for formatting this information as required by the Secretary of State’s Office.

1. Typesetting
2. Typesetting will be charged per page price. For each page typeset, the cost will be calculated by the amount of type as 1/4, 1/2, 3/4, or full page, multiplied by the per page price.
3. All typesetting is to be proofread by the compositor and be free of errors. Queries to author are to be on the master set of proofs and carry a slug line, date, job number, title and proofreader’s initial.
4. Page Preparation
5. Page preparation is preparing each page to be ready for printing. The charge shall include preparing windows, borders, rules, and illustrations into proper position of each ink color and two sets of proofs. Additional proofs requested will be charged at a per page price.
6. Digital Files (applies to other than the Acts of the Legislature)
7. Some copy provided to the Contractor on disk by the State Agency. A charge per page, per color will be allowed for output to a digital proof.
8. The following charges are allowed:

Output of pages with no formatting involved.

Output of pages with formatting required.

1. Author’s Alterations (all case-bound publications)
2. Alterations are changes made in the proofing stage that are different from the original manuscript. Errors from the typesetter are not chargeable. When alterations are charged, the Contractor must provide a proof of the alterations for billing purposes.
3. Alterations for typesetting: A per line charge will be allowed for each line of type that has charges. A minimum charge of 15 total lines per order will be allowed for each job. A new proof of the changes will be provided by the Contractor.
4. Alteration of page preparations: this per page charge shall include electronic manipulation of corrections to the file. The charge will allow for repagination necessitated by alterations.
5. Plate making and Printing
6. Text: The charges listed in the price schedule shall include imposition, plate making, make ready and printing.
7. Binding
8. The per volume charge for case binding shall include setting type for spine, folding, collating, Smyth Sewing, buckram for cover material, 80 pt. binders, board, crash and lines, head and foot bands. 80 lb. end sheets, two red and one black blocks stamping on spines (Acts of the Legislature) with approximately 22 lines of gold foil stamping on the spine and any other materials or cost necessary to produce a case bound.
9. Divider Pages
10. Case bound books may include single page inserts (dividers) at various places throughout the book. These inserts will have approximately five lines of type printed on one side of the sheet. Paper for these inserts will be No. Two Cover, Colors, 65 lb. typesetting, printing and insertion of these dividers will be included in a single charge per thousand divider pages.