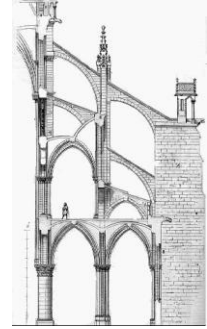


## MDST 300.001 Fall 2013

### QUIRE INSTRUCTIONS

Written Collaborative Quire due by 5 PM on Weds. Nov. 27

As part of your group project, you will, as a group, prepare a quire of 8-10 leaves about your topic that you turn in by 5 PM on Weds. November 27. I will bind these quires together into our class book that will serve as a permanent record of the course. These are the specific instructions for preparing those quires.



One person from each group will be named Keeper of the Materials. That person is responsible for returning materials to me and turning in the completed quire by the deadline.

Each group will be given the following preparation materials on Monday:

- A pad of 9" x 12" acid-free paper
- A bone folder (please return when the project is complete—these are expensive!)
- A metal ruler (please return when the project is complete)

Your finished quire should be 4 or 5 folded sheets (16-20 writing surfaces), nested together as in the picture below. The pages of the finished book will be 6" wide by 9" tall when you have folded them. I will show you how to use the bone folder to get beautiful, precise spines.

- **DO NOT CUT THE SPINE OF THESE SHEETS!**
- **DO NOT PUNCH HOLES IN THESE SHEETS FOR THE BINDING.** I will punch all the quires to match the boards so that the holes are consistent across the quires.
- If you want to put in page #s, **PENCIL THEM IN LIGHTLY** on the RECTO side of your pages only (so 1-8 or 1-10). Remember I will be sewing in multiple quires so I will have to adjust the page numbers when I bind the complete book.
- Plan and practice your quire on plain notebook or computer paper, and **then** execute the final copy on the expensive acid-free paper, please. I don't have lots of "extras" if you mess up the expensive paper.
- Remember to leave a "gutter" on the folds of the quire (it should be double the width of the outside margin) so that the pages can be read once they are sewn into the book. (I.E., if outside margin is  $\frac{1}{2}$ ", then the gutter should be 1".)
- If you are going to glue something onto the expensive paper, please use a good-quality glue, not a gluestick. (Those let go pretty quickly and also contain acid, which can damage the paper.)
- If you have any questions about preparing your quire, please see me or shoot me an e-mail.

