



Defining Book Elements

Front and Back Matter

Overview

There are three main sections to a book: the front matter, the text or body, and the back matter. Both the front and back matter can contain a number of elements. It is important when speaking with someone in the business of books to speak the same language.

Now, let's examine the elements included in each part of the book. As you read through the list, keep in mind that books rarely have all of these elements. Consider which elements are commonly used in your genre, what is helpful to your readers, and is relevant to your book. Here are the elements, listed in the order they should appear in a printed book.

This guide provides the names and information on various parts of books, listed in the order in which they should appear in a printed book. The final section discusses the differences in placement for eBooks.

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Book Elements

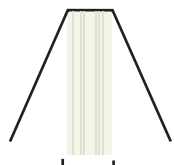
Parts of Front and Back Matter

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Front Matter

This is all the text and content that appears before the main text. Often these pages are not numbered, or numbered with lowercase Roman numerals. Just a couple of definitions before we get started.

Book Block



Book Block

The entire book without the cover. When books are printed, all the pages are assembled into signatures. These signatures are then assembled and bound together. The book block is the final stage before the cover is attached. As a result, *book block* is used to refer to the book contents in its entirety.

Recto

the right side of an open book. It is the front of the single page. It will always be an odd numbered page.

Verso

the left side of an open book. It is the back side of the single page. It will always be an even numbered page.

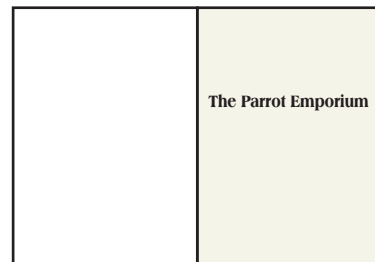


While this is a comprehensive list of all the parts that can be in the front matter, it is a rare book that contains all of these elements. So, let's take a look.

Front Matter Elements

Half title page

a page at the front of the book block that contains only the book's title and sometimes an ornamentation of the title. This is not included on most present day books, particularly if Endorsements are included. On older books, this is the first page you'll see when you open the book and is mostly blank save for the title. It was added to protect the book block against damage from handling prior to the cover being added.



Book Cover

Half Title

Endorsements/ Praise for *Title of Book*

The amount of praise is going to differ depending on the trim size of your book, and the type and size of the font used. So if you intend to put Praise in the front matter, make sure you collect enough. You can always trim the quotes down too. If you don't have any quotes, or don't want to get quotes from authors or media to put here, don't worry about it, just start with the next step.



Book Elements

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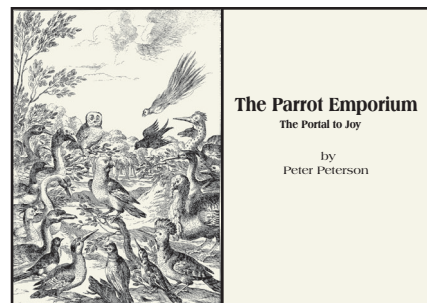
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Frontispiece

a graphic on the verso (left page) that faces the title page. This graphic could be an illustration, decorative art related to the book's subject matter or a portrait of the author.

Series title page/Also By Author/Advertising Card

a list of any previously published books by the same author. Normally it lists the books chronologically from first to most recently published. Typically include only the title, but sometimes nonfiction includes the subtitle if it is essential. A common way to title this page is, "Also by [author's name] ..." This page often appears at the back of the book as a means of promotion



Frontispiece
or Series Titles

Title Page

Title page

a page which contains the book's full title, including subtitles, the author's name and any co-writer or translator. Publishers will add their logo and locations at the bottom of the page.

Copyright page/Imprint Page

a page which contains the book's copyright notice. It goes on the verso (back) of the Title Page. Also known as the colophon, the copyright page includes the year of publication, the name of the copyright owner (typically the author, but may be an organization or corporation), ISBN (should be underneath *All Rights Reserved*), copyrights, edition dates (publishing history), permissions and notes on typefaces used in the book. The colophon will also generally contain the publisher's address, and information about the printer and translations. It may include disclaimers.

It should include a statement of copyright. There are a variety of examples on the Internet. Here is one.

No parts of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the copyright owner.

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, resold, hired out, or otherwise circulated without the publisher's prior consent in any form of binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser. Under no circumstances may any part of this book be photocopied for resale.



Book Elements

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[An example of a disclaimer.]

This is a work of fiction. Any similarity between the characters and situations within its pages and places or persons, living or dead, is unintentional and co-incidental. [Remove this bit if your book is nonfiction. If it's a memoir, you may like to insert: Some names and identifying details have been changed to protect the privacy of individuals.]

[Insert additional credits, such as:]

Cover Photography from Shutterstock.com

[Insert additional credits here, if applicable, such as permission to reprint copyrighted material.]

Dedication page

an optional page in which the author may list the person or persons to whom the book is dedicated.

Epigraph

a page containing a short quotation, poem, phrase, or song lyrics that in some way relate to the book's themes or subject matter. The epigraph may also face (verso) the Table of Contents, or facing (verso) the first page of text. Epigraphs can also be used at the heads of each chapter. Be sure to have permission to use quoted material that is still copyrighted (this includes lyrics).

Contents/Table of contents

Found in nonfiction books, the table of contents (or contents page) lists chapter titles and subheadings. A contents page is used in fiction works if chapter titles are unique. It is never used if your chapters are numbered only (e.g., Chapter One, Chapter Two). List all the chapters or other divisions (such as poems or short stories) in your manuscript worded exactly as they appear in the book.

If working with Dome Tree Publishing, please do not include page numbers as pagination is done after the book is laid out to the final trim size and margins, and the formatting is completed.

List of illustrations

List of tables

When books contain essential illustrations or tables that clarify or enhance the text, these pages list of all the illustrations or tables and where they appear in the book. If this illustrations are included simply for interest or comic relief, a page listing is not advised.



Book Elements

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If you are including a map (even one spanning two pages), it would be included after the table of contents.

As with the table of contents, if working with Dome Tree Publishing you won't need to list the page numbers.

Foreword

Forewords are usually found in nonfiction works. It is a page containing an introduction to the book written by someone other than the author, often by an expert or someone widely known in the field of the book's topic. It lends authority to your book and certainly helps in promotion and may increase its sales potential.

If working with Dome Tree Publishing and you plan to include a foreword, please include the final edited version in your submitted manuscript.

Preface

a page in which the book's author provides additional context for the book, whether it's the source of the book's inspiration, your motivation for writing it, your approach to research, or notes on the creation of the book. It can include acknowledgments if they are not included in a separate section. Often, non-fiction authors establish their qualifications and expertise as an authority in the field. Most commonly used in non-fiction and used in fiction only when necessary.

Acknowledgments

your notes of appreciation to people or organizations who inspired your writing, those who provided help and support during the writing and publishing processes, or those who have furthered your writing career. It might include any credits for illustrations if not on the copyright pages. If this is a lengthy list, many choose to put it in the back matter, either before or after the bibliography. If short, they may be included in the preface instead of a separate page. The acknowledgments page can be moved to the back matter if the front matter is too lengthy.

Introduction

a page that describes information the reader should know about the main text before starting the book. Unlike the preface, which deals with the author credentials, the introduction addresses the content of the book. For example, if there are questions or journaling prompts at the end of each chapter, this section will prepare the reader and provide guidance on how best to use them.

It may also describe the research, methodologies and overall concepts of the book in greater detail than a preface.



Book Elements

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List of Abbreviations or Chronology

a page included when the book includes many abbreviations or a few are used frequently. List the abbreviations alphabetically by the abbreviation, not by the spelled-out form. Its location should always be included in the table of contents.

Chronology

Some works, like histories, include a helpful chronological list of events. If the author considers it critical to the reader's understanding of the work, it is placed either in an appendix or in the front matter just before the main text depending on when readers should view it.



Book Elements

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Text/Body Content

Second half title page

When a book's front matter is lengthy, a second half-title page can be added at the start of the main text.

Prologue

If included, the prologue should be an essential part of the narrative. It does not include acknowledgments or an outline of the book. It is most commonly found in fiction as an opening to the story. It sets the scene, establishes the tone, or provides information about events that occur before the story takes place.

Text divisions

The main text is divided and subdivided according to a book's genre and length, and for the purposes of clarity and organization:

- Parts: Books divided into parts should have at least two chapters per part.
- Chapters: Nonfiction and fiction books alike are commonly divided into chapters, with a number and title for each chapter.
- Sections: A chapter of nonfiction books may be further divided into sections.

Conclusion (non-fiction) or Epilogue (fiction)

In nonfiction books, the conclusion may be a brief summary of the salient points of the main work that attempts to wrap up the work or it may contain a final comment from the author about the text.

Some fictional novels include an epilogue, which is a short, final chapter that ties up any loose ends and reveals what happens after the main story. It is meant to bring closure to the work. For example, it might give an idea in broad strokes of the lives of the characters after the events of the book have concluded. In a play, the epilogue might be a narrator's direct address to the audience at the end of the last act.

Afterword

The afterword is not part of the narrative and is similar to the preface or foreword. It can be written by either the author or another person. An afterword is commonly used in second printings or new editions to bring in additional content, such as an interview with the author about the impact, interpret the book or seek to place the work in some wider context.



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Parts of a Page

Running Heads

These are the repeating content in the header (top margin) of most pages of the body text, not the front or back matter. The verso (left side) displays the author's name and the recto displays either the title of the book, or of the chapter. Running heads do not appear on the first page of the chapter.

Page Numbers

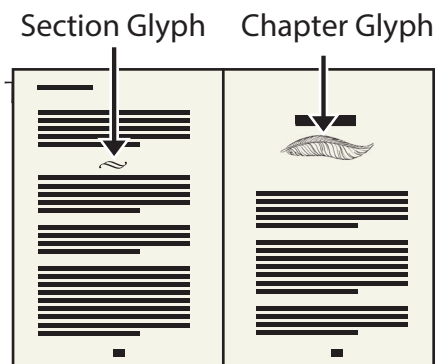
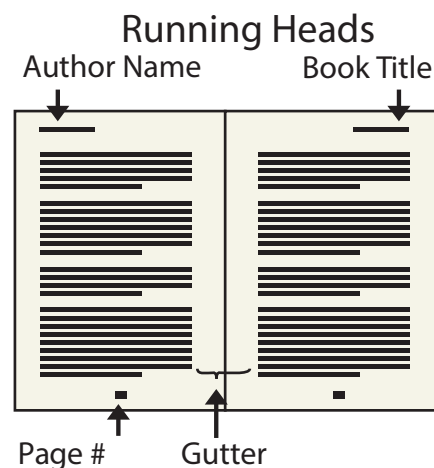
These appear in the footer (bottom margin), either centred or aligned to the Author Name and Book Title on the outside margins.

Gutter

The gutter refers to the inside margins. The gutter often need to be larger than the outside margin to accommodate reading the text without breaking the binding of the spine.

Glyphs

Small ornamentals, either flourishes or simple graphics, that mark chapters. sections within the chapters, like a significant change in time and place.





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Back Matter

All the extra elements that can/should be included in the back of the book.

Postscript

From the latin post scriptum, “after the writing” It refers to anything added as an addition or afterthought to the main body of the work.

Appendix/Addendum

Appendices are the perfect place for details that would be too overwhelming or bulky to include within the main text, but support the findings or narrative, such as the full text of letters and memos, long lists, charts, and statistics. They may include clarifying data, a list of references, tables, reports, additional support content, background research, source documents cited in the body text, or various other insertions, chronology (if not included in the front matter), or material that arose after the main body was complete.

Notes /Endnotes

Endnotes should be organized by chapter and coordinate with the numbers referenced within the text. Some books include endnotes at the end of each chapter. Alternatively, footnotes are included at the bottom of the page. in the references section.

Glossary

A glossary comprises alphabetical list of terms and their definitions. These can be useful in some nonfiction and fiction books, especially when special terms not generally known to the average reader, foreign words are used, or if you coin new words or phrases to explain your ideas.

Bibliography or References

Both the bibliography and reference sections list the full citation for sources for works used in your book or used in research. Be sure to arrange the sources alphabetically by the author’s last name. For samples and guidelines on proper layout, refer to the Chicago Manual of Style.

Thank you/A call to post a review

Some

List of Contributors

A list of contributors is used for a multi-author work (anthologies) where only the volume editor’s name appears on the title page. Arrange entries alphabetically by last name, but appear in the form “First Name



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Last Name.”. If necessary, you may also include a short biographical note, academic affiliations or previous publications for each contributor.

This may appear in the front matter.

Illustration credits (if not in captions or elsewhere)

When a book has numerous images, a credits page may be necessary. Alternatively, there are other areas credits can be placed, including the captions, the acknowledgments, or copyright page. The copyright holder may dictate where to place the credit line.

Index

The index is an alphabetically ordered list of words and terms used for referencing your text. Indexes (or indicies), when done well, are helpful in lengthy nonfiction books and allow the reader to find information on subjects quickly. They provide more detailed information than a table of contents.

Be aware that the computer-generated keyword index that lists a page number for a key term every time it occurs in your book will be overly long and offers limited value to the reader.

An effective index has a professional indexer analyze your entire book for subject items your reader will most likely want to find, then lists them in an intuitively accessible manner.

Adverts and excerpts

Often seen in fiction books, this is a promotional element of either or both backlist books or upcoming titles. If the reader enjoyed this book, take the opportunity to make them aware of your other books. This can include the promotional blurb associated with the books, or an engaging excerpt.

Colophon

The colophon is a brief statement about the production of the book, including the text typography (identifying the font by name) and printer used. It may also credit the book’s designer and other persons or companies involved in its physical production.

Errata (if not placed at the end of front matter)

An errata sheet is a loose sheet of paper added that lists corrections to major errors (not minor typos) when it’s too late to fix the book before printing. It may be a notice from the publisher of an error caused in the production process.



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Book club discussion questions

If not included at the end of the chapters, this element can be included in the back matter.

About the author or biographical note

Information about the author may be placed in any number of places depending on the publisher's or author's preference, including the dust jacket flap of a hardcover, back cover of a paperback, front matter, or back matter. This often includes an invitation to connect with you on your website or other social media platforms, and/or a suggestion to sign up to your author newsletter.

An author interview

If the author has been interviewed regarding this particular book, the interview can be included, if not too lengthy.

Resources

Often, readers of non-fiction want to buy products or join organizations in the field in which you've written. This is a list of organizations and associations, manufacturers and distributors, websites, and other sources that may be invaluable to your readers.



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Considerations for eBooks

While publishers tend to follow the standards set in print book publishing for e-books, they may depart from the order or presentation of the front matter and back matter elements. Reading an e-book is a different experience, and some standards don't apply. Additionally, some elements may be more important or play a different role than they do in the printed book, such as the table of contents.

Front

There is no Endorsements page/Praise here. It is considered useless in an eBook because most eReader devices skip to the beginning of the first chapter when the book is opened. The trending idea for ebook front matter is to keep it slim so people get more story content if they download a free sample. Here is an example of what to include:

Title page

Dedication

..the start the first chapter

Back (Necessities)

Acknowledgments

About the Author (includes call to connect through website, social media, or newsletter)

Also by Author Name

Copyright Page (Imprint information)

Back (Optional)

A call to post a review

Adverts and Excerpts

An author interview

Book club discussion questions

Table of Contents

If your print book includes a table of contents in the front matter, it goes in the back of the eBook.