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## *The Parts of a Book*

As an independent author, often you must become much more than the writer and creator of a book. You are also editor and publisher, even if you hire services to help you.

At the same time, your book becomes much more than the story you have written. If you look at any NYT best-seller, you'll see content of various types that fall into three segments—frontmatter, body, and backmatter—and these contain all the potential parts of a book.

Here is an overview of those parts. You don't have to include all of them, but should at least know what they are. Use them as needed to help the reader and convey information to librarians and booksellers.

Indie authors often find themselves working on front and back matter while the editor (or editors) work with the manuscript body. While, as an indie author, you are free to do anything you want, your credibility increases when you use professionally accepted conventions.

### *Frontmatter*

**Half title**—This page contains only the title of the book and is typically the first page you see when opening the cover — however, recently, in an effort to most efficiently manage page count (and production costs) this page is often eliminated.

**Frontispiece**—An illustration on the page that faces the title page.

**Title page**—Here you'll place the title, subtitle, author's name and publisher information. (Note: please do not use "CreateSpace" or "IngramSpark" as your publisher name.) The title page could also include the publisher's location, the year of publication, or descriptive text about the book, and perhaps even some illustrations.

**Copyright page**—This page contains the copyright notice, edition information, publication information, printing history, cataloging data, legal notices, and the ISBN (or other identification) number. Rows of numbers are sometimes added to the bottom of the page to indicate the year and number of the printing. Design, production, editing and illustration credits may also be listed on the copyright page. The copyright page is often located on the back side of the title page.

**Dedication**— A dedication page is not required and lots of books don't have them. For those that do, it comes after the copyright page.

**Epigraph (Quotation)**—Authors often choose to include a quotation—near the front of the book facing the Table of Contents or, alternately, facing the first page of main text. Epigraphs are also commonly used to head each chapter.

**Table of Contents**—A listing of all the major divisions of the book including parts (if used) and chapters. Sometimes with an especially long or academic book, the author may provide a greater level of detail here.

**List of Figures and/or List of Tables**—Publishers of books with numerous figures (charts, tables, maps or illustrations) often help out their readers by including a list of all figures, their titles and their page numbers. Remember, once the body is done, it's not "about" you anymore. Instead the focus is on getting your story to the reader—as clearly as possible.

**Foreword**—A foreword is short piece written by someone other than the author, to provide context for the work. Remember that the Foreword is always signed. The signature usually includes the author's name, place and date. Also, this may still be the most frequently misspelled word in indie books. To avoid this, remember that these are the WORDs that come beFORE.

**Preface**—Written by the author, often telling how the book came into being. Although not always the case, it can be signed with the name, place and date.

**Acknowledgments**—Here an author can share their gratitude for help in the creation of the book. It also sometimes appears in the back matter.

**Introduction**—Here an author may share her (or his) purposes and goals of the book. S/he could also place the work in a context, and spell out the organization and scope of the book.

**Prologue**—When an author chooses to use a prologue, sets the scene for what is to follow. It is used in fiction and in the voice of one of the characters—not the author.

**Second Half Title**—If the frontmatter is particularly long, a second half title (identical to the first) can be added before the beginning of the text. The page following is usually blank.

MISC> The pages before the body of the book are often numbered with lower case Roman numerals.

## Body

This is the main section of the book.

**Part: Opening page**—Both fiction and nonfiction books can be divided into parts when history, logical structure or significant concepts suggest such, and the author believes the reader would benefit from that sort of meta-organization.

**Chapter: Opening page**—Almost all nonfiction and most novels are divided into chapters. Chapter Opening pages and Part Opening pages may be a single right-hand page, or in some cases a spread consisting of a left- and right-hand page.

**Epilogue**—In the voice of the author or as a continuation of the main narrative to bring closure to the work.

**Afterword**—Used in place of a Foreword and/or a Preface an Afterword may be written by the author or another, dealing with the origin of the book or perhaps to situate it in some wider context.

**Conclusion**—A brief summary of the most important points in the main work that endeavors to give a sense of completeness or finality to the work.

## Backmatter

At the end of the book various citations, notes and ancillary material are gathered into the backmatter.

**Postscript**—From the Latin *post scriptum*, “after the writing” meaning anything added as an addition or afterthought to the main body of the work.

**Appendix or Addendum**—A supplement to the main work. An Appendix might include previously cited source documents, material that appeared too late to be included in the main body. There may be multiple Appendices.

**Chronology**— A chronological listing of events can be helpful to readers, especially in any sort of history. It may appear as an appendix, but can also appear in the frontmatter—especially if the author considers it critical to the reader’s understanding of the work.

**Notes**—Endnotes appear after appendices, and prior to the bibliography or list of references. Notes divided by chapter are typically easier to locate.

**Glossary**—An alphabetical list of terms and their definitions.

**Bibliography**—A systematic list of books or other references. It is not necessarily limited to those works cited in the Body.

**List of Contributors**—A work by many authors may require a list of contributors appearing just before the index. It is sometimes placed in the frontmatter. Contributor names are listed alphabetically by last name, but appear in this form: “First Name Last Name.” May also include brief biographical notes, academic affiliations, or previous publications.

**Index**—Alphabetical listing of people, places, events, concepts, and works cited along with page numbers indicating where they can be found within the main body.

**Colophon**—A brief notice at the end of a book usually describing the text typography, identifying the typeface by name. It may also credit the book’s designer and other persons or companies involved in its physical production.