Preface, Front Matter & Parts - Guidelines

Preface

* The Preface needs to be filled out up to the To get the most out of this book section. The remaining sections will be taken care of by the Technical editor.
* The first paragraph of the Preface is the introduction to the book and must contain an overview of the topics covered in the book, followed by the audience and chapter-wise summary.
* Refer to the example Preface document for tone and character limit.
* You can mention any additional information such as version update before the Download the example code files section.
* The content in the preface, needs to be more elaborate as compared to the book product information.

Front matter

* Most of the book-related details such as title, subtitle, edition, ISBN, stakeholders, etc will be entered by the editor.
* Update the following sections in the Front Matter: Bio, Dedication (optional), Acknowledgement (optional)
* The Foreword is optional but having one adds value to the book and increases visibility of the book on websites. Foreword writers are onboarded by the authors and introduced to the editor/BPM. The deadline for the foreword submission is 3 weeks before the upload.
* The following details are required while getting the foreword writer onboard:
* Foreword writer’s name/LinkedIn Profile
* Designation
* Email address (Note: We only use the email ID for our record and we do not contact the foreword writer directly)

**Parts:**

* Every Parts document consists of three components, namely, the title of the part, a brief summary/introduction to the Part and a bullet list of chapters included in the Part.
* Introduction – You can use the content from the outline but it’s always good to draw up a new introduction considering the changes the book underwent during the development stages.
* Chapter names – You can add the chapter number followed by the chapter name in the following format: Chapter 00, Name of the Chapter. The styles will be take care of by the editor.