The Parts of a Book

The content of a book can be divided into three sections: 1) front matter, also calls preliminaries (prelims); 2) the text; 3) the back matter or end matter:

FRONT MATTER	Page
Half title (bastard title)	i
Blank, or: frontispiece, series title, books by the author	ii
Title page	iii
Copyright page	iv
Dedication	v
Blank	vi
Table of Contents	v or vii
Table of Illustrations recto	
List of Tables	recto
Forward	recto
Preface	recto
Acknowledgments	recto
Introduction	recto

TEXT	
First Test Page; or Second hlf title or first part title	1
Blank	2
First Text Page	3

BACK MATTER	
Apendix	recto
Notes	recto
Gloassary	recto
Bilbliography	recto
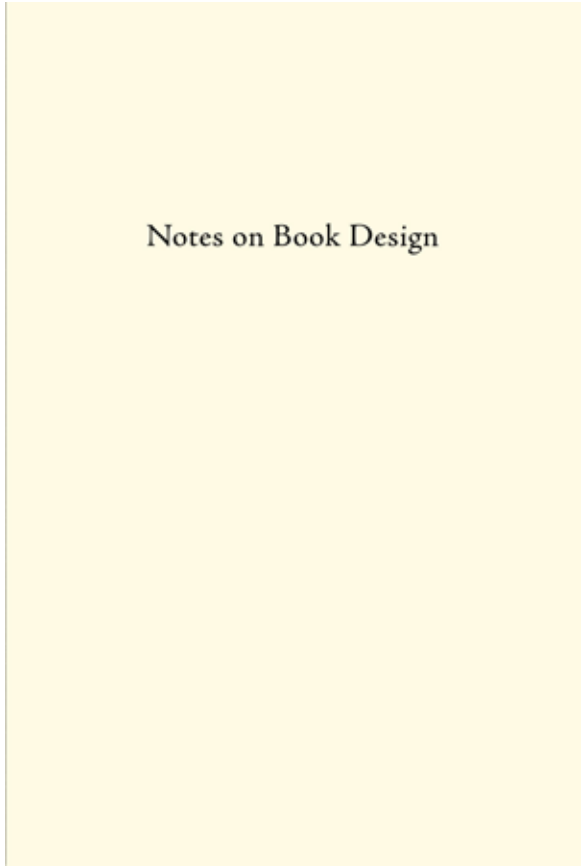
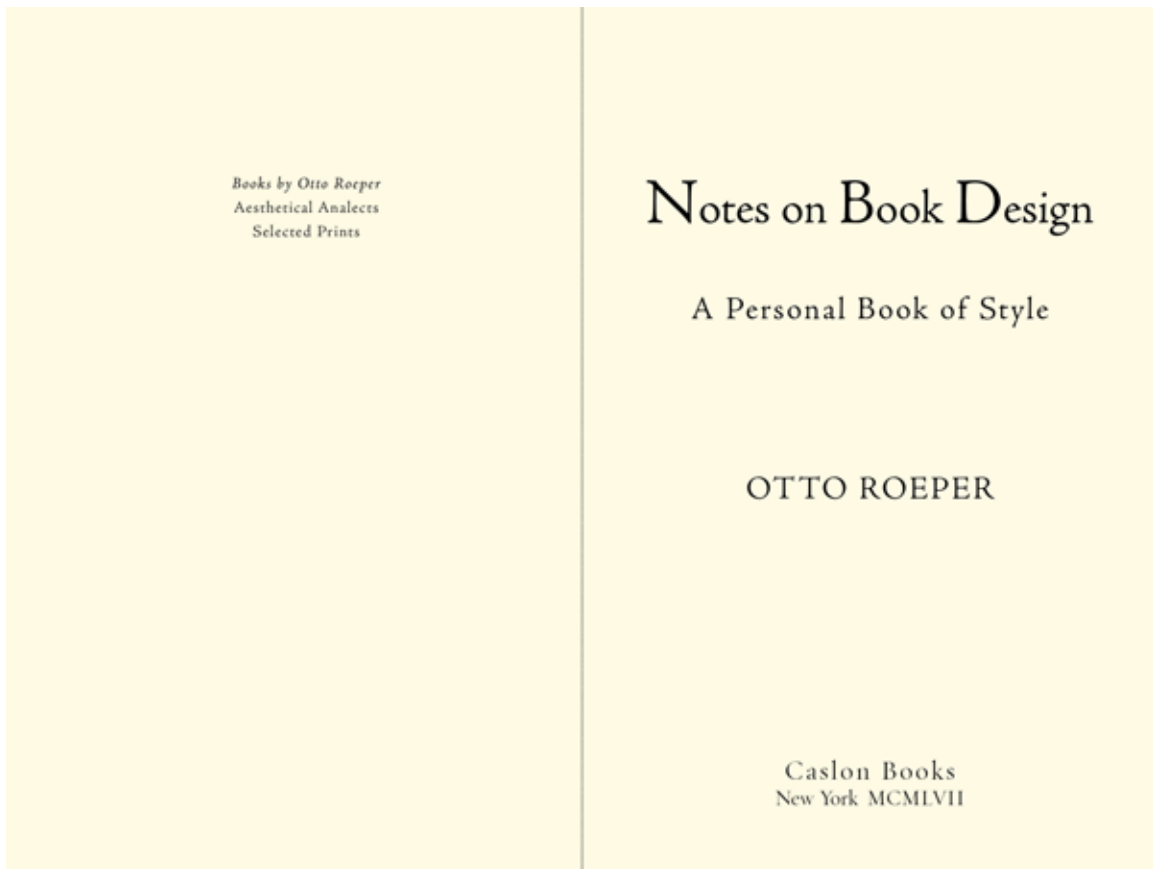Very few books have all the listed sections.

Notes on Book Design

Half Title Page

The half title is the main title. The subtitle and author's name are omitted.

<u>Exceptions or Variations</u>

Some designers add a page before the half title, blank on the recto, listing the author's works on the verso. In this system, the next page, iii, would be the half title.

Books by Otto Roeper
Aesthetical Analects
Selected Prints

Notes on Book Design

A Personal Book of Style

OTTO ROEPER

Caslon Books
New York MCMLVII

Facing Title Page   *Title Page*

The facing page may be 1) blank; 2) the frontispiece; 3) series title; 4) books by the author; 5) part of the title page.

The title page gives the full title, name of author, editor, or translator, name of publishing house, and sometimes the city of publication or where corporate offices are located, and the year.
\

Design Considerations

The title and subtitle are usually set in different fonts: therefore no punctuation is needed to separate the title from the subtitle.

The author's name should be printed in the form he prefers. Affiliations and degrees are usually omitted, except "M.D."

For editors and translators: "Edited by John Doe" and "Translated by John Doe" are the proper form, not "John Doe, Editor."

The publisher's trademark or logo may appear.

Some designers use the facing title page as part of the full title.

To Lawrence, Jonathan, and Francis.

Copyright Page   *Dedication Page*

The most important part of the copyright page is the copyright notice, which contains three elements (from http://www.copyright.gov/circs/circ1.pdf page 4):

> 1. The symbol © (the letter C in a circle, or the word "copyright," or the abbreviation "Copr."; and
> 2. The year of first publication of the work. In the case of compilations or derivative works incorporating previously published material, the date of first publication of the compilation or derivative work is sufficient. . . .
> 4) The name of the owner of the copyright in the work, or an abbreviation by which the name can be recognized, or a generally known alternative designation of the owner.
>
> Example: © 2008 John Doe

Following the copyright notice, most publishers put "All rights reserved": to conform to the Buenos Aires Convention "a statement of reservation of property rights" must be included.

 In addition to the copyright notice, the page also included: publishing history, publishers mailing address, ISBN, county where book was manufactured, catalog/author information, and, original title if different.

If there is not dedication, an epigraph—a significant quotation—may be given there, or if there is a dedication, and the author wants an epigraph, that could be put on an additional page; like the dedication page, it would have the epigraph on the recto, and the verso would be blank.

Contents

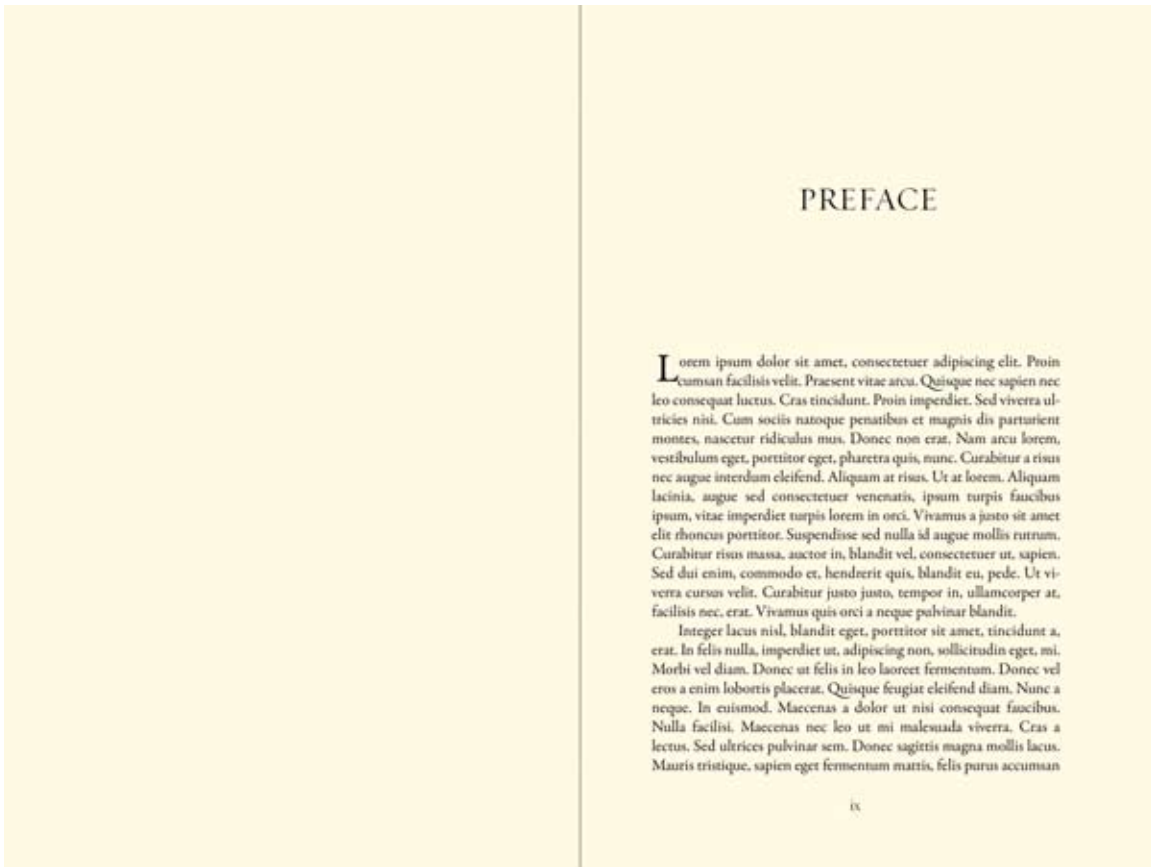*Facing Contents Page*   *Contents Page*

The Dedication Page, or Epigraph Page, verso is blank.

The Contents (Table of Contents, List of Illustrations, List of Tables) are each on the recto (odd numbered) page.

Design Considerations

Like all lists, the Contents can follow a wide variety of formats. Typically sections or parts are unnumbered. Chapters can be indented. Folios can appear with or without leaders.

When a book has more than one such list, each is formatted the same way.

PREFACE

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ix

Facing Preface Page   *Preface Page*

The facing page is blank.

The Preface page may or may not have a folio, if it does, it is usually in roman numerals.

The same format is used for the Forward, Preface, Acknowledgments (if not part of the preface), and Introduction (if not part of the text).

<u>Other Front Matter</u>

Many designers put a list of abbreviations, if there is one, in the front matter. If the list is one page, it is often put on the verso page facing the first page of the text. If it is longer, it should be treated like the Contents.

Notes on Book Design

Facing Page   *Half Title/Introduction/Part/Chapter*

The facing page is blank.

The is the beginning of the Text portion of the book, as distinct from the front and end matter.

The recto can be the first page of the Introduction, if it is part of the text, a second book half title, first part title, first text page.

Facing First Text Page   *First Text Page*

In general, this is how the first text page spread should look. It should be on the recto, with a blank page preceding it.

Variations

The number of options for the first text page are large, but whatever it is, it becomes the model for all other chapter openings, although in traditional book desiqn it is the only time a chapter opening must be on the rector.

Folio are usually not included on the first page.

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Running titles (head or foot) may be used to show:

Verso	**Recto**
Author's name	Chapter title
Book title	Chapter title
Part or section title	Chapter title
Book title	Book title
Chapter title	Chapter title
Nothing	Chapter title
Nothing	Nothing

Front and back matter often have the section name (e.g. "Preface" or "Index) in the same style as the running titles, and on both the pages.

Running title are omitted on:
Pages with full illustrations
Full page-turned tables
Non-run-in chapter openings

Appendix

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Notes

Chapter 1

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See *A Manual of Style*, Chicago, for information on notes.

Glossary

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Raehlmann, E.: *Über die Maltechnik der Alten.* E. A. Seemann, Leipzig, 1910

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Vanino, Dr. L.: *Die Haupttasachen der organischen chemie.* Verlag F. Enke, Stuttgart, 6. Aufl., 1933

Wagner, Dr. Hans: *Die Körperfarben.* Wissenschaftliche Verlaganstalt, Stuttgart, 1928.

See *A Manual of Style*, Chicago, for the nuts and bolts of bibliographic formatting.

Index