Parts of a Book

Books are among the most credible resources for research and should not be left out in all good research writings. Knowing how key information is organised in a book will help you find what you need quickly. Here's how a book is organised.

Book Spine
- The book title
- The author(s)
- The book location number (Call Number) in the library

Title Page
- The book title
- The author(s)
- The publisher

Copyright Page
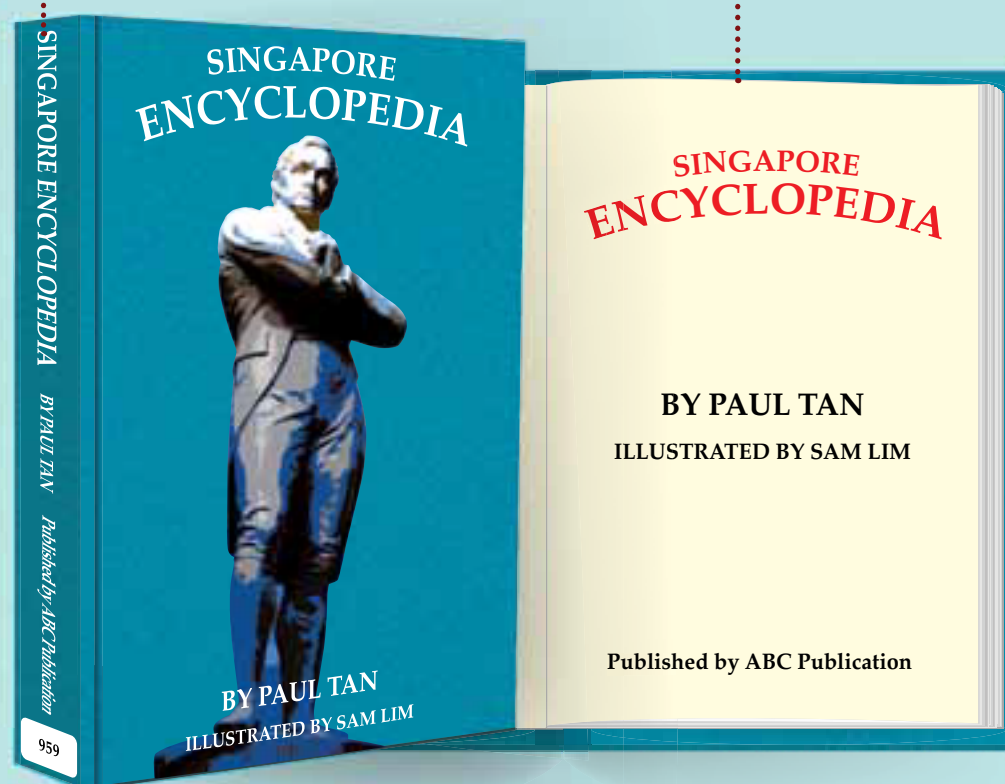- Publishing date
- The publisher's location

Contents Page
- Book chapter titles
- Page number of chapters

Preface
An introductory essay that explains the book's subject, scope and intention

Appendix
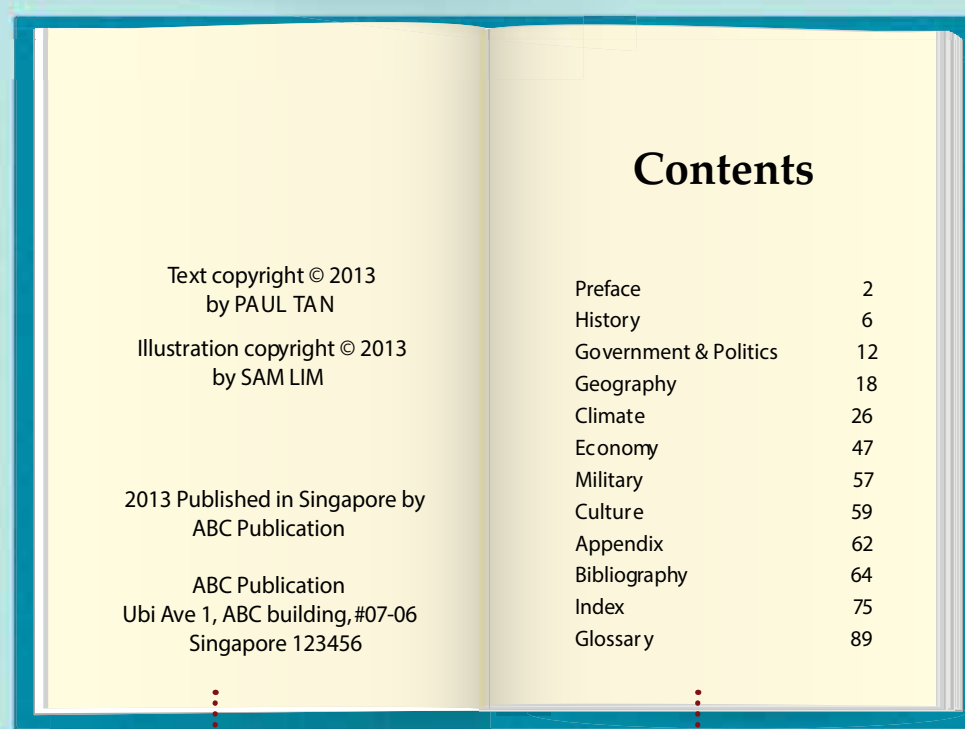Supplementary materials to the book, such as tables, charts and lists

Bibliography
- List of resources used for researching the book
- Recommended reading for further study

Index
Alphabetical list of names and subjects that is cross-referenced with the pages that they are mentioned within the book, usually near the end of the book

Glossary
Alphabetical list of unusual words (and their meanings) found within the book

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BY PAUL TAN

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959

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Contents Page

Contents

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