

Numbering a books pages

Every page in a book is counted in the page sequence, even those that have no folio (page number) expressed (printed) on them, such as the title and the half-title pages, copyright page, and blank page.

Sequencing

Front Matter (Preliminaries)

Book half title (Not required)	i
Series title, list of contributors, frontispiece, or blank	ii
Title page	iii
Copyright notice, publisher's agencies, printing history, country where printed, ISBN, CIP	iv
Dedication (or epigraph)	v
Blank	vi
(Table of) Contents	v or vii
(List of) Illustrations	recto or verso
Foreword	recto or verso
Preface	recto or verso
Acknowledgements (if not part fo preface)	recto or verso
Introduction (if not part of text)	recto or verso
(List of) Abbreviations or chronology	recto or verso

Text

First text page (introduction or chapter 1)	1
or	
Second book half title or first part title	1
Blank	2
First text page	3

Back Matter

Appendix(es)	recto or verso
Notes	recto or verso
Glossary	recto or verso
Bibliography	recto or verso
(List of) Contributors	recto or verso
Index(es)	recto or verso

Definitions

Front Matter

Half-Title Page

The half title (on page i, the first recto) normally consists only of the main title. The subtitle is omitted, and the author's name does not appear. The half-title page sometimes carries a series title or an epigraph.

Title Page

This page displays the style of the cover but is usually limited to text with no graphics: Title and subtitle, author, publisher. The exact address of the publisher is not usually given--just the name, city, and state.

Copyright page

Copyright date and name of copyright holder (usually the author), name and complete address of the publisher, ISBN, country where printed ("Printed in the United States of America"), legal information including "All rights reserved" and other restrictions you wish to specify.

Foreword

The foreword (notice the spelling; it is not a "forward"!) is written not by the author but by an authoritative person who has agreed to prepare a brief essay on the general subject of the book.

Start the text, always on the right page

Your book will probably vary from the above set of pages, but be sure to follow right-left designations for the title page, copyright page, dedication page, table of contents, and starting page for the text.

Back matter

Epilogue

For fiction, biographical, or historical narrative works, you may want to add a brief summary of "what happened next." The epilogue is usually one to three pages in length.

Appendix

Additional information your readers will appreciate having but that is not an integral part of your book should go into one or more appendices. Letters, poems, legal decisions, maps, diagrams, summaries of scientific experiments, and historic documents are examples of material you may want to include in your appendix.

Each element you include in the section of your book is an "appendix." If you have more than one, the first one should be labeled, Appendix A, and next Appendix B. Each appendix should have a full, descriptive title and should be listed in the table of contents with the title as well as the Appendix number.

Notes

Comments or references to other sources of information or opinion related to the text but not included in the main part of your text may be included in a "notes" section. You may also wish to place your "notes" at the conclusion of each chapter.

Glossary

Your readers will thank you for explaining unfamiliar terms that are used in your nonfiction book. The glossary lists words in alphabetical order and does not give page references. A clear definition or explanation is given for each item. A pronunciation guide may also be supplied.

Bibliography

The bibliography is a formal list of your primary and secondary sources used in writing or editing your nonfiction book. Be consistent with your listings and follow the format used in the academic discipline associated with your book.

Contributors

You may wish to include your contributors in the acknowledgments section in the front of your book, or in a special section in the back of your book--never in both places.

The more contributors, the more appropriate your listing will be in the back of the book. Include full names, titles and credentials in your listing as well as a brief statement describing the contribution made.

Index

An index references key words and terms to pages in your book. A good index is essential for any technical book or manual and recommended for most nonfiction books. (More about indexing services)

Preparing an index is an art all its own, even with publishing software that makes the technical aspects of indexing relatively simple. Special skills are needed in determining the length of the index and the degree of detail to be included as well as in applying consistent rules and style throughout the index. You can help your book producer prepare an index by marking key words you feel are essential to include in it.