

GUIDE

Prelim pages and end matter

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Typically a book may be made up of the following parts, although it is unlikely that all of them would be required in your publication:

Cover

endpaper(s): blank pages at the front and back of the book

half title: usually just the book title on the first recto (right) page of the book

frontispiece: an illustration on the verso (left) page opposite the title page

title page: the complete title on a recto page including, but not limited to, the author's name and the publisher of the book

copyright page: a verso page which includes the copyright notice, legal notice, publication information, cataloguing data, ISBN, and credits*

dedication page: if required usually follows the copyright page

acknowledgements page: a page on which the author may express gratitude for help in the creation of the book

foreword: generally a short piece written by someone other than the author, which may provide a context for the main work. The foreword is often signed, and includes the writer's name, place, and date

preface: written by the author, the preface generally explains how the book came into being

prologue: mostly applies to works of fiction, and sets the scene for the story told in the voice of a character from the book, not that of the author**

epigraph: a quotation often placed facing the contents page or first text page

* also see the [Copyright page, ISBNs and Barcodes Guide](#)

** preface, introduction and prologue often serve the same purpose so it is rarely necessary to include them all. If your book has an epilogue you might choose to have a prologue rather than the other two options.

contents page: lists the chapters/page numbers and often their sub-divisions

list of illustrations, figures, tables: books including many figures, tables, and illustrations often list them with their titles and relevant page numbers

introduction: can explain the raison d'être of a book and detail its organisation and scope

Main text content

End matter

epilogue: located at the end of a story, it can summarise events which happened after a story has ended

appendix: includes additional or supplementary information on the book's topic, such as other books on the subject, references etc

glossary: a list of words and their meanings which are relevant to your book

bibliography: a list of all of the sources used in the process of research for your book and generally includes the authors' names; the titles of the works; the publishers names and locations

index: an alphabetical list of subjects, names and places and the page numbers on which they appear in your book. Generally applies to non-fiction publications

Endpaper(s)

Cover (back)

Extras

footnotes: placed at the bottom of a page (footer), they provide complete references and acknowledgements relating to the content of a particular page and are generally set in smaller type than the main content and are numbered as necessary

endnotes: like footnotes but placed at the end of a chapter, section or the main content, they are also generally set in smaller type than the main content and are numbered as necessary