

Order of Book Content

There is an industry accepted order for these as below. This is just a guide and some pages are optional.

Fiction:

Title page

Copyright page (set by our typesetters)

Dedication

Foreword

The foreword is the place for someone other than the author to describe to the reader why they should be reading this book. This is normally signed and dated.

Preface

Written by the author, the Preface often tells how the book came into being.

Acknowledgments

This is where the author expresses their gratitude for help in the creation of the book.

Introduction

The introduction introduces the material that is covered in the book. Here the author can set the stage for the reader, and prepare them for what can be expected from reading the book.

Prologue

In a work of fiction, the Prologue sets the scene for the story and is told in the voice of a character from the book, not the author's voice.

Body of text

Epilogue

An ending piece, either in the voice of the author or as a continuation of the main narrative, meant to bring closure to the work.

Non-fiction:

Title page

Copyright page (set by our typesetters)

Dedication

Contents (our typesetters will add page numbering)

List of figures

In books with numerous figures (or illustrations) it can be helpful to include a list of all figures, their titles and the page numbers on which they occur.

Foreword

Preface

Acknowledgments

Introduction

Body of text

Afterword

May be written by the author or another, and might deal with the origin of the book or seek to situate the work in some wider context.

Conclusion

A brief summary of the salient arguments of the main work that attempts to give a sense of completeness to the work.

Appendix

A supplement of some kind to the main work. An Appendix might include source documents cited in the text, material that arose too late to be included in the main body of the work, or any of a number of other insertions.

Index

An alphabetical listing of people, places, events, concepts, and works cited along with page numbers indicating where they can be found within the main body of the work.