

Front Matter

Half-title page: The title of the book (about a third of the way down the page), followed by a **blank page**. This is optional. A lot of books instead have a few paragraphs of endorsements.

Title page — The full title, subtitle (if there is one), author name and publisher’s logo. Usually put in large, decorative type, often imitating the typography of the cover.

Copyright page — containing basic legal information: title of the book, “published by” and the name and address of the publisher, “Copyright [year]” and your name, the ISBN, the copyright notice(s) of the Bible translations you used. Some publishers like to include Library of Congress information, but it’s complicated and not really necessary.

Dedication — optional. If the book is *in honor of* someone, you can put that here. Don’t label it “Dedication” — it’s unprofessional. Just say something short and sweet, usually a single sentence, like “To my mother, who always stood by me.”

Table of Contents — the titles of the chapters that follow. No long descriptions. Optional for fiction.

Foreword: This is a statement by someone *other than* the author, recommending the book.

Preface: This is the author’s own statement about the book — usually, the reasons he or she wrote it.

Acknowledgments: This is a place to recognize those who helped the author in some way with the book. The acknowledgments may also include a list of permissions granted for reprinted material. Sometimes the acknowledgments can be included in the preface, or even *instead of* the preface.

Introduction: This is the point at which you begin to *introduce* the subject of the book, setting the scene, identifying the problem, challenging the reader, etc. This is the real beginning of the text of the book.

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Appendix: This is where you include information that can be useful to your reader, but which would be awkward to include in the main text.

Endnotes: If you have a fairly large number of quotes in your book—more than a half-dozen—it probably is best to prepare a list of endnotes. *Don’t* use your word processor’s “endnote” function; it usually does not convert to the publisher’s typesetting system.

Glossary: Occasionally, you might be discussing such a specialized topic that it has its own vocabulary. Then a glossary of terms may be useful.

Bibliography: If you made extensive use of several other books to prepare your manuscript, put them in a bibliography.

Index: It is doubtful that you would need an index in your book unless it is a textbook or a reference work. Some books of theology, however, may include a Scripture index. If you do think you need an index, contact a professional indexer.