

# Parts of a Book

## Exterior

- Front cover- Title, sub title, author's name, graphic, edition or number of book series.
- Spine- Similar to front but no graphics
- Back Cover- Blurb, publishing information, bar code



## Interior

### Front Matter

- Title page
- Copyright
- Dedication / Acknowledges
- Table of Contents
- Preface / Forward

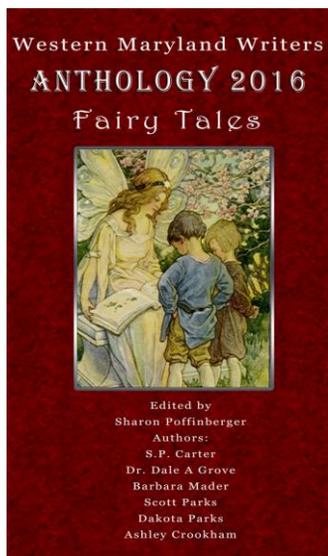
### Body Matter

- Part / chapter opening page
- Epilogue / afterward
- Conclusion

### Back Matter

- Index- (Non-fiction) lists references of content with corresponding page numbers.
- Glossary- provides definition of terms unfamiliar with the reader.
- Appendix- This is where you would list cited documents and books.
- Bibliography- This is a list of books used in research or inspiration of the book's content.

# Book Cover



- Title
- Sub Title
- Author Name
- Graphic- include border 3-4 pixel for white/light backgrounds
- Fonts that are readable in both large and small print, and you have copyright to that font.
- Graphics (check copyright usage)
- Colors and graphics for branding
- 1600 x 2560 The minimum image size allowed is 1,000 x 625 pixels with minimum 72 DPI. No larger than 2 Megabytes file size in most cases.
- JPG, TIFF

**Page Layout Size = Print Sheet Size**  
19" (w) X 13" (h) (482.6mm x 330.2mm)

**Black Dotted Line = Trim Edge**  
The trim size of this book including spine -  
**12.64" x 9.0"** (321.06mm x 228.6mm)

**Blue Dotted Line = Spine Fold**  
Fold placement may vary slightly.

**White Area = Live Area**  
Position logos, text, and essential images in this area.

**Red Area = Out of Live/Bleed**  
Your background artwork must fill the red area. Do not place logos, text, or essential images in the red area. If your artwork does not meet these requirements, it may be rejected.

**Barcode**  
Location & Size  
**2" X 1.2"**

Back  
6.0" x 9.0"  
(152.4mm x 228.6mm)

**CreateSpace  
Paperback Book  
Cover Template**

**6.0" X 9.0" Book**  
(152.4mm X 228.6mm)

**254.0 Page**

**0.64" Spine Width**  
(16.26mm)

**Cream Paper**

**Turn off  
guidelines  
for final art**

Whatever is visible in your digital artwork  
will also be visible in your printed artwork.

Spine Width 0.64" (16.26mm)

Front  
6.0" x 9.0"  
(152.4mm x 228.6mm)

Createspace Book cover template:

<https://www.createspace.com/Help/Book/Artwork.do>

Words to pages- This will let you figure out the number of pages for the size of your book. Select book size, font, font size, and this calculates how many pages you have.

<http://www.wordstopages.com>

# Book Blurb / Back of the Book

## OUTLINE FOR A KILLER BOOK BLURB

### I. Set the Stage

- A. Introduce Your Hero
  1. What is his profession/role?
  2. What adjectives describe his character?
  3. What makes him interesting?
- B. Reveal the Setting
  1. If fantasy, what is this world like?
  2. If historical fiction, what is the time period & location?
- C. Reveal the Current Situation
  1. What is the hero's life currently like?
  2. Does he have any dreams or desires that are about to be destroyed?

### II. Introduce the Problem

- A. What issue turns the hero's life up-side down?
- B. What goal is the hero trying to achieve?
- C. What opposition stands in his way?
- D. What's at stake?

inkandquills.com

## Non-fiction:

- Add how the book will help the reader.
- Include reviews of readers who enjoyed the book
- Think tagline. Something quick, to the point, but also provocative.
- Use active language. Avoid words like was, would, can, etc.
- Use questions readers might be asking themselves, that your book will answer for them.

150 Words to sum up your book to incite people to read your book

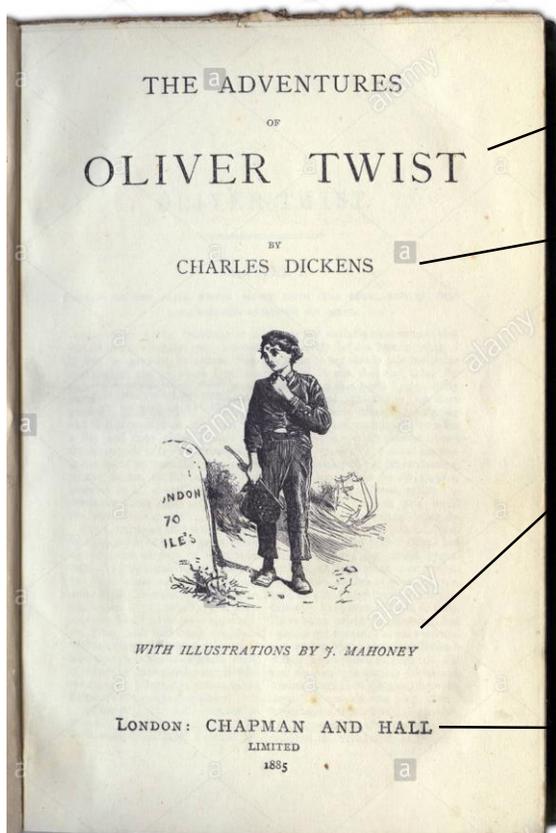


Add a photo of yourself as the author.

*Use a formula. Most fiction book blurbs start with a situation (a), introduce a problem (b) and promise a twist (c). They usually end with a sentence that emphasizes the mood (d) of the story.*

# Title Page

The title page provides similar information as the cover, but on this page, you can include more details about the publisher's address or a graphic. Some authors keep it very simple with Title, Author Name, and Illustrator/Graphic design.



Title

Author

Illustrator/artist

Publisher & Date  
*Publisher address*

# Copyright

The copyright page should include some essential information in order to copyright your book. The main components to include in your book's copyright page are:

- The copyright notice. This has the little © symbol or you can use the word "copyright." So it would look like this: ©2017 Jane Doe
- The year of publication of the book
- The name of the owner of the works, usually the author or publishing house name.
- Ordering information
- Reservation of rights
- Copyright notice
- Book editions
- ISBN Number
- Your website [you want them to find you, right?]
- Credits to the book [cover designer, editor]
- Disclaimer

## Copyright Symbol in MS Word and OpenOffice

Type without spaces ( c ) will give you ©

OpenOffice go to INSERT and select SPECIAL CHARACTER then select the © symbol

## Basic Copyright Information You Should Know

Copyright is a form of protection for intellectual property. It is based in the U.S. Constitution, and by law grants protection for original works fixed in any tangible medium of expression. Copyright covers both published and unpublished works.

You do not have to apply for copyright from any authority. The U.S. Government does not issue copyright. The law of copyright provides protection from others who might claim your work as their own, or seek to profit from your work without your permission.

When you create something original and fix it in some form that others can experience, (for instance, by writing a story that others can read, or painting a picture that others can view) your work is under copyright protection from the *moment it is created*.

Copyright protects original works of all kinds including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. It will protect a greeting card you wrote, and the song you've created for a school play.

## Copyright Does Not Protect Everything

Copyright doesn't protect facts, ideas, systems, or methods of operation. However, it will protect a book or operating manual that explains these ideas, systems or methods. As publishers it's important to know that you cannot copyright the *title of your book*. If a title could be considered a trademark, you can use the trademark system to attempt to protect your title, but it will be an expensive, lengthy and uncertain process, and you may well be denied trademark protection.

## Dedication / Acknowledgements

Dedication is where the author highlights those they wish to thank or appreciate for the results of their published book. This is often directed towards friends or family who helped support the author in their writing endeavors.

Acknowledgements emphasizes those who helped add content or assisted in time and/or resources. Some examples would be editors, people who provided feedback, research sources, etc.

*Dedicated to my friends and family who believed in me, and nagged me to write more.*

*To my fans  
Without them  
I am nothing*

## Preface / Introduction

### **Preface:**

*A preface or foreword deals with the genesis, purpose, limitations, and scope of the book and may include acknowledgments of indebtedness; an introduction deals with the subject of the book, supplementing and introducing the text and indicating a point of view to be adopted by the reader. The introduction usually forms a part of the text [and the text numbering system]; the preface does not." (In other words, the arabic numbering of the book (1,2,3) starts with the introduction, if there is one. The other front matter takes i, ii, iii, etc.)*

### **Forward:**

*The foreword, says the Chicago Manual of Style, is usually written by someone other than the author or editor, usually someone eminent (to lend credibility to the book), and although the title page may say "Foreword by X," if the foreword is only one or two pages (which is normal), the name of the foreword writer normally appears at the end of the foreword. (The title or affiliation of the author of the foreword may also appear there.) For details on positioning of these elements, and what kind of type to use, refer to one of those two manuals, if your publisher doesn't handle the formatting.*

# Tablet of Contents

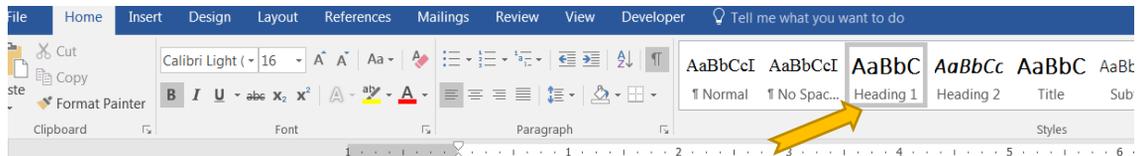
## Contents¶

▪ CHAPTER-1: .....	4¶
▪ INTRODUCTION .....	4¶
▪ CHAPTER-2: .....	10¶
▪ INTRODUCTION-TO-HUMAN-COMBUSTION .....	10¶
▪ CHAPTER-3 .....	33¶
▪ NATURAL-ELECTRICITY .....	33¶
▪ CHAPTER-4 .....	51¶
▪ BALL-LIGHTNING .....	51¶
▪ CHAPTER-5 .....	70¶
▪ UFO-SIGHTINGS .....	70¶
▪ CHAPTER-6 .....	87¶

*The Table of Contents is not typed out.* This is a field which uses the *Headings* in your manuscript. This sample includes *Heading 1* for Chapter heading, then *Heading 2* for Chapter Titles. Anthologies might set *Heading 1* for story titles, then *Heading 2* for author names.

When setting up chapters or sections to your manuscript, the title should be in a format of *Heading*.

This is also used with non-fiction books with chapters as well as anthologies.



MS Word: Go to REFERENCES and selection TABLE OF CONTENTS. You should have your chapters with *Headings* already set up before inserting a Table of Contents.



# Preface / Introduction/ From the author

## 1. The Foreword

(Why the reader should read the book)

The foreword is the place for a guest author to show the reader why they should be reading this book. The foreword of a book is a major selling tool for the book. If it is written properly, and by the appropriate person for the job, the book's author will gain a lot of credibility in the reader's eyes. It is important to remember that the author of the book should not write the foreword.

Instead, the author of the book can use the preface as well as the introduction to say what needs to be said about the book. Forewords introduce the reader to the author, as well as the book itself, and attempt to establish credibility for both. A foreword does not generally provide the reader any extra specific information about the book's subject. But instead, it serves as a reminder of why the reader should read the book. The foreword must make an emotional connection with the read

## 2. The Preface

(How the book came about)

The preface is a place for the book's author to tell the reader how this book came into being, and why. It should build credibility for the author and the book. The preface is very similar to the foreword, except that the preface is written by the book's author. The preface is also an important selling tool for the book. Here the author should explain why they wrote the book, and how they came to writing it. The author should be showing the reader why they are worth reading.

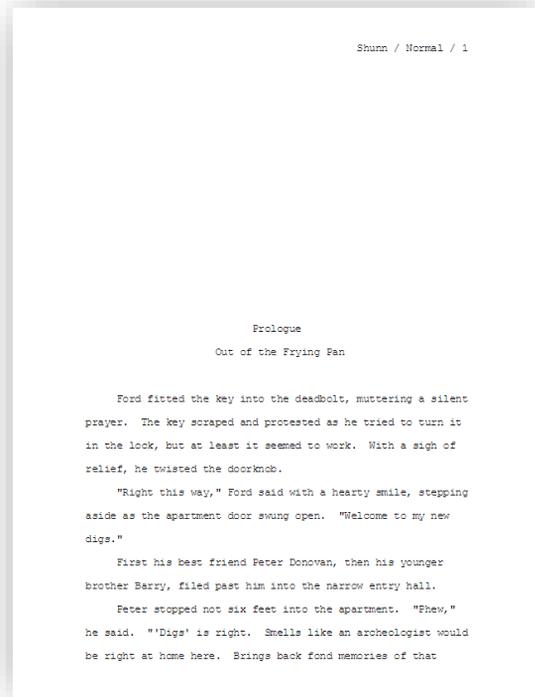
## 3. The Introduction

(About the content of the book)

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. The introduction is a way for the author to grab the reader, and intensify the reader's desire to find out more, and hopefully devour the entire book. In the introduction, the author can quickly and simply tell the reader what is to be revealed in much greater detail if they continue reading.

# Chapter Pages

- Chapter pages should start on the right side of a printed book.
- Take note of the right margin. This is often formatted to be full justify.
- Sentence lines should be single or 1.5 line depending on the font. Remember you are formatting for the reader to make reading easier for them.
- Some styles for chapters begins with a much larger font for the first letter of the first paragraph. (Optional)
- Whatever style you select for your chapters, be consistent through the entire book.



## Formatting

- **Single file:** Your manuscript should be in a single file, no chapters in separate document files.
- **Font:** 12 point Times New Roman or Courier New. **Font Color:** Black
- **Margins:** 1 inch to 1.5 inches all the way around.
- **Indents:** Do not tab indents. This should be a setting, not using the TAB button on the keyboard.
- **Scene Breaks:** Generally, you can \*\*\* between scenes within a single chapter.
- **Page numbers:** This is a setting, not typed by the author. Pre-pages are often numbers with Roman Numerals.
- **Chapter formatting:** Use the Page Break setting (Ctrl+Enter) to start a new page. This prevents any editing to change where the new chapter begins.

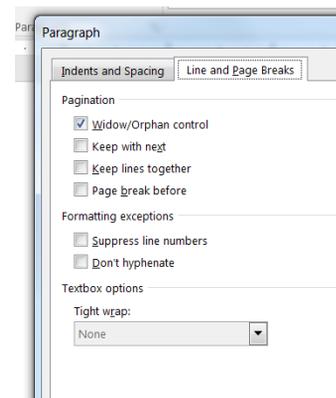
### Paragraph formatting:

**Widow/orphan control:** places at least two lines of a paragraph at the top or bottom of a page.

**Keep with next:** prevents breaks between paragraphs you want to stay together.

**Keep lines together:** prevents page breaks in the middle of paragraphs.

**Page breaks before:** adds a page break before a specific paragraph.



# Formatting

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