

STANDARD PAGE ORDER FOR A BOOK

These are guidelines, not rules, but are useful in making your book look professional. More extensive descriptions are available in the “*Chicago Manual of Style*”.
(Note: CMS uses the classic terms *recto* for right handed and *verso* for left handed pages.)

FRONT MATTER

PRE PAGES: are usually numbered with lower case roman numerals

Half title page (contains only the title) - OPTIONAL

Blank page (back of title page)

Title page title author, illustrator where appropriate

Copyright page (back of the Title page): Usually contains Copyright information, ISBN, LCCN if using, design credits, disclaimers about fictional characters, permission granted to use information or illustrations from another source

Dedication

Blank

Epigraph (quote pertinent to the book) OPTIONAL
May be used instead of, or after a Dedication.

Blank

Table of Contents (usually only titled Contents)
Not necessary in novels unless author requests and/or each chapter has a different title

List of Illustrations (OPTIONAL) used most often in scholarly non-fiction and textbooks

List of Tables (OPTIONAL) used most often in non-fiction and textbooks

Foreword (OPTIONAL - *Note spelling – means the word in the front*) often misspelled by new authors
The Foreword is usually written by someone other than the author but not always - may take up a number of pages or only one - if one page, the following page should be blank

Preface (OPTIONAL)

Acknowledgments (OPTIONAL)

The Preface and/or Acknowledgments may each be a separate page and may take up a number of pages or only one page. Since each of these should start on a right hand page, blank pages may be needed to force this to happen.

Blank A blank page is often needed to force the first page of the book to fall on a right hand page.

Introduction (OPTIONAL) A blank page is often needed to force the first page of the book to fall on a right hand page.

BODY OF THE BOOK

Text pages are usually numbered with normal fonts.

TEXT:

Chapter One: In a “classic book” all chapter heads start on the right hand page. In novels where continuity is important, chapters may start on the right or left but the first chapter should always start on the right.

PARTS:

Book One or Section One: In large books it is common for the book to be divided into Parts or Units. Some Section pages carry their own titles. These are styled like title pages and are always on the right hand page, usually followed by a blank.

BACK MATTER

ALL ARE OPTIONAL

Appendix If more than one is used, they should be numbered like chapters

Notes This is a formal section with text provided by the author not a blank page for the reader to make notes.

Glossary

Bibliography

Index

ABOUT RUNNING HEADS

These are headings at the tops of most of the pages in a book. There are several different styles that are common. Running heads should not appear on pre-pages, or on the first page of any chapter. Designers often prefer that they not appear on any page that is blank or contains only an illustration table, or other graphic.