



Webinar 5B

The Front Matter

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Webinar 5B More Details: The Front Matter

What Comes First? That's the Big Question Here...

It's funny. Before I started writing books, I didn't think much about what was at the beginning. I just flipped through a few pages and got on to the main content. That's probably the way most people do it, unless they want to know when a book was published.

Yet that part of your book is important for presenting the information and the appearance necessary for a truly professional book. We are publishing these books ourselves, but we don't want them to look amateurishly homemade, do we?

So let's think for a minute about what's called the "Front Matter" of your book. Those several pages which will go in the front of your book.

Before we say anything else, I want to have you look at a book you have with you. If it's a professional job, then anyone will do.

Open it and start looking at the pages. You will notice a certain order there. Of course, there are certain variations, but mostly, you will see a similar sequence. That's what we will be discussing here. What needs to be there. And what goes where.

First notice that the odd numbered pages are on the right when your book is open. The even numbers are on the left.

Then, notice that the title page and every chapter beginning page throughout your book is on the right-hand side. It will be an odd numbered page, if the pages are numbered.

Occasionally we will see someone start their chapters on the left side. Oops! That's an amateur at work. We don't want that.

So be aware of that as we discuss the page lineup.

Now remember, if you have your computer screen set up to look at two pages at a time, the odd numbers will be on the left. However, in your book the odd numbers will be on the right. So as we go through this tutorial, think in terms of odd or even page numbers and not the way it looks on the screen.

Now let's talk about what the front matter needs to be.

This will include

a. The Title Page

Webinar 5B The Front matter

- b. Copyright Page
- c. Dedication Page
- d. Acknowledgements
- e. Foreword
- f. Table of Contents

First let's look at the Title page.

1. Title Page

This page is the first page of your book. When you open your book, this page will be on the right -hand side. There may be some blank pages before or sometimes people will put some endorsements before anything else, but those are optional

This Title Page will include the Title, the Sub-Title, and the Author.

You will want your title font to be big and bold, and it should reflect the cover. Some people even have a duplication of the Book Cover's title on this page.

Sometimes people will include where the book was published, but not always. The main items are Title, Sub-title, and Author.

2. On the back of the title page is **the Copyright Page**. (Page 2)

There are many ways to design this page, but certain things should be there.

Let's look at all of these and then we will take them one at a time.

- 1. It's published by you or your Publishing Co if you have one.
- 2. You insert a Copyright symbol along with your name and date.
- 3. You state your claim of rights and permissions
- 4. You show Bible or other book permissions
- 5. You include your ISBN Number
- 6. You give credit for cover or photography

Now let's take these items one at a time.

Webinar 5B The Front matter

- a. You will include who published your book. It can be published by you or your Publishing Co if you have one. It's good to Include the official address if you want them to reach you. You can put your email address here also.

At the minimum, include the City, State, and Zip Code.

- b. Insert the copyright symbol © Copyright 2019 (or the correct year) John Doe (Your Name).

You can insert the copyright symbol in several ways. If you have a recent version of MS Word, go to the Insert tab and you will see the symbol option pop up in the extreme right corner. There is a copyright symbol available there.

If you don't have a recent edition, you can find the symbol on the internet by searching for it. Then just copy and paste into your document.

- c. Claim of Rights. Such as

"All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means – for example electronic, photocopy, recording – without the prior written permission of the publisher. The only exception is brief quotations."

If you'd like, you can copy these words and put them in your book.

- d. If Bible quotations are used, cite the edition of the Bible and permissions. Such as

"All scripture quotations, unless otherwise noted are taken from the New King James Version. Copyright 1979, 1980, 1982 by Thomas Nelson, Inc. Used by permission. All rights reserved."

I am including a pdf with some of the permissions for certain Bible translations.

Webinar 5B The Front matter

Now some notes about the Bible references. You can go to StudyLight.org and click on Copyrights, then Bibles. There is a long list of Bible Versions and the language required for you to include in your book. If you are quoting less than 500 scriptures, most versions allow you to put the wording without getting written permission. If you are quoting more than that, you will have to contact the publisher.

If you are using another author repeatedly, you should include an acknowledgement of their book in this section. If you are occasionally quoting another author, you can give them credit at the site of the quote.

Finally you will include

- e. Include your ISBN number
- f. You will give credit for Cover or Photography.

Next let's go to the

3. Dedication Page

The Dedication Page is on the righthand side. The page is an odd number.

You can have this long or short. Write a few words or several paragraphs to the person or persons who are receiving this dedication.

My dedications have been to family members, with a charge to pursue God's best.

Another example: Peter Bowerman, in his book *The Well-Fed Self Publisher*, dedicated the book like this:

"To all the self-publishers out there...this is your time!"

You can dedicate your book any way you choose. Just be sure to put it on this page.

Next we have

4. Acknowledgements

The Acknowledgement Page is on the right. Remember, an odd numbered page.

Webinar 5B The Front matter

When you are stacking your book for print, there will be a blank page between your Dedication Page and this one – unless you wrote more than a one page dedication.

This page is where you thank the people who have helped and inspired you in your writing process. Or in your life's journey.

Basically, it's whom you want to thank. It can be long or short.

Many people thank their families, their mentors, and their assistants who have helped them.

5. Foreword

The Foreword begins on the right- hand side. This page has an odd number.

By the way, notice the spelling. The Foreword has an “e” in the middle. Meaning it's the “before word.” Not like forward movement. People sometimes mistake these two words.

If you have a foreword, this is where it goes.

Think of your foreword as a major endorsement. The person who writes this for you should be someone who admires and respects your work. Maybe a mentor or someone you have mentored.

Sometimes you have a Foreword which is just a couple of paragraphs. Other times, you will have a lengthy piece – almost like a chapter. That's entirely up to you and the person who is writing it.

The one significant thing to remember here is that you want someone who will inspire others to read your book.

The final significant piece of the Front Matter is the

6. Table of Contents

This item is again on the right- hand side. An odd number.

We are going to be formatting the book with Word Styles, and the Table of Contents will automatically be generated with titles and pages.

Webinar 5B The Front matter

You will be able to set up the way you want yours to look.

That's what we will do next.

So, we have talked about the pages which need to be in the front of your book. The Front Matter. The Title Page, Copyright Page, Dedication, Acknowledgements, Foreword and Table of Contents.

I would suggest that you gather some of your books which appeal to you. Roam through the first pages and notice how they are set up. You might get some ideas for how you want yours to look.

Next, we will be designing your book quickly and easily with MS Word.

If you haven't done this before, you are in for a surprise. It's easier than you think it will be.

You can do this!

See you there!