

## *Continuing Session # 2*

### **Think Like a Designer**

#### **Your Interior Book Design Blueprint**

*Do you know how most self-publishers make the pages between the front and back cover appear unprofessional? Formatting matters. This session covers three major divisions of the interior of a book: organizing the front, interior and back matter, running heads, pagination, footnotes/endnotes, margins, fonts, copyright page components, legal disclaimers, edition info, plus additional back matter teasers to engage reader interest and up your sales.*

#### **This session covers:**

1. the interior divisions of a book
2. definition and order of the pages appearing in the front, text and back matter
3. design and formatting details

#### **The 3 Major Parts of a Book**

- 1.
- 2.
- 3.

#### **9 Mistakes That Make Your Book Appear Unprofessional**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

## **Interior Design**

### **Formatting Matters**

#### **Why does formatting and interior design matter?**

- 1.
- 2.
- 3.
- 4.

## 1. Rectos and Versos

## 2. Paginating Front Matter

## 3. Roman Numerals and Display Pages

## 4. Running Heads, Running Feet

## 5. Footnotes or Endnotes?

### Inside and Outside Margins

#### Benefits of Margins: Van de Graaf Cannon: Classic Interior Page Design

##### Wide Margins / Reader Comfort

1.

2.

##### Line Width

3.

4.

##### White Space

5.

6.

##### Reader Comfort

7.

8.

9.

##### Printing and Binding Considerations

10.

11.

## **How to Set Up Your Margin Measurements**

Paper size: Width \_\_\_\_\_ Height \_\_\_\_\_

Top margin:

Inside margin:

Outside margin:

Bottom margin:

Page count and margin dimensions

- 1.
- 2.
- 3.
- 4.

## **Trim Sizes**

## **3 Reasons to Set Up Margins in Your Manuscript**

- 1.
- 2.
- 3.

## **2 Important Tips**

- 1.
- 2.

## **2 Easy Solutions**

- 1.
- 2.

# **Fonts**

## **Choosing a Font Style and Size**

## **Line Width & Length**

### **5 Great Text Fonts**

- 1.
- 2.
- 3.
- 4.
- 5.

### **3 Great Font Combinations for Titles/Subtitles and Text**

- 1.
- 2.
- 3.

### **Microsoft Word Font Tips**

- 1.
- 2.
- 3.
- 4.

### **Style Sheets**

# Front Matter

## Organizing Your Front Matter

### Order of Front Matter

1. • *Title Pages*
  - a. • *Half Title page*
  - b. • *Series title or frontispiece*
  - c. • *Title Page*
2. • *Copyright page*
3. • *Dedication*
4. • *Epigraph and epigraph source*
5. • *Table of Contents*
6. • *List of Illustrations or Tables*
7. • *Foreword, Preface, Acknowledgements and Introduction*
  - a. • *Foreword*
  - b. • *Preface and Acknowledgements*
  - c. • *Separate Acknowledgements*
8. • *Introduction belonging to Front Matter*
- *Other Front Matter*
  - a. • *List of abbreviations*
  - b. • *Publisher's, translator's and editor's notes*

**Page i: Half Title: Bastard Title**

**Page ii: Frontispiece**

- 1.
- 2.
- 3.
- 4.
- 5.

**Page ii: Series Title**

- 1.
- 2.
- 3.
- 4.

**Page ii: Series Title or Frontispiece: Sales and Marketing Tips**

- 1.
- 2.

**Page iii: Title Page**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Page iii: Title Page May Include**

- 1.
- 2.
- 3.
- 4.

**Setting the Tone of the Title Page**

- 1.
- 2.
- 3.
4. Example 1:
5. Example 2:

## Page iv: Copyright Page

### Order of Components on the Copyright Page

1. • *Biographical note on author*
2. • *Publisher's address*
4. • *Copyright notice*
1. • *Copyright notice © 2013, author's name —including, if applicable, copyright dates of previous editions and indication of copyright renewal or other changes, and followed by the statement "All rights reserved"*
2. • *Publication date, including publishing history*
8. • *New edition number (Latest edition: First, second, etc.)*
9. • *Country of printing*
9. • *Impression line, indicating number and year of current printing*
10. • *International Standard Book Number (ISBN)*
11. • *International Standard Serial Number (ISSN), if applicable*
11. • *For translations, indication of original-language title, publisher, and copyright*
12. • *Acknowledgments, permissions, and other credits, including acknowledgment of grants, if applicable and space permitting*
13. • *ISBN: International Standard Book Number*
14. • *CIP: Cataloging-in-Publication (CIP) data*
15. • *Paper durability statement (for the environmentally minded)*

## Page iv: Copyright Page

- 1.
- 2.
- 3.
- 4.
- 5.

### Credits:

Cover Illustration *Copyright © 2014 by Illustrator/Company, contact information or website*

Cover design by *Designer's name, contact information or website*

Book design and production by *Designer's name, contact information or website*

Editing by *Editor's name, contact information or website*

Chapter opening illustrations © 2014 *Illustrators name, contact information or website*

Author photograph *Photographers' name, contact information or website*

Poetry of *Author's Name used by permission of Author's name or publisher*

**Legal Notices/Disclaimers:****First Edition:****Second, Third or Revised and 'nth' Edition means . . .**

- 1.
- 2.
- 3.
- 4.

**Cataloguing Blocks:****Dedication:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**Epigraph and Sources:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



**Table of Contents**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

**List of Illustrations**

**List of Tables**

**Foreword**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

**Preface**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

## Acknowledgements

### **Introduction**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### **Other Front Matter**

### **Sample Front Matter for E-books**

# Book Interior

How to Determine Page 1

**Prologue: Fiction**

**Parts of the Body of a Book**

- 1.
- 2.
- 3.
- 4.
- 5.

**Opening Pages**

## Epilogue

- 1.
- 2.
- 3.
- 4.
- 5.

## Afterword

- 1.
- 2.
- 3.
- 4.

## Conclusion


- 1.
- 2.
- 3.

# Back Matter

## Hot Back Matter Tips

- 1.
- 2.
- 3.

## Organizing and Formatting Traditional Back Matter

- 
- *Acknowledgements (if not in front matter)*
  - *Appendixes*
  - *Chronology (if not in front matter)*
  - *Abbreviations (if not in front matter)*
  - *Endnotes*
  - *Glossary*
  - *Bibliography or reference lists*
  - *List of Contributors*
  - *Illustration Credits (if not in front matter, captions or elsewhere)*
  - *Index(es)*
  - *Colophon*
  - *Errata*

## **Acknowledgements**

## **Appendix**

## **Chronology**

## **Abbreviations**

## **Endnotes**

## **Endnotes: Running Heads and Fonts**

## Glossary

### **Bibliography**

1. *Full bibliography*
2. *Selected bibliography*
3. *Annotated bibliography*
5. *Bibliographic essay*
6. *Lists of work by one author*

### **Automatic Bibliography Makers**

- 1.
- 2.

### **List of Contributors**

### **Indexing**

### **Colophon**

### **Errata**

# Back Matter for Self-Publishers

Back Matter Can Also Include:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.