

***Books***

# Books

## DIFFERENT TYPES OF BOOKS:

- Reference books (dictionaries, encyclopedias)
- Books for extended reading (novels, stories)
- Books of poetry
- Screenplays or scripts
- Bibles
- Art books (coffee table books)
- Books of information (non-fiction) • Textbooks
- Scientific books
- Experimental books/book art

# Books

## THE ANATOMY OF A BOOK

- Cover
- Spine
- Fore-edge
- Dust Jacket
- Inside/End Flaps
- Slipcase
- End Papers
- Half Title
- Title Page
- Credits
- Dedication
- Introduction
- Foreword
- Preface
- Acknowledgments
- Prologue
- Table of Contents
- Chapter Opening Spreads
- Part Opening Spreads
- Interior (Inside) Spreads
- Running Head, Foot or Shoulder
- Page Numbers
- Front Matter
- List of Figures
- List of Tables
- End Matter
- Epilogue
- Afterword
- Conclusion
- Postscript
- Appendix/addendum
- Glossary
- Bibliography
- Index
- Errata
- Colophon

# **Books** THE FOLLOWING IS AN EXPLANATION OF THE DIFFERENT PARTS OF A BOOK:

## **COVER**

Covers typically identify the content of the book. The front cover, spine and back cover are designed as a single surface, taking into account the folds along the spine. Covers of books are typically of more durable material than interior pages. Covers can be made out of various materials and may be printed, die cut, embossed, foil stamped, etc.

## **SPINE**

This is the outside area along the bound edges of the interior pages. A spine can expose the binding or cover it. If covered, the spine typically has typography that identifies the book so it is recognizable on a shelf.

## **DUST JACKET**

This is a wrapping over the cover, originally to protect the binding but now often used for marketing purposes. Dust jackets are most often the same height as the cover but they can also be shorter to expose some of the binding. A dust jacket is optional in your book design. Make flaps on a dust jacket at least 50% of the width of the cover. Short, stubby flaps are to be avoided.

## SLIP CASE

A slip case also goes around the binding as a form of protection. Often made of the same material as case binding, a slip case is essentially a box for the book made of durable material. A slip case is optional for your book design.

## END PAPERS

These are used at the front and back of the book to attach the group of bound pages to the outer case or cover. Because of their function of holding the book together, they are typically colored sheets in a heavier weight than the interior pages. These are sometimes called end sheets, or “ends” for short.

## HALF TITLE

This is the page or spread before the title page, containing only the title of the book alone. It subordinates hierarchically to the title page.

## TITLE

This spread contains the title, subtitle, author, publisher and city of publication. This page should relate in design to the cover but be hierarchically subordinate to it.

## CREDITS

This page contains all the credits for the book design and production along with date of publication and copyright information. In the U.S., it must be on the back (verso) of the title page if the publisher wishes to have the book in the Library of Congress. You may wish to include colophon information on this page, particularly if that information is very brief.

## DEDICATION

This page contains the dedication from the author. It is optional in your book design.

## TABLE OF CONTENTS (TOC)

This is a listing of all the sections in the book and the corresponding page numbers where they begin. The table of contents can be detailed, showing chapters and their sections and subsections, or it may be simplified. At the very least, it should contain the name of each chapter and page number where it begins.

## CHAPTER OPENING SPREADS

These are the beginnings of new sections of the text. New sections often start on a right-hand page (recto) and the text on this page may start lower on the page than it does mid-chapter.

## INTERIOR SPREADS

These are spreads of facing pages that typically make up the bulk of the pages in a book.

## PAGE NUMBERS

Page numbers are also called folios. They do not have to be on every page and they are never on blank pages. Page numbers are often left off of preliminary pages, such as half title and title pages as well as chapter opening pages. Be sure that odd-numbered pages are on the right and even-numbered pages on the left.

## RUNNING HEADS

This is text identifying where you are in the book. Depending on where you put this information on the page, the name may be head, foot or shoulder. Running heads are at the top of a page, running feet are at the bottom of the page, and running shoulders are in the side margins. They are most often grouped with the page number. Along with page numbers, this navigational information is at the lowest level of typographic hierarchy on the page.

## INDEX

A key part of any non-fiction work, this section contains an alphabetical list of topics and references to the pages in the book where they can be found. Most listings in an index will have multiple page numbers beside them, unlike the TOC.

# Books

## COLOPHON

Often omitted (except in high-quality design books), this page contains the typographic credits and type specifications. For our purposes, you may also include design credits, year of design and copyright information on this page.

## RECTO

A right-hand page. Always an odd-numbered page since page 1 of a book is a right hand page.

## VERSO

A left-hand page that is always an even-numbered page.

## FORE-EDGE

The opposite end of the book away from the spine

## HALF TITLE

This is the page or spread before the title page, that only has the title formatted on the page in the same font, but at 60-80% of the original size.

# **Books** FRONT MATTER

Front matter is material located at the beginning of the book. It contains at least one or more of the following:

- Half title
- Title page
- Credit page
- Dedication
- Table of contents
- List of Figures
- List of Tables
- Foreword
- Preface
- Acknowledgments
- Introduction
- Prologue

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## END MATTER (SOMETIMES CALLED BACK MATTER)

End matter contains at least one or more of the following:

- Epilogue
- Afterword
- Conclusion
- Postscript
- Appendix/addendum
- Glossary
- Bibliography
- Index
- Errata
- Colophon

All these pages should be designed in a consistent manner, and in sympathy with the rest of the text design, so that the end matter forms a distinct section of the book but obviously belongs to it.

