



NONFICTION EDITING 101

Instructor: Erin K. Brown

LESSON #2

Front and Back Matter

Parts of a Book

In this lesson, you'll learn about the parts of a nonfiction book. You may wonder if learning something so basic as a book's parts has any value. It is the nature of editing to examine the small parts that create the entire book. Each detail contributes to the whole product.

What if you opened the book you just purchased and discovered that the title page stated an author different from the one printed on the book cover? At the very least, you'd be confused, wondering if you bought the wrong book. Or what if you consulted the table of contents for a specific chapter, but when you went to the designated page, it wasn't what the contents indicated? You'd likely be upset that you spent good money on an inferior product. It is your responsibility as the editor to make sure these kinds of mistakes don't get past your eagle eyes.

Does learning the parts of a nonfiction book seem elementary? Well, yes, but since it is the editor's job to know all the parts, what they contain, and their order and to sometimes create them, let's get started.

Front Matter

Front matter refers to everything in a book that comes before the first chapter.

- Endorsements
- Half-title page
- Blank page/Series titles
- Title page
- Copyright page
- Epigraph
- Dedication
- Contents
- List of Illustrations
- List of Tables

- List of Abbreviations/Terms
- Foreword
- Preface
- Acknowledgments
- Introduction

Not every book will contain every element on this list. Some books don't include the half-title page; not all have forewords, tables, or even an introduction. But because you will be responsible for proper placement, editing, and possibly creating some of these pages, you need to know what comprises front matter.

Let's take a look at each page element and learn what the editor must look for. We'll go in the order these pages are located in a book.

Endorsements, if any, will come on the first right-hand (recto) page. When you open the book's cover, that page is there to greet you. Endorsements can carry over to the back side of this page. The first left-hand page, or the verso, is blank (unless endorsements continue).

Endorsements

What people are saying about . . .

The Mad Editor's Trilogy

"Lorem ipsum dolor sit amet, ad
corrumpit adversarium his, eu pro."

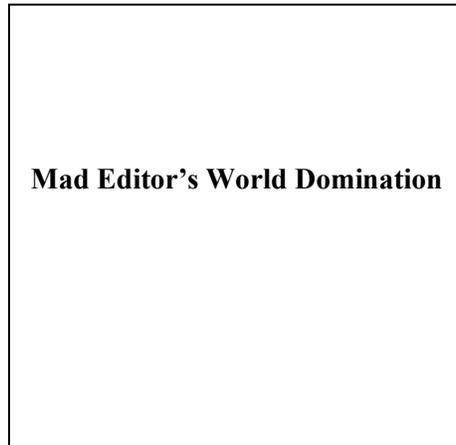
Big Name Author, *How to Write*

"Aliquip salutatus consequuntur."

Big Name Author, *Getting into*

Print

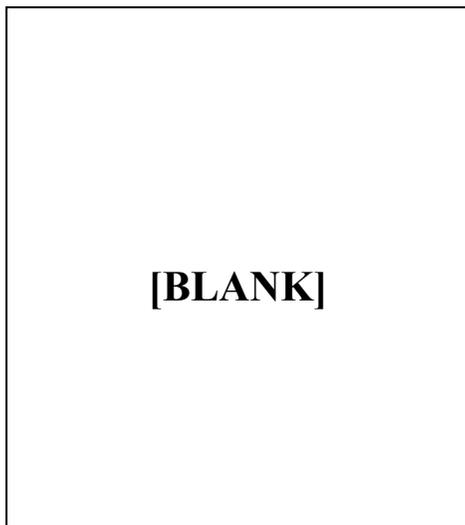
Half-title page



If the book contains endorsements, the *half-title* page follows it and contains only the title of the book—no subtitles, no author name(s)—just the title, which is typically centered on the right-hand page (recto). If no endorsements are included, the half-title page is the first recto page. It is page number *i*, but it is *suppressed* (meaning, you don't see the page number).

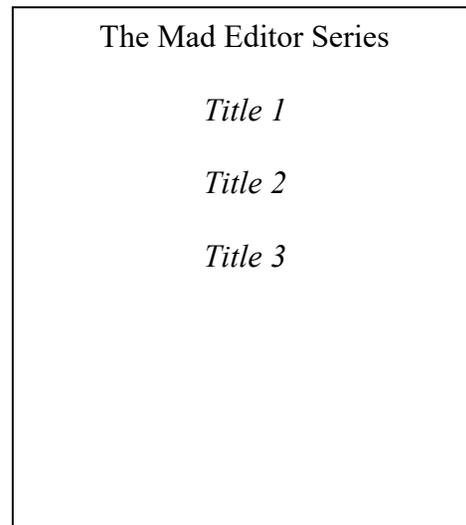
If this book is not part of a series, the next page is *blank*. By “the next page” I mean the back side of the half-title page. When you turn the half-title page, the blank page (1) is on the left-hand side (verso). If the book is part of a series, the *series titles* go here (2). Its suppressed page number is ii.

(1)

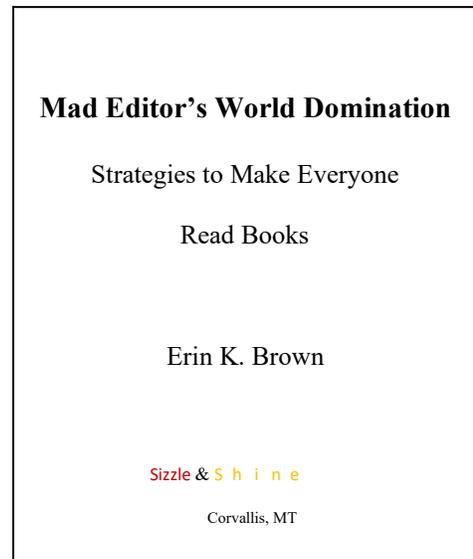


OR

(2)



Looking at the open book, the page directly across from the blank or series-title page, on the right-hand side (recto), is the *title* page. Now we see the book's title, subtitle, edition (if any), author, publisher (and logo), and city (or main cities) where the publisher has its office(s). Its suppressed page number is iii.



Now turn the title page. The *copyright* page is on the verso. It carries the suppressed page number iv. (Verso pages are always even-numbered pages, while recto pages are odd numbered.)

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The *copyright* page contains

- Copyright notice
- Book's publishing history
- ISBN
- Library of Congress Cataloging-in-Publication
- Disclaimers
- Permissions
- Book designer and illustrator(s)

This example shows the minimum copyright information to be included.

If the book provides recommended websites, health-related material, or legal issues, you will probably include

some kind of disclaimer. This website, <https://termsfeed.com/blog/sample-disclaimer-template/>, provides a few examples, such as

The website addresses recommended throughout this book are offered as a resource to you. These websites are not intended in any way to be or imply an endorsement on the part of the publisher, nor do we vouch for their content.

Permission to use quoted material within the book is also included on the copyright page. It's not the editor's job to obtain permission. When permission is granted by the copyright holder, either the publisher or the author of the work being referenced, it usually comes with specific wording

that is to be included on the copyright page. If the manuscript contains Scripture verses, the permission statement(s) for the version(s) used are included on the copyright page.

Slight variation on general copyright wording and order is acceptable.

On our sample copyright page, notice the circle *C* (©) before the author's name. That's the copyright symbol (Ctrl+Alt+C).

To state the book's printings, you may want to add 10 9 8 7 6 5 4 3 2 1. The "1" at the end of the sequence indicates the first printing; 10 9 8 7 6 5 4 3 2 means that the book is in the second printing; 10 9 8 7 6 5 4 3, the third, etc.

The next recto (right-hand side) page is the *epigraph*, which is a quotation that encapsulates the book's theme. Not all books include an epigraph, but whenever one is included, it is the suppressed page number v.

The *dedication*, if there is one, can be in place of the epigraph. If the book has both, the epigraph comes before the dedication and is on the recto page (and it will alter the suppressed numbering).

Next in the list of front matter material is *contents*, a list of all the chapters and the opening page number for each. Some books are divided into parts or sections, and these are included in the contents. Sometimes sections/parts page numbers are included. The suppressed first-page number for contents is either v or vii—vii if an epigraph is used, v if not.

If the table of contents carries over to subsequent pages, those pages usually require running heads with the title "Contents." Notice that *CMOS* does not follow this; therefore, check with the publisher for its preference.

If the author self-publishes or the manuscript will be converted to an e-book, do not use the Word feature to generate a table of contents—the contents cannot be the Word-generated type. It has to be done "by hand," so to speak.

Following on the next page is an example of a subsequent page of contents from *STET!*, edited by Bruce O. Boston (Editorial Experts, Inc.). Note that the subsequent pages of contents sometimes express the page number (bottom right), and it does not have a running head.

Plain English Supply-Side Style	153
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Once we finish with the contents (we'll learn how to create TOCs in Lesson 7), we have more front matter before the book's text begins. Not all books include these elements, and they can come in any order. Anything that comes after the contents page is included in the contents listing.

- List of Illustrations
- List of Tables
- Foreword (not *Forward*), written by someone *other* than the author
- Preface (a short piece written by the author)
- Acknowledgments (thanks to people who helped the author with the book in some way)—sometimes this is part of the back matter
- Introduction (written by the author, contains significant material)
- List of Abbreviations and Terms

Just as you do with the text, edit these items for spelling and capitalization and to confirm that the manuscript does, indeed, contain them.

Back Matter

Unlike front matter that uses suppressed Roman numerals for page numbers, back matter uses expressed (printed) Arabic numerals. Though every book will not contain all of these elements, most books will include at least one. (Back-matter elements are included in the contents.)

- Appendix
- Notes
- Glossary
- Bibliography/References
- About the Author(s)
- Additional Resources
- Index

Any back matter included with the manuscript becomes the editor's responsibility to edit. Let's run through each section, learning what to look for.

The **appendix** starts on recto and is labeled Appendix A, Appendix B, etc., with the title following: Appendix A. Glossary. Each appendix begins on recto (the right-hand side).

In the **notes** section, the author provides citations for quoted material within the text, explanatory information that doesn't fit within the text, or cross-references to other parts of the work. (Notes can come at the end of every chapter rather than at the end of the book.) Some authors are of the era when they used footnotes in school research papers. Footnotes in nonacademic books should be avoided, but always check with the project manager if you're working for a publisher. When I took my first editing course, the lesson on footnotes contained one word: *Don't*. Yet this is not a hard-and-fast rule. One publisher I freelance for occasionally allows footnotes. It's up to the

project manager. But if you're editing for an author, you might suggest changing footnotes to notes and placing them in the back of the book.

Notes and citations are keyed to the text by superscript numbers immediately following the word or closing punctuation of the quoted material. The corresponding note number in the notes section is full size and followed by a period. Let's say Chapter Three of a manuscript contains this statement:

“The number of cows in Montana is greater than the human population.”¹

In the notes section under the subheading Chapter Three, you would find one of these entries:

1. According to the 2010 U.S. Census, Montana has 2.6 million cattle, as opposed to a human population of 967,400.

Or

1. Robert Parker, *Beef Is Big Business* (New York: XYZ Publisher, 2011), 52.

We will cover documentation in Lesson 4. (By the way, this statement is true. I have more cows in my “neighborhood” than people.)

I'm sure you are familiar with a ***glossary***. Your job as an editor is to ensure it is formatted correctly and that everything is spelled and punctuated correctly. Also, make sure each entry is included in the text.

Each term in the glossary begins on a new line. Separate the term from its definition by a period, colon, or em dash. Shortcuts to an em dash include the following:

- PC regular keyboard with number pad: Ctrl+Alt+minus
- Mac users: Shift-Alt-hyphen or Command+
- PC Unicode characters: 2014+Alt+x
- Laptop without number pad: create a macro
- Last lesson we set up Word to convert two hyphens to an em dash

Capitalize the term if it is capitalized within the text. If a term is always italicized within the text, then the glossary entry should also be italicized. Capitalize the first letter of the first word of the definition. Unless *all* entries are incomplete sentences, use closing punctuation with each definition. Insert a space between the entries. Following is an example of a couple of entries in a glossary (don't worry about the terms; focus on the format):

odd pages—The right-hand, or recto, pages of a book: 1, 3, 5, and so on.

pica—A printer's unit of measurement equal to 12 points, or about 1/6 of an inch, used particularly in measuring the length of lines.

Note: The second entry demonstrates the flush-and-hang style you'll find in many glossaries.

Sometimes included in the back matter is a **bibliography/reference** listing. A bibliography is a list of books, magazines, journals, websites, etc., that are relevant to the book's subject. It includes any works the author referred to while writing the book.

The references can also be works the author consulted while writing the book, and it can be a list of resources for readers to learn more about the subject. A bibliographic entry provides the same information as notes, but it is in a different format:

Parker, Robert. *Beef Is Big Business*. New York: XYZ Publisher, 2011.

(Bibliographies and references are covered in Lesson 4.)

Sometimes the section titled **About the Author(s)** is located in the front of a book, but most of the time it's part of the back matter. This section includes the author's bio, website, and contact information. Many publishers choose not to include "About the Author(s)." When working with authors, let them decide whether or not to include it. Your job will be to edit it for clarity, flow, punctuation, wordiness . . . just as if it were textual material.

Many nonfiction (and some fiction) books include a section called **Additional Resources**. This is a listing of books, websites, organizations, etc., the author recommends if readers want more information.

Typically, the last section in a book, if it is included, is the **index**. It is prepared late in the publishing process; therefore, it is unlikely you will ever edit an index. I have yet to edit one. However, if you are called to do this task, you'll edit for format, spelling, and punctuation. You don't need to use page numbers because those are added after the manuscript is typeset. The proofreader will check for this. It's not a difficult task, but it's certainly tedious.

Copyeditors are *not* indexers. Indexing is a separate skill set from writing, editing, illustrating, etc. It's difficult to teach/learn how to index because the skills required are rather innate—either one does or does not have a knack for it. If you want to learn more about indexing, I recommend Nancy C. Mulvany's *Indexing Books*.

Summary

The elements that comprise front matter have a particular order in their placement:

- Endorsements
- Half-title page
- Blank page/Series titles
- Title page
- Copyright page
- Epigraph
- Dedication

Front matter pages use suppressed lowercase Roman numerals. Left-hand pages are called verso and are even numbered; right-hand pages are recto and are odd numbered.

Any element that follows the contents page(s) is included within the contents listing.

The back matter doesn't follow a strict order, and the pages are numbered with expressed Arabic numbers:

- Appendix
- Notes
- Glossary
- Bibliography/References
- About the Author
- Additional Resources

* * *

LESSON #2 ASSIGNMENTS

Assignment #1

Study *CMOS* 1.3–68, 77–111. State two or three things you learned from reading this.

Assignment #2

Find one book from each of these categories:

- Academic
- How-to
- Reference book
- Memoir

For each book, state the title, author, and publisher. Note the front matter in the order of its appearance. Then note the back matter in the order of its appearance.

What have you surmised by the differences of each type of book's front and back matter?