



IMAN BOOKS

Parts of a Book

BOOK - a bound literary work that is at least 50 pages

FRONT MATTER (PRELIMINARY PAGES) - serves as a guide to the contents and nature of the book

1. half-title page - consists only of the main title
2. title page - presents the full title of the book, the name of the author or editor and the name / location of the publishing house
3. copyright page - contains the copyright notice, subsequent editions (if applicable), copyright renewal or change (if applicable), publishing history (reprintings, former publishers, etc.), publisher's address, Library of Congress information (CIP or PCN data), ISBN (for books) or ISSN (for serial publications)
4. dedication - the author dedicates the work to a person, persons, institution, or abstraction
5. epigraph - a pertinent quotation
6. table of contents - includes front matter (subsequent to table of contents), text divisions and back matter
7. foreword - statement by someone other than the author
8. preface - reason for undertaking the work
9. acknowledgments - thank yous
10. introduction - material relevant to the text, historical background of the book's subject, material that should be read before the rest of the book

TEXT - should contain everything necessary for a reader to understand the project

BACK MATTER - provides reference material

1. epilogue - concluding section
2. afterword - concluding section
3. biography - brief summary of author's accomplishments, may include background info