

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*
 - d. *Introduction belonging to Front Matter*
8. *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*
3. *Copyright notice*
4. *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"*
5. *Publication date, including publishing history*
6. *New edition number (Latest edition: First, second, etc.)*
7. *Country of printing*
8. *Impression line, indicating number and year of current printing*
9. *International Standard Book Number (ISBN)*
10. *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

1. *Acknowledgements (if not in front matter)*
2. *Appendixes*
3. *Chronology (if not in front matter)*
4. *Abbreviations (if not in front matter)*
5. *Endnotes*
6. *Glossary*
7. *Bibliography or reference lists*
8. *List of Contributors*
9. *Illustration Credits (if not in front matter, captions or elsewhere)*
10. *Index(es)*
11. *Colophon*
12. *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.