

WAYNE JONES EDITING

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Order of Parts and Pages in a Book

It is important that you lay out the parts and pages in your book according to standard practice. There is not a single accepted way to do this, but perhaps the three main authorities on this are probably:

- *The Chicago Manual of Style* (17th edition, 2017) — see pages 4–38
- *New Oxford Style Manual* (2nd edition, 2014) — see pages 1–19
- *The New York Public Library Writer’s Guide to Style and Usage* (1st edition, 1994) — see pages 539–555.

All three of these do not prescribe the same order of parts and pages, and there are sometimes even options within *one* of them. The following suggestions are based mostly on the *Chicago* manual, but omitting parts and pages which generally don’t appear in regular books.

There are three major parts of a book: the front matter (sometimes called the preliminaries), the text, and the back matter.

Note that in the table:

- *recto* means right-hand side (odd-numbered page); *verso* means left-hand side (even-numbered page)
- all pages are counted in the sequence even though the page number may not be printed on the page.

Front Matter	Page Number	Page Number Printed on Page?
Book half title page	i	no
Blank page (verso of the half title page)	ii	no
Title page	iii	no
Copyright page (verso of the title page)	iv	no
Dedication	v	no
Epigraph	vi	no
(Table of) Contents (i.e., it is referred to as the table of contents, but only <i>Contents</i> should be printed)	vii	no
(List of) Illustrations (i.e., it is referred to as the list of illustrations, but only <i>Illustrations</i> should be printed)	recto or verso	no
Foreword (not <i>Forward</i>)	recto	not on 1st page
Preface	recto	not on 1st page
Acknowledgments (if not part of preface)	recto	not on 1st page
Introduction (if not part of the text)	recto	not on 1st page
Text		
First text page (introduction or chapter 1)	1	not on 1st page
Subsequent chapters	recto or verso	not on 1st page
Conclusion	recto or verso	not on 1st page
Epilogue or Afterword	recto or verso	not on 1st page
Back Matter		
Appendix	recto	not on 1st page
Notes (if not footnotes or chapter endnotes)	recto	not on 1st page
Bibliography or References	recto	not on 1st page
Illustration credits (if not in captions)	recto	not on 1st page
Index	recto	not on 1st page
About the Author (if not on the back cover or elsewhere)	recto	no