

## PARTS OF A BOOK

**Acknowledgments** Thank people who helped with the book. May also include sources of illustrations, photographs and information.

**Afterword** Found at the end of the book, this is a short concluding section.

**Appendix** Found at the back of the book, this extra information may be in the form of tables, charts and lists and helps to clarify the text.

**Author blurb** Found on the back cover or back flap of the dust jacket, this is information about the author and may include a photograph.

**Bibliography** Found at the back of the book, this is a list of books or references the author has used or it may be a list of books recommended for further reading. It is arranged alphabetically by author.

**Blurb** Usually on the back cover or front flap of the dust jacket, this is a short summary of the book.

**Body** This is the main part of the book and contains text and maybe illustrations.

**Caption** Title or explanation printed above or below an illustration.

**Chronology** This is a timeline of personal and or historical events relating to the book.

**Contents** This is at the beginning of the book and is a list of chapters or sections and the page numbers where they begin.

**Cover** This is the outside binding of the book, which may be hardback or paperback. Some hardback books have dust jackets for protection.

**Dedication** Found at the front of the book, this is a personal message from the author to thank someone for his or her help, support or inspiration.

**Dust jacket** The removable paper cover that wraps around a hardback book to help protect it from dust. The design is very important as it helps to attract readers and buyers.

**Endpapers** The link between the body of the book and the cover. Usually consist of folded sheets of paper attached to the inside front and back covers. Sometimes decorations on these pages continue a theme from the book cover or text.

**Epilogue** A short section at the end of a book often dealing with what happens after the actual conclusion of the story.

**Foreword** A short introduction by a famous person who recommends the book and says why it is valuable. It is usually written by someone other than the author.

**Glossary** An alphabetical list of specialised words with their meanings usually found at the back of the book.

**Gutter** The inside margin between the printing area and the binding.

**Illustration** A picture, diagram or map used to explain, support or decorate text.

**Imprint page** Usually on the back of the title page; contains details of the copyright owner, publishing details, printer, ISBN and other cataloguing information. Also known as the copyright page.

**Index** Found at the back of the book; an alphabetical list of names and subjects and the pages where they are found.

**Introduction** Found at the beginning of the book, tells the reader what the book is about and how it might be used. In reference books, it often gives you instructions so you understand how the book works.

**ISBN** The International Standard Book Number is a unique number, which identifies a particular book and is represented by a barcode. It is found on the imprint page and usually on the back cover.

**Leaf** A sheet of paper that is made up of two sides or pages - a recto page and a verso page.

**Page** One side of a sheet or leaf of paper. When looking at an open book, the page on the right is called a recto page (an odd numbered page) and the one on the left is called a verso page (an even numbered page).

**Preface** Written by the author and found at the front of the book, this is an explanation of the book. The author may include his or her reason for writing the book. Thanks may be expressed to those who helped in the writing.

**Prologue** Appearing at the beginning of a story, this is part of the text. It introduces the story and gives information about the setting, time period or characters.

**Spine** The backbone of the book. It is part of the book's cover or jacket and links the front and back covers. This binding edge is seen when the book is on the shelf.

**Text** The main written or printed part.

**Title page** At the front of the book. It contains the title of the book and names of the author, illustrator, editor and publisher.