

Guidelines for Creating Front Matter

The **front matter** comprises everything that comes before the principal text of the book. These guidelines explain the various sections and their purpose in the overall book. It's easy to produce front matter in a relatively short time that enhances the book's value if you have a clear understanding of each section's purpose. *Not all sections are necessary for all books. Your contract should outline which sections are required. Sections that are not required for all books appear below as italic text.*

If after reading these explanations you are unclear in regards to each section, consult your Project Editor.

1. Title Page

PPI will create the title page displaying the full title with subtitle (if applicable), edition (if applicable), and your name, exactly as you want it to appear as the author of this book as written in the author contract, including degree(s) (e.g., PhD, MS) or certification(s) (e.g., PE). Also, if there are multiple authors, the names will appear as specified in the co-author addendum of the author contract.

2. Copyright Page

PPI will create this page for you. Note that your date of birth is required for the Library of Congress cataloging. The Library of Congress provides free cataloging information for libraries (called the CIP block), which allows them to file their newly-purchased books in the right category; libraries rarely buy reference works without a CIP block so this boosts your book's library sales. The CIP block will not actually list your year of birth unless there is another published author with the same name that librarians need to distinguish you from.

3. *Topic Page*

Reference and other books whose chapters are divided into tabbed topics need a topic page that lists the topic titles. PPI will create the topic page.

4. *Dedication*

This is rarely featured in our books.

5. Table of Contents (TOC)

Create a TOC with chapter titles, level-one headings (if appropriate), and the Appendix titles. A level-one heading is a major sub-level within the chapter. Page numbers are not required initially.

6. *Appendices Table of Contents*

If the book has extensive appendices, they need their own TOC.

7. *List of Figures and Tables*

If the book includes many figures (illustrations) and tables, create this page to list and number them, consecutively from the beginning of the book. You can create a separate list for each or a combined list for both figures and tables, depending on how many your book contains.

8. *Foreword*

Having a prestigious, impressive or famous person write about your book in its Foreword can help sell your book. The person lists their name, title and affiliation at the end of the Foreword.

9. Preface

The Preface explains why you wrote the book (it's purpose, goals, value to the consumer), introduces changes from the previous edition (if it's not the first), and thanks (acknowledges) those who helped or contributed to the effort. If you do not have a separate Acknowledgments section, and you have more than one small paragraph of acknowledgements, call this section *Preface and Acknowledgements*. If this is a new edition and you create a separate Preface for a new edition, call it the *Preface for the <insert number> Edition*.

10. Acknowledgements

If your acknowledgements are lengthy, create a separate section for them.

11. Codes and/or References

If the reader must use additional references or codes in order to understand or complete assignments in the book, list the references or codes in this section.

12. Introduction

If you need an introduction for important information that is not strictly part of the book itself, this is the section for it. For example, you would include examination discussions and information here.

13. How To Use This Book

Many authors like to include information on how to make the best use of the book. If you have an Introduction, you can include usage in that section. If the discussion is lengthy, create this separate section.

14. Nomenclature

Chapter-specific nomenclature is defined in the chapters. If there is a significant amount of nomenclature (more than a manuscript page) that is common to all or most chapters, create this section.