UNIT 3 PARTS OF A BOOK

Structure

3.0 Aims

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3.2 What is a Book

3.3 What is a Magazine

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3.0 AIMS

In this Block we have already discussed the Role of the Production Department, Book Designing Concepts, Book design (inputs format and dummy) and the parts of a book are the logical next item in this section.

In this unit, we shall tell you what the book is all about. We would also tell you the difference between a book and a magazine, the various parts of a book and their relevance in the making of a book.

At the end of this unit, you would be able to distinguish between books and magazines and also will be able to know about the importance about each part of the book.

3.1 INTRODUCTION

The publishing industry in India generates an annual turnover of approximately Rs. 70 million and provides employment opportunities to a very large section of people in different spheres of its activities. There are about 16,000 small, medium and large size publishers who publish about 70000 titles. Forty percent of the titles being in English make India the third largest English language publishing country in the world.

In order to go deep into the book publishing business, we need to understand what a book is all about. We also need to understand the difference between book and magazines, different parts of a book and its importance. We shall therefore discuss the following parts of the book in detail:

- Front Matter or Preliminary Pages
- The Text, and
- The Back or End matter and Reference Matter
3.2 WHAT IS A BOOK

We have already defined a book elsewhere but shall recapitulate for the sake of refreshing your memory.

The term 'Book' has many definitions. According to the Chambers 20th Century Dictionary, a book is a collection of sheets of paper, etc., bound together or made into a roll, either printed, written on, or blank.

According to UNESCO, "A book is a non periodical printed publication of at least 49 or more pages exclusive of covers."

A book has also been defined as ‘a series of paper, mostly of uniform size, bearing either text and/or illustrations, placed in a desired logical sequence, held firmly together at one edge in a manner that facilitates its viewing, reading and reference.’ It is also important that its multiple copies are reproduced by mechanical, photographic and non-manual methods.

In other words, a book can also be termed as a collection of sheets of paper, parchment or any other material, having a logical sequence, bound together along one edge within covers and its multiple copies are reproduced by non-manual methods.

In library and information science, a book is also called a monograph to distinguish it from serial publications such as magazines, journals or newspapers.

3.3 WHAT IS A MAGAZINE

Any publication that appears at a stated interval (excluding newspapers) is a Magazine. It is periodic, is published in numbers at more or less regular intervals, and contains a variety of articles, generally financed by advertising and/or purchase by readers. Magazines can be periodically published weekly, biweekly, monthly, bimonthly, quarterly, and half yearly or annually with a date on the cover that is in advance of the date it is actually published. Magazines are generally bound with soft covers.

Magazines fall into two broad categories: consumer magazines and business magazines. In practice, magazines are a subset of periodicals, distinct from journals produced by scientific, artistic, academic or special interest publishers, which are sold primarily by subscription, are more expensive, narrowly limited in circulation and often have little or no advertising.

3.4 DIFFERENCE BETWEEN BOOKS AND MAGAZINES

It is very important to understand the differences between a book and a magazine which are as follows:
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Books</th>
<th>Magazines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Books are published only once in their lifetime. These are only reprinted or revised editions of the book are published once the stock of the book is exhausted.</td>
<td>Magazines are generally published at fixed intervals.</td>
</tr>
<tr>
<td>2</td>
<td>Books are independent. In other words, books deal with one particular subject.</td>
<td>A magazine deal with varied subjects or topics.</td>
</tr>
<tr>
<td>3</td>
<td>The shelf life of a book can be indefinite, i.e., till the reader finds it interesting to read. In fact, many literary works never die.</td>
<td>The maximum shelf life of a magazine is limited to the publication of its next issue only.</td>
</tr>
<tr>
<td>4</td>
<td>As the shelf life of the book is more, more editorial inputs and efforts are required for a book. One has to be very cautious about what goes into the book.</td>
<td>In a magazine, less editorial inputs are required because of its small life span. Moreover, since magazines are published by fixed deadlines, it may often many times not be possible for the editor to pay proper attention to what goes into a magazine.</td>
</tr>
<tr>
<td>5</td>
<td>Each book has an independent market. Each book is a separate product and therefore has different purchasers.</td>
<td>A magazine has a more or less fixed market i.e., any person purchasing a magazine may purchase the subsequent issues of that magazine, for example, India Today or Reader's Digest etc.</td>
</tr>
<tr>
<td>6</td>
<td>Books are not sold on subscriptions and thus the sale is not assured.</td>
<td>Magazines are generally sold on subscriptions therefore once a magazine gains its reputation, the sale of a magazine is more or less assured.</td>
</tr>
<tr>
<td>7</td>
<td>The publisher of a book is solely dependent on the sale of the book for sustainability.</td>
<td>The publisher of a magazine is not only dependent on sale for sustainability. They depend generally on the advertisements which are published in the magazines for running the business.</td>
</tr>
</tbody>
</table>

### 3.5 Parts of a Book

Apart from the cover or Jacket of a book, a book usually consists of three major divisions or parts:

1. Front Matter or Preliminary Pages (also commonly referred to as prelims).
2. The Main Text, and
3. The Back Matter or End Matter
Before we discuss the above three divisions, let us tell you about the Cover or Jacket, its utility and the matter which generally appear on the cover/jacket.

As it is said that face is the index of the mind, similarly, a cover or the jacket is the face of the book. The first thing that a customer looks into at a book shop is the cover of the book. If the cover is attractive and it attracts the customer's mind, he would pick up the book and at first study the cover. If the cover is liked by the customer, then only he would look inside the book as to what are the contents of the book. This is however not true in the case of prescribed textbooks or books adopted by a school or college. In this case, the customer has no choice but to purchase the book as the same is essential for him in the course of his studies.

The cover of the book has three main parts:

a. **The Front Cover:** The front cover consists of the name of the book, the name of the author/editor of the book, the name of the translator if it is a translated work, the name of the illustrator if the book consists of a number of illustrations prepared by an illustrator other than the author himself, and sometimes the name of the publisher of the book. Sometimes if the book is of some unique importance such as some awards having been won by it or it has had a record number of sales or many editions have been brought out, these also appear on the front cover of the book. The front cover also consists of some attractive visuals which help the customer to understand the contents of the book.

b. **The Spine:** The spine of the book consists of the title of the book, the name of the author and the logo or the imprint of the publisher. The idea behind having a spine is to recognize the book easily from the bookshelf.

c. **The Back Cover:** The back cover of the book tells something about the book and its importance and something about the author/editor of the book. It also consists of the ISBN No of the book, its price and barcode and name and logo or imprint of the publisher. Sometimes the back cover also contains the excerpts of the reviews of the book which may have appeared in various newspapers, magazines or journals. The back cover matter is thus very important as, most of the time, the customer makes up his mind to purchase or reject a book on going through the back matter alone. The back matter should be able to speak about the content of the book and convey its unique selling proposition to the customer. Thus, utmost care is taken while writing the back matter of the book which is in consultation with the author, editor and the marketing man of the publishing house.
The cover of the book can be better understood by the following illustration:

<table>
<thead>
<tr>
<th>Back Cover</th>
<th>Spine</th>
<th>Front Cover</th>
</tr>
</thead>
<tbody>
<tr>
<td>The book Parts of a Book has been specially developed as a course material for the students of PG Diploma in Book Publishing offered by IGNOU. The book deals with the various parts of the book in detail with proper illustrations and examples.</td>
<td>PARTS OF A BOOK</td>
<td>PARTS OF A BOOK</td>
</tr>
<tr>
<td>Sumit Bhattacharjee, an Assistant Director with the National Book Trust, India, has been associated with the Training Course in Book Publishing being offered by The Trust in various parts of the country.</td>
<td>Sumit Bhattacharjee</td>
<td>IGNOU</td>
</tr>
<tr>
<td>Rs. 100.00</td>
<td>ISBN 978-81-266-1184-0</td>
<td></td>
</tr>
<tr>
<td>INDIRA GANDHI NATIONAL OPEN UNIVERSITY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Jacket is used mainly in a book having a hard case binding. This is also known as the Dust Jacket and is primarily used to protect the main book from dust. It has also now become a medium of packaging and a marketing tool for the book.

The jacket of a book has five parts.

Apart from the front cover, spine and the back cover, the jacket has two inner flaps, the front inner flap and the back inner flap. The front cover and the spine are the same as that of the cover described above, the back cover carries the reviews of the book or it publicizes the other titles or the same author or other titles on the same subject by the publisher. The front inner flap tells one about the book, ISBN and the price of the book and the back inner flap tells about the author.

The Jacket of a book can be better understood by the following illustration:
Back inner flap
Sumit Bhattacharjee
an Assistant Director with the National Book Trust, India has been associated with the Training Course in Book Publishing being offered by the Trust in various parts of the country.

Back Cover
Some other books recommended for the course:
History of Publishing by A K Varma
International Publishing Scenario by Sunaina Kumar
Various Kinds of Publishing by G S Jolly
Copyright and Related Rights by Manish Arora
Role of Production Department by Kalyan Banerjee
Rs. 100.00
ISBN 978-81-266-1184-0

Front Cover
PARTS OF A BOOK
Sumit Bhattacharjee

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

ACTIVITY 1
What are the three main parts of a book? Describe each in 30 words approximately

3.5.1 Front Matter or Preliminary Pages

Front Matter or preliminary pages are generally numbered with lower case roman numerals. Each page is counted even though no folio number is printed on display pages or blank pages (i-vi). Right hand page is called Recto and the Left hand page is called Verso. Right hand size pages always have odd numbers and left hand pages have even numbers. In fact no book can end with odd number pages.

The preliminary pages may have all or some of the following items as part of the front matter. Some books may have lesser number of prelims depending upon the nature and requirement of the book, the author's preference and publisher's style. Most commonly used preliminary pages with their usual numbering and positions are as follows:
PRELIMINARIES

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Number</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half title page (sometimes called bastard title)</td>
<td>i</td>
<td>recto</td>
</tr>
<tr>
<td>Back of the Half title (mostly a blank page but sometimes also carries a series title or list of contributors)</td>
<td>ii</td>
<td>verso</td>
</tr>
<tr>
<td>Title Page or Frontispiece</td>
<td>iii</td>
<td>recto</td>
</tr>
<tr>
<td>Copyright or Imprint page</td>
<td>iv</td>
<td>verso</td>
</tr>
<tr>
<td>Dedication (or epigraph)</td>
<td>v</td>
<td>recto</td>
</tr>
<tr>
<td>Back of the Dedication (usually blank)</td>
<td>vi</td>
<td>verso</td>
</tr>
<tr>
<td>Table of Contents (if dedication or epigraph is not used table of contents can start from page v.) If the table of contents is only of one page then the following page, which is a verso page would be a blank page.</td>
<td>vii</td>
<td>recto</td>
</tr>
<tr>
<td>List of Illustrations</td>
<td>ix</td>
<td>recto</td>
</tr>
<tr>
<td>List of Tables</td>
<td>xi</td>
<td>recto</td>
</tr>
<tr>
<td>Foreword</td>
<td>xiii</td>
<td>recto</td>
</tr>
<tr>
<td>Preface</td>
<td>xv</td>
<td>recto</td>
</tr>
<tr>
<td>Acknowledgement (if not part of the preface)</td>
<td>xvii</td>
<td>recto</td>
</tr>
<tr>
<td>Introduction (If not part of the text)</td>
<td>xix</td>
<td>recto</td>
</tr>
</tbody>
</table>

We shall now discuss each of the preliminary pages for a better understanding.

a) **Half Title Page:** The Half Title Page normally consists only of the main title. The sub-title and the author's/editor's name do not appear on this page. If the book is a part of the series, the name of the series can also go on this page depending on the house style of the publisher.

For a better understanding see, the following illustration:

![Course 3: Production and Emerging Technologies
PARTS OF A BOOK](image)

b) **Back of the Half Title:** The Back or verso of the Half Title Page is normally kept blank or the designer may wish to make the title page a two-page spread on pages ii. and iii.

In case of a multi-author book with too many authors who cannot be accommodated on the title page, the contributors may be listed in alphabetical order on this page. Some publishers may also list an author's previous publications on this page.

Page ii, often, carries an illustration, called a frontispiece. The illustration may actually be printed on page ii or may be tipped in (in case the illustration is printed on different paper) so that it faces the title page.
c) **Title Page:** The Title page (p. iii) presents the full title including the sub-title (if any) of the book, name of the author/editor and translator (if any), and the name of the publishing house. The publisher's full name (imprint) should be given on the title page, sometimes followed by the name of the city (or cities) where their offices are located. This may be better understood by the following illustration:

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PARTS OF A BOOK

Sumit Bhattacharjee

IGNOU
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d) **Copyright or Imprint page:** The most important item on the copyright page (page iv.) is the copyright notice. The notice consists of three parts: the symbol, the year in which the book is published and the name of the copyright owner. In addition to this, most publishers add to the notice the phrase "All rights reserved". The copyright notice may therefore read as "a Sumit Bhattacharjee, 2008. All rights reserved."

The details of the subsequent editions (not reprints) along with the position of copyright of the book should appear in the copyright notice.

If the book is a translation, it is mandatory that the original title, the publisher and the name of the copyright owner is mandatory to appear on the copyright page.

The publishing history of the book should also appear on this page. The name of the publisher, the place from where the book is published, the name of the printer and the place of printing should also be recorded on this page.

The publisher's mailing address can also go on this page.

An International Standard Book Number (ISBN) which is assigned to the said book should also go on this page. A sample of the copyright page is illustrated below for better understanding.

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First published, October 2008

© Sumit Bhattacharjee, 2008

All Rights reserved

Rs. 100.00

ISBN 978-81-266-2152-1

Published by the Vice Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi - 110 068.

Laser typeset at HD Computer Craft, Lajwanti Garden, New Delhi 110 046 and printed at Supreme Offset Press, K-5, Malviya Nagar, New Delhi - 110 017
```
e) **Dedication or Epigraph:** This page may or may not be included in the preliminary page. Whether a book includes a dedication at all, to whom it is dedicated and what words or phrases to be used for the dedication depend entirely on the author. The author may like to use a pertinent quotation at the beginning of the book. This is called the Epigraph. The author may like to have both the pages and any of the pages or none of the pages in the prelims of the book.

f) **Table of Contents:** The table of contents may begin on pages v, vii, or ix, depending on the use of the pages for dedication or epigraph. Some publishers place the table of contents page at the end of the preliminary matter, so that it immediately precedes the text.

The Table of Contents (usually titled Contents) should include the title and beginning page number of each section of the book, front matter, text divisions and back matter including the index.

g) **List of Illustrations:** Similar to the table of contents, the list of illustrations should include the illustration number, its caption and the page number where it appears in the book.

h) **List of Tables:** The list of table should also include the table number, its heading/caption and the page number where it appears in the book.

i) **Foreword:** A foreword is usually a statement by someone other than the author. It may be sometimes be some eminent person whose name carries a weight and may help in the marketing of the book. Many a time, the name of the person may also be included in the cover and title page of the book: "With a Foreword by ____________." The author of the foreword generally writes about the book, its utility, methodology etc. Generally the name of the author of the foreword appears at the end of the foreword with the date and place, when and where written.

j) **Preface and Acknowledgement:** The author’s own statement about the work is called a preface. Author’s preface generally consists of reasons for undertaking the work, method of research etc for compiling the work, acknowledgements and sometimes, permissions granted for the use of previously published materials in the book. If the acknowledgements are lengthy, they may be put in a separate section following the preface, called Acknowledgements.

k) **Introduction:** An introduction, which is not a part of the subject matter of the text, should be paginated with the prelims. An introduction written by the author to set the scene, such as giving the historical background of the subject, should be made a part of the main text.

l) **Other Front Matter:** Some other matter may also be made part of the preliminary pages such as List of Abbreviations, List of Contributors, Chronological list of events etc. as per the requirements of the book.

### ACTIVITY 2

What are "Preliminaries" in a book? List the main Preliminaries.

- 
- 
- 
- 
- 
- 
- 
- 
-
3.5.2 Main Text

The preliminary pages of a book guide the reader about the contents and nature of the book. The text contains the main subject of the book in detail. It helps the reader to understand the author’s argument. The author generally keeps a prospective audience in mind and presents the material in a logical pattern.

The main text can be divided into:

a) Chapters: The text is divided into chapters which often are of approximately the same length. The Chapter headings should also be in similar tone, if not in length. Each Chapter gives a reasonable clue to what is in the chapter. Generally, short titles are preferred to long ones as it is soothing for the appearance of the page and for use in the running heads. Each chapter normally starts on a new page and its opening page starts with a sink with no running heads. The chapter display can carry the chapter number, the chapter title and sometimes also an epigraph.

In a multi-authored book where each chapter is by a different author, the chapter numbers can be omitted. The author’s name is mentioned along with the chapter heading.

b) Subheadings: Subheads are guides for the reader if the text matter is long. Subheads should be short and meaningful. Many technical and scholarly books require, apart from the subheads, sub-subheads and even further subdivisions. Where more than one degree of subhead is used, the subheads are referred as A-Level, B-Level, C-Level subheads and so on, depending on the importance of the subhead. The levels of subheads are differentiated the type and its placement.

3.5.3 Back Matter

The material which serves as a reference to the text is the back matter or the end matter of a book. This usually starts from the recto page. A book may have all or some of the following items depending on the nature of the book. In many books (mostly fiction) there is no back matter at all.

a) Appendix: These are references given to the readers which are essentially not a part of the main text but are explanations and elaborations of the text helpful to a reader seeking further clarification. When more than one appendix appears in a book, each appendix should be given a title as Appendix-I, Appendix-II etc. An Appendix can also be given at the end of each chapter if it is important for the better understanding of the chapter.
b) **Notes:** Notes and references are given as back matter. Sometimes, these can also be given at the end of each chapter. If each chapter contains many notes and references, these should be numbered chapter wise. Chapter numbers and titles should appear above each relevant group of notes. These are often used as A-level subheads. Each group of notes does not begin on a new page but additional space should be inserted between the groups to bifurcate the notes of one chapter from the other.

c) **Glossary:** A Glossary is a useful tool for the reader in a book on a subject where many foreign words or technical words and phrases are used which are not in the common vocabulary. In the glossary, the definitions and explanations of those words are given which help the reader to understand the text better. Such words with the definitions and explanations are arranged in alphabetical order.

d) **Bibliography:** It is the list of books which the author consulted for writing the book or a list of books for further reading on the subject. The form of bibliography varies with the nature of the book. It may be a single listing of sources arranged alphabetically. It can also be a selected bibliography or an annotated bibliography.

The facts to be included in each individual bibliographic entry are as follows:

i) Name of the author/authors/editor/editors or the institution responsible for the writing of the book.

ii) Full title of the book, including the subtitle, if any

iii) Volume number or total number of volumes of a multivolume work

iv) Edition (in case the published work has a number of editions)

v) Place of publication

vi) Publisher's name

vii) Date/year of publication

e) **Index:** Any serious book of non-fiction should have an Index. A good index records every important word which appears in the text of the book along with their page number where it has appeared in the book. The subject matter and purpose of the book determines the important words which are to be included in the index. The index is generally set in two columns to save space and is set in smaller type than the text.

f) **Errata:** This is not a usual part of a book. This should be avoided as far as possible. Only errors severe to cause enough misunderstanding and detected too late to be rectified should be given in an errata. The errors should be listed with their locations and their corrections. The Errata page is generally inserted or tipped in if the book has already been printed and bound.

These are the recommended and traditionally followed arrangements of the printed matter in a book. There may be variations in the arrangement depending upon the nature of the book, the publisher's house style, subject matter, author's choice and the economy factors.
ACTIVITY 3

What should be included in a bibliography entry?

(Check your answer with the hints given at the end of the unit)

3.6 SUMMING UP

In this unit, we have discussed what a book is. We have also discussed magazines and the difference between books and magazines. We also have tried to familiarize you with the various parts of the book, its importance and the nature if its arrangement in a book. We have also discussed the presentation of different pages in a book.

3.7 AIDS TO ANSWERS

Activity 1

The three main parts of a book are:

1) The Front Cover: The front cover consists of the name of the book, the name of the author/editor, the translator if it is a translated work, illustrator if the book consists of a number of illustrations prepared by an illustrator other than the author himself and sometimes the name of the publisher of the book.

2) The Spine: The spine of the book consists of the title of the book, the name of the author and the logo or the imprint of the publisher. The idea behind having a spine is to recognize the book easily from the book shelf.

3) The Back Cover: The back cover of the book tells something about the book and its importance and something about the author/editor of the book. It also consists of the ISBN No of the book, its price and barcode and name and logo or imprint of the publisher.

Activity 2

The preliminary pages may have all or some of the following items as part of the front matter. Most commonly used preliminary pages with their usual numbering and positions are as follows:

<table>
<thead>
<tr>
<th>PRELIMINARIES</th>
<th>Number</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half title page (sometimes called bastard title)</td>
<td>i</td>
<td>recto</td>
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<td>Back of the Half title (mostly a blank page but sometimes also carries a series title or list of contributors)</td>
<td>ii</td>
<td>verso</td>
</tr>
<tr>
<td>Title Page or Frontispiece</td>
<td>iii</td>
<td>recto</td>
</tr>
</tbody>
</table>

43
ACTIVITY 3

The facts to be included in each individual bibliographic entry are:

i) Name of the author/authors/editor/editors or the institution responsible for the writing of the book.

ii) Full title of the book, including the subtitle, if any

iii) Volume number or total number of volumes of a multivolume work

iv) Edition (in case the published work has a number of editions)

v) City of publication

vi) Publisher's name

vii) Date/year of publication

3.8 FURTHER READING


