

Organization Tips

Pages You Don't Want to Forget

The tips contained on these few pages are meant as a guideline for authors choosing to self-publish their manuscripts into the book of their dreams. They are only guidelines. You can begin your book on the very first page inside the cover, and use every consecutive page thereafter if you like. It all depends on how you want to present your work to your audience, how much money you have to put into the project, and how you choose to format your manuscript into its final form.

Read the following information with an open mind and choose which of the options you want to use. These options are numbered as consecutive pages, but no one will use all of them. List the options you choose, and their page orientation to see what your introductory information will look like. Remember, the right hand side of the pages of any book catch the reader's attention first. So, in the introductory pages you should consider placing the most important information the right hand side, even if that means inserting a few blank pages.

- Page 1 **Blank** – Right-side orientation facing inside front cover (No Page Number)
 This page is set aside for aesthetics and allows you a place to write personal dedications at book signing events. This page also helps to keep the cover from separating from the binding and protects the title page.
- Page 2 **Blank or pertinent information** – Left-side orientation (No Page Number)
 This page should be left blank unless you want to place a list of your previous books on this subject or a list of other titles you have written. In the case of non-fiction, other recommended reference books on the subject covered by your piece could also be listed here.
- Page 3 **Title Page** – Right-side orientation (No Page Number)
 Every book needs to have a title page. The contents of this page are simple. It must contain the title of your book, author's name, and publisher's name. The title should be bold in a readable font, not necessarily, but preferably the same font as on your cover.
- Page 4 **Copyright page** – Left-side orientation (No Page Number)
 This page should contain all copyright information; first, second, or third edition statement, rights statement, publication information, information re: In cooperation with, Design/Layout information (if done by some other entity), Library of Congress numbers, where printed – U.S.A. or foreign printing. All this information should be placed on the page in small print (6pt or 8pt font) in a pleasing to the sight fashion. This page must be on the back side of the title page because the title page and the

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following copyright page create a 'contract' with the reader.

Any technical information the author wants the reader to know should be placed on this page. If the material in this book was printed previously by the author under a different ISBN or as part of another work, here is the place to note it.

- Page 5 **Dedication Page** – Right-side orientation (Opt. Page Number)
This is where the author dedicates his/her book to someone special. This can be used in stead of or in conjunction with an acknowledgment page.
- Page 6 This page should be left blank unless there is a lengthy Dedication that will run on to this page.
- Page 7 **Acknowledgment Page** – Right-side orientation (Opt. Page Number)
If you chose to use an acknowledgment page, you should place it here. This should consist of your list of those resources used to complete this work, or those who aided in its completion. This can be used in conjunction with or instead of a dedication. It is a good idea to keep a complete record or e-file on who has contributed to this work so you don't forget anyone in your acknowledgment.
- Page 8 **Table of Contents** – Right or Left side orientation (Opt. Page Number)
If you choose to number the next few pages, number them differently from how you intend the numbering to appear on the main pages of the book, e.g. roman numerals, alphabetical. Here is where a non-fiction work outlines the information in each chapter, and on what page those chapters begin. It should be pleasing to the eye, and to make it easier for the reader, think about placing the table of contents facing pages rather than on front and back of the same page.
- Page 9 **Publishers Notes** – Right-side orientation (Opt. Page Number)
This is where the publisher or author can alert the reader to changes in a second edition or new compilation of and older title by the same author. Here they can highlight updates or list other reasons for changing the contents of the material.
- Page 10 **Introduction or Forward** – Right-side orientation (Opt. Page Number)
The introduction or forward contains pertinent information as to why the book came about or what the author wants the reader to keep in mind that took place before the story began.
- (No Page Number)
- Page 11 **Half Title Page** – Right-side orientation

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Chapter 1 **Page 1 of the Book**

Here the actual story or information for the reader begins. All chapters should start on the right-side page unless the author wants to conserve the paper used in printing. The title of each chapter should be lowered from the top margin by a minimum of seven (7) spaces, and formatted in larger font than the main text of the chapter. No headers or page numbers should appear on the first page of any chapter unless they are drop folios at the bottom of the page.

Extra formatting options

1. To keep your book uniform, all chapters should begin on the right-side page. (Unless the manuscript has a large word count and the author desires to conserve paper.)
2. If a chapter ends on the right-side page, the following page, the next left-side page should be left blank. Even though this display page contains no header or page number, the numbering carries on to the next page as though this page displayed a number.
3. When publishing a non-fiction work, the author should consider setting aside a page or two after each chapter for notes by the reader. You will want to give the reader more than one (1) or two (2) pages if you save this option for the end of the book.
4. Remember there should only be one (1) space after each period. This not only saves space on the page, and keeps the readers eye connected to the text but removes the 'holes' in the text lines of the page which stop the readers eye.

Your Book — Your Vision — Your Way

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