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[BOOK TITLE]

[Subtitle]

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(Author name)

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Table of Contents

(A table of contents, usually headed simply "Contents," is a list of the parts of a book or document organized in the order in which the parts appear. The contents usually includes the titles or descriptions of the first-level headers, such as chapter titles in longer works, and often includes second-level or section titles (A-heads) within the chapters as well, and occasionally even third-level titles (subsections or B-heads). The depth of detail in tables of contents depends on the length of the work, with longer works having less. Formal reports (ten or more pages and being too long to put into a memo or letter) also have tables of contents. Documents of fewer than ten pages do not require tables of contents, but often have a short list of contents at the beginning.

Some style manuals recommend keeping tables of contents under three pages so they can be surveyed easily. Since they lack the alphabetical arrangement that makes indexes so accessible, anything longer can become difficult to scan.)

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Foreword

A foreword is a (usually short) piece of writing often found at the beginning of a book or other piece of literature, before the introduction; this may or may not be written by the primary author of the work. A preface, by contrast, is written by the author of the book, although sometimes the two terms are used interchangeably. A preface generally covers the story of how the book came into being, or how the idea for the book was developed; this is often followed by thanks and acknowledgments to people who were helpful to the author during the time of writing. Often, a foreword will tell of some interaction between the writer of the foreword and the story or the writer of the story. A foreword to later editions of a work often explains in what respects that edition differs from previous ones.

If there is an author's preface as well, it follows the foreword. Unlike a preface, a foreword is always signed. Information essential to the main text is generally placed in a set of explanatory notes, or perhaps in an "Introduction" that may be paginated with Arabic numerals, rather than in the foreword. The word foreword was first used around the mid-1800s (originally used as a term in philology). It was possibly a translation of the German "Vorwort".

**If you don’t have a foreword, simply delete this entire page.**

Preface

A preface (pronounced "preffus") is an introduction to a book written by the author of the book. An introductory essay written by a different person is a foreword and precedes an author's preface. The preface often closes with acknowledgements of those who assisted in the project.

A preface generally covers the story of how the book came into being, or how the idea for the book was developed; this is often followed by thanks and acknowledgments to people who were helpful to the author during the time of writing.

A preface is usually signed (and the date and place of writing often follow the typeset signature); a foreword by another person is always signed. Information essential to the main text is generally placed in a set of explanatory notes, or perhaps in an "Introduction" that may be paginated with Arabic numerals, rather than in the preface. The term preface can also mean any preliminary or introductory statement. It is sometimes abbreviated pref.

Similarly, a prologue is typically an introduction to a novel, fitting in with the genre and storyline of the main text, rather than a section in the author's voice.

**If you don’t have a preface, simply delete this entire page.**

**Acknowledgement**

In the creative arts and scientific literature, an acknowledgment (also spelled acknowledgement) is an expression of gratitude for assistance in creating a literary or artistic work.

Receiving credit by way of acknowledgment rather than authorship indicates that the person or organization did not have a direct hand in producing the work in question, but may have contributed funding, criticism, or encouragement to the author(s). Various schemes exist for classifying acknowledgments; Giles & Councill (2004) give the following six categories:

1. moral support
2. financial support
3. editorial support
4. presentational support
5. instrumental/technical support
6. conceptual support, or peer interactive communication (PIC)

Apart from citation, which is not usually considered to be an acknowledgment, acknowledgment of conceptual support is widely considered to be the most important for identifying intellectual debt. Some acknowledgments of financial support, on the other hand, may simply be legal formalities imposed by the granting institution.

**If you don’t have a Acknowledgement, simply delete this entire page.**

Introduction

In an essay, article, or book, an introduction (also known as a prolegomenon) is a beginning section which states the purpose and goals of the following writing. It usually begins with something interesting that intrigues the reader and causes him or her to want to read on. The sentence in which the introduction begins can be a question or just a statement. This is generally followed by the body and conclusion.

**If you don’t have a Introduction, simply delete this entire page.**

Chapter One

You can either keep the words “Chapter One” above, or replace them with a chapter title, or use both. Whichever way you prefer.

Replace this wording with the body of your book. We’ve put a break after each chapter that will force the next chapter to start on an ODD (right hand) page. This is the industry standard format, and highly recommended.

For the main body copy, we’ve used Times New Roman 11 pt., justified left and right, with line spacing of 1.25, and first line indent of 0.25”. For chapter heads, we used Arial Bold 12 pt., and centered.

If you have a particular font that you want to use in place of our pre-selected fonts, you can make those changes by selecting Format > Styles and Formatting. Word will open a column to the right of your file that shows paragraph formatting style that we’ve used.

At the bottom of the list, be sure to select “Show: Formatting in Use.” You should only see a handful of styles, maybe 8 to 10 total. The style you’ll use for most of the book are “Normal” and “Chapter heads.” The other styles are used primarily for the front part of the book: title page, table of contents, etc.

Hover over a style name, click the dropdown box, and select “Modify.” Then you can change the font, the size, and various other options.

But remember: always look over your file very carefully after making any changes at all, to assure that the changes you made didn’t adversely affect other parts of your book.

The rest of this chapter is just filler. It shows how typical pages will look throughout your book. This will also help you see how your headers and footers will look on a page that is filled with text.

A word of warning about Headers and Footers: If you aren’t an expert at using them, they can be very frustrating. We recommend that you leave off headers and footers, and let us add page numbers for you. But, if you feel like a challenge, you can attempt to create your own headers and footers.

To edit your headers and footers, select “View > Header and Footer.” (Remember to turn this option OFF the same way when you want to go back to editing the main part of your book.)

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