
CavaCom Resources – Non-Fiction Books: Front + Back Matter Explained

Your Book Text Consists of More Than Simply Its Core Manuscript

So, what else do you need to include in your non-fiction book?

There are many recommended and optional elements you want to consider. Typically, your editor will discuss with you which of the following are appropriate and needed for your non-fiction book.

FRONT MATTER

- **Endorsements / Testimonials** (optional): this includes advance praise from reviewers, which will typically appear in the book on the very first page, before the title page.
- **Title Page** (optional at this stage, your typesetter can create this): a basic black-and-white title page, usually based on the cover design.
- **Imprint / Copyright Page**: all the copyright and legal information relating to your book.
- **Dedication** (optional): a few words dedicating the book to a particular person or number of people – usually just a line or two.
- **Table of Contents**: no need to include page numbers because these will change when the book is typeset.
- **Acknowledgements** (optional): the author may wish to thank anyone who has helped make the book possible. Note: this can be at the front or the back of the book.
- **Foreword** (optional): written by someone other than the author, preferably a notable person who will give the book credibility.
- **Preface** (optional): explaining how the author came to write the book; this may be written by a person other than the author (for example if two people were approached for a foreword and both agreed, one piece could be transformed into a preface).
- **Introduction** (optional): outlines what readers can expect to find in the book.
- **How to Use this Book** (optional): this section is useful if the manuscript in question is a handbook or a book containing sections, actions and/or exercises.

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BACK MATTER

- **Call-to-Action Page** (optional): think of this as an advertisement. This is where the author lists previous books and any other marketing information they want to include.
- **Acknowledgements** (optional): the author may wish to thank anyone who has helped make the book possible. Note: this can be at the front or the back of the book.
- **About the Author** (optional): an interesting piece about the author, which gives more context to their work, and allows the reader to get to know them better.
- **References / Endnotes** (if required): a list of sources referred to directly throughout the book. Add this information in the back of the book rather than as page footnotes, for ease of use.
- **Bibliography** (if required): a list of reference material you have accessed while researching content for your book.
- **Index** (if required): this can be created by hiring an indexer (a typesetter can usually do this).
- **Glossary** (optional): helpful alphabetical list of words relating to the book's specific subject, with explanations (ask your typesetter for this service)
- **Back Blurb**: a short and distinct sales summary of the book; can include testimonials, author details and image; featured on the book's back cover.