

Kristen Stieffel • Writing Coach

Arrangement of Front and Back Matter

The recommended order of front and back matter in nonfiction books is explained in painstaking detail in *The Chicago Manual of Style*, Chapter 1. Here is a very quick cheat sheet. You don't by any means have to include all of these; pick and choose what suits your book. But the items you use should appear in this order. Also make sure you are titling sections correctly. For example, I have seen nonfiction authors call their Preface a Forward. The correct term is Foreword (the word that comes before) and it applies to remarks by someone other than the author.

Items marked * often appear on a right-hand page, facing a blank page.

Items before the table of contents are often unnumbered. Items after the table of contents but before the text are numbered with small roman numerals (i, ii, iii, iv, and so on). Items from the text of the book onward are numbered with arabic numerals.

Front Matter

Half title—a short version of the title on the very first right-hand page after the endpapers.

Frontispiece*

Title page*

Copyright page—usually on the reverse of the title page

Dedication*

Epigraph*

Table of Contents—excludes whatever precedes it

Table of Illustrations or Tables

Foreword—remarks by someone other than the author; note the spelling

Preface—remarks by the author about the content or its creation

Acknowledgements—Can be placed in the back matter if preferred

Introduction—May go here if it is not closely related to the text.

List of Abbreviations

Notes from the publisher, translator, or editor

The Text of the Book

Introduction can be placed here if it closely relates to the text

All the Chapters

Back Matter

Appendixes
Chronology
Endnotes
Glossary
Bibliography
List of Contributors
Index
Colophon
Errata

Chicago does not address the following, although they are commonly found in general market books.

Endorsements—Placed in the front, usually

About the Author—May be placed in the front or back. I recommend the back so it doesn't take up part of the Kindle preview.

Contact—Place in the back of the book, on the last or next-to-last page.

Other books by the author—Traditionally lists like this have gone in the front matter, often on the reverse side of the half-title, but in recent years they have been moved to the back of books, and in e-books it is a good idea to add links to sales pages.