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Preparing Indexes and Front Matter

All textbooks require a title page, copyright page, table of contents, preface, and possibly other front matter. And all textbooks and professional books require references and an index. If you want libraries to acquire your reference work or nonfiction trade book, you likewise must provide an index and a bibliography. This chapter presents some guidelines for preparing front matter and back matter for your project (see also the chapter appendix).

Preparing Front Matter

Front matter consists of all the pages up to the first page of Chapter One and is usually numbered with lower-case Roman numerals. The front matter of a textbook can contain some or all of the following elements.

- Printed front endpapers
- Half-title page
- Frontispiece
- Title page
- Copyright page
- Dedication page
- Epigraph page
- Table of contents
- List of illustrations or figures
- Foreword
- Preface
- Acknowledgments
- Disclaimer

Printed Endpapers

The front endpapers of a textbook are the inside front cover and the page opposite it. They usually are left blank. However, information can be printed on the endpapers from which students can benefit—e.g., abbreviations, definitions of terms, formulae or measurements, or a map. The back endpapers can be printed with either the same information as on the front endpapers or with different information. Also, the endpapers may list special features of the textbook, such as topical boxes or cases.

Half-Title Page and Frontispiece

The half-title page is the first printed page of a book. It is found more often in hardbound books than in paperback ones. It contains only the title and is a right-hand page. The frontispiece is the left-hand page facing the title page. While it is usually left blank in textbooks, it can be used to list other books by the same author. In the history of book making the frontispiece originally was an engraved illustration, an ornament for the title.

Title Page and Copyright Page

The title page is on the right-hand side facing the frontispiece. It usually lists the full title and subtitle of the book; the name(s) of the author(s) or editor(s) and possibly also their titles and institutional affiliations; the publisher's name; and whether it is a first or revised edition. The copyright page is on the back of the title page. It is one of the pages in a book where a typographical error can have serious consequences. Proofread it carefully! It contains the copyright notice, the printing history (number of printings and revisions), the Library of Congress catalog number or control number, the ISBN, the Library of Congress Cataloging-in-Publication Data (CIP or PCIP), the name and address of the publisher (your company), and "Printed in the USA" (to avoid export complications).

Dedication Page and Epigraph Page

The dedication is on a right-hand page. You can dedicate your book to a group or class of people (e.g., "To my students, past and present") or to specific persons (e.g., to your mentor, parent, partner, spouse, and/or children). Only the person or persons mentioned are likely to be interested in your dedication. The epigraph page traditionally contains a pertinent quotation that sets the tone of the book. Most textbooks do not have an epigraph page, but may include epigraphs in the chapter opening pages.

Table of Contents and List of Illustrations

The table of contents should start on a right-hand page and include chapter numbers, titles, and beginning page numbers. It may also include major subheadings and their beginning page numbers. Front matter items such as a List of Illustrations, Preface, Acknowledgments, and Foreword also should appear on the contents page. Your table of contents is the main selling tool for your textbook or instructional material. By reading this front matter, potential adopters learn the scope, sequence, and theoretical or pedagogical orientation of your work. Thus, you would be wise to take care that your titles for parts and chapters and your headings and subheadings are clear and informative in expressing your book's content, organization, and mission. If your textbook is heavily illustrated or contains important pedagogy, you might include a list of illustrations or list of features at the end of the table of contents.

Foreword and Preface

The foreword is a pitch for a book and its author, written by one or more persons other than the author. It should begin on a right-hand page. This book has three forewords, but most books have one foreword by someone notable in the field the book covers. The name of the foreword's author helps to publicize and sell the book.

In your preface you should explain why you wrote the book and for whom and something about its content and organization. It is important that the preface is well written, because reviewers may base their reviews on it, rather than take the time to read every chapter. If you are writing a student textbook, the preface should address the students. In undergraduate textbooks it is common practice to include an instructor's preface followed by a student's preface to address the two different audiences. Your mission as an author and your objectives for your readers and your rationale for the content and organization of

your book are appropriate subjects to include in a preface. Like the table of contents and foreword, the preface is a sales tool.

Acknowledgments and Disclaimer

In your acknowledgments list everyone who helped you with the book, including your editors and persons who reviewed prepublication drafts. It is particularly important to acknowledge contributors who are recognized as authorities in the field your textbook or instructional material covers. Their having vetted your book adds to its credibility. However, in commercial publishing it is important to have written permission to quote reviewers' remarks. If you are acknowledging only a few persons, you may want to do so in the Preface rather than having a separate Acknowledgments section.

Because of the possibility of someone being harmed by inaccurate information or inappropriate recommendations in your book, many authors include a disclaimer to partially protect themselves against litigation from this source. Poynter (1996, p.8) suggests a paragraph similar to the following:

This book is designed to provide information in regard to the subject matter covered. It is sold with the understanding that the publisher and author are not engaged in rendering legal, accounting, or other professional services. If legal or other expert assistance is required, the services of a competent professional should be sought. The author and publisher shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to be caused, directly or indirectly by the information in this book.

See also the more succinct disclaimer on the copyright page of this book. Disclaimers can be appended to other front matter elements, such as the copyright page, rather than take up an extra whole page.

Indexing

In scholarly works, textbooks, professional trade books, and other academic materials, an index is essential. A good index helps the reader find critical information with minimum page turning and frustration. An index can be created by the author or by a professional indexer. If you index your book yourself, you might find the following general procedures helpful in developing the index.

- Identify the audience for whom you are writing the index.
- Identify valid (indexable) keywords (terms and concepts) for inclusion in index entries.
- Decide how to organize the information in your index and arrange your entries and subentries.
- Develop a style guide and format and apply them systematically throughout.
- Create and phrase index entries, including alternative terms.
- Bring together related information, cross-referencing appropriately.
- Create a usable index, and test it for usability.
- Edit for style, readability, content, accuracy, and space.

The chapter appendix offers leads to information about indexing software.

Wording and formatting index entries is a communication skill. You will need to decide whether to include gerunds, phrases beginning with prepositions, or guideword locators, for example, and whether to indent, run-in, or turn over lines. There also is more than one way to alphabetize an index. The more you decide in advance, the smoother your indexing process will go as you work page by page.

For example, decide in advance what classes of information to include or exclude. Will you include or exclude place names, author names, acronyms, abbreviations, or numerical references in your index? Will you include key terms and phrases from your headings and captions? How much will you

differentiate within and between terms and concepts? Will your index be too thin or too dense? How much information is enough? Your choices for what to include and exclude should be based on what your readers are likely to need or want to know and what vocabulary they are likely to use to try to locate this information in your book.

Two kinds of indexes for textbooks are author indexes and subject indexes. You may or may not want to prepare an author index in addition to a subject index. In some content areas an author index might increase adoptions. If you cite the research and publications of the instructors who teaches the course, they might be more likely to adopt it. Instructors naturally would like their students to be aware of their professional work and, consequently tend to react favorably to a textbook in which their work is mentioned.

Indexing Software

There is special software for indexing. The American Society of Indexers' publication, *Software for Indexing* (Schroeder, 2003) evaluates programs available for PCs and Macs. Also, most word processing programs have the capability to generate an index. In addition, any word processing program that has a "Find" command can be used. The first time you refer to an item, you enter it into an index file at the appropriate point alphabetically. Whenever you want to refer to it again, you use the "Find" function to locate it quickly. I have indexed seven textbooks in this simple way.

If your book is not a first edition, the index from the current edition can be quite useful for indexing, particularly if you have it on your hard drive or on disk. Your first task is to delete items in the index that are not relevant to or accurate for the new edition, including page numbers. I have used my word processor's "Find and Replace" command to delete page numbers efficiently. I simply ask the program to "Find" each of the ten digits from 0 to 9 and to "Replace" each digit with nothing—i.e., leaving the "Replace" entry space blank. After issuing the "Find and Replace" command 10 times, once for each of the 10 digits, there would remain a series of commas after each item in the index, with each comma separated from the next by a space. To delete these commas and spaces, use the "Find and Replace" command to locate each instance of "space comma" and leave the "Replace" space blank. This process usually takes less than 30 minutes.

The use of the automatic indexing capability of word processing programs has a serious limitation if the numbering of the pages in the manuscript does not conform exactly to the numbering of the book pages (called folios). It is difficult to make the number of characters on manuscript pages correspond to book pages unless you are preparing camera-ready pages using the same program you used to draft the manuscript. In commercial textbook publishing accurate indexes are created from final page proof after it is certain that folios will not change.

Indexing Help

The quality of your textbook's index can significantly affect its acceptance and sales. It takes time to develop a good index, and you can arrange to have your book indexed by a freelance indexer. Most professional indexers charge between \$1.50 and \$3.00 per page, as they read every page to construct the index. Alternatively, indexers may charge \$.50 to \$.75 per index entry. It is crucial to find an indexer who is knowledgeable about the topics in your book.

There are several ways to search for a competent freelance indexer. One is to seek recommendations from other self-publishers. A second is to seek recommendations from a university press at your institution or another. And a third is to search the American Society of Indexers' Web site (www.asindexing.org/site/) for its ASI Indexer Locator. The Locator can be accessed from the Society's Web site and contains a listing and description of the experience of many freelance indexers.

Preparing Other Back Matter

Other than an index, textbooks and instructional materials typically have endnotes or references and a bibliography. That is, it is expected that, other than having a subject index and possibly an author index, textbooks and instructional materials will cite sources and thus will need end notes or references and a bibliography in the back matter. Endnotes for parenthetical source citations may be gathered at the back of the book by chapter, or may be given at the ends of the chapters in which they appear. Source citations also may appear in footnotes, but footnotes are reserved for scholarly works rather than textbooks. Note also that footnotes greatly increase production and manufacturing costs on a per-page basis, because they require selective manual override in printing outside of the text block.

In contrast to endnotes, references comprise a single alphabetical list of all the sources you cited or referred to, and these, too, can be gathered as chapter end matter or as book end matter. Bibliographies, on the other hand, include all the works that you consulted in writing your book, whether or not you had occasion to cite them specifically. In student textbooks, special annotated bibliographies in the chapter end matter might suggest specific readings for students.

Student textbooks also often have one or more appendices and a glossary in the back matter. These are pedagogical tools to enhance text content and aid learning. In many undergraduate textbooks, key terms and concepts are boldfaced in the chapter narrative and then defined in an end-of-book glossary. These elements, like other back matter, may be presented alternatively as chapter end matter. The usual sequence of back matter, following the book's conclusion or epilogue, is Appendix, Glossary, Notes, References, Bibliography, Author Index, and Subject Index.

Robust glossaries, references, and bibliographies are important resources for students and also serve as another checkpoint for instructors when they make decisions about course adoptions. Whichever end matter and back matter elements you use, you should consistently follow the academic style you have chosen for formatting them. As examples of treatments of front matter and back matter elements, see the front matter and back matter of this book.

Online Resources for Preparing Front Matter and Back Matter

Front matter and back matter information, including page impositions: http://www.hodi.com/book_front-back_matter.html

How to prepare front and back matter: <http://saularliner.home.att.net/id/bookelements.htm>

Examples of model prefaces: <http://www.ickn.org/elements/hyper/cyb1.htm>,
<http://www.webstyleguide.com/front/preface-1.html>

Bibliography Styles: <http://www.english.uiuc.edu/cws/wworkshop/bibliography.htm>

Examples of Glossary Styles (online glossaries of writing and publishing terms):

http://www.umuc.edu/prog/ugp/ewp_writingcenter/writinggde/glossary/glossary-01.shtml,

http://txtx.essortment.com/writingwriterg_rffv.htm,

<http://freelancewrite.about.com/library/glossary/blglossary.htm>

Indexing Resources on the Web: <http://www.slais.ubc.ca/resources/indexing/software.htm#bob>

American Society of Indexers on Indexing: <http://www.asindexing.org/site/indfaq.shtml>

American Society of Indexers on Indexing Software: <http://www.asindexing.org/site/software.shtml>

wINDEX: <http://www.abbington.com/holbert/windex.html>

Web Site Indexing Software: http://www.software-programs.net/indexing_software/indexing_software.html

Software for Indexing: <http://www.anindexer.com/about/sw/swindex.html>

Best Practices in Indexing: <http://www.wordsmith.co.il/seminar2.html>