

Parts of a book

1. **Author:**
2. **Publisher**
3. **Title Page:** Contains full title and sub title, also called primary and secondary title of the book and additional information such as name of author, editor, publisher information, edition number and printing date
4. **Call Number:** Found on the spine. Identifies the book in a location in a collection
5. **Copyright Page:** Reverse of the title page, also called the verso, containing the copyright notice, printing history, Library of Congress Catalog Number, ISBN, name and address of the publisher and any additional copyright information.
6. **Dedication Page:** Found before or after the title page. A short statement thanking an individual or group of individuals for their help, support and or inspiration.
7. **Index:** A list of key words and associated page numbers designed to help the reader find important information inside the book. Indexing is a combination of skill and intuition. This is usually the last thing in a book.
8. **Table of Contents:** A list of the books contents, arranged by chapter
9. **Foreward:** Testimonial or introduction by someone other than the author. Introduces or praises. Usually a famous person.
10. **Preface:** Explanation of the origins and history of the book written by the author of the book.
11. **Introduction:** A short summary or explanation of the book.
12. **List of abbreviations:** A list of the abbreviations contained in the book.
13. **Appendix:** A collection of important information and other resources.
14. **Glossary:** A list of terms found in the book and their definitions
15. **Bibliography:** A list of books, articles and other resources
16. **Works Cited:** A list of books, articles and other resources the author used in writing the book.
17. **Errata:** A list of errors discovered after the book has been printed.