

# FRONT AND BACK SECTION (MATTER) FOR YOUR BOOKS

The following pages represent what your front and back “matter” of your book should look like. Blank Pages are included here to represent the (exactly) how your book pages should look.

A Word and PDF version of this layout is available for downloads from the Vimi.com website.

**Note:** Click on tip boxes to highlight them. Then click **Delete** to remove them from your manuscript.

When viewing an open book, odd numbered pages are on the right.

Your Book Title:  
Subtitle

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This is the first page of your book, commonly referred to as the **half title page** and will appear on the right hand side – opposite the book’s inside front cover.

**Tip:** For a more professional look, use the same font on your title pages as used on your book cover.

**Tip:** When formatting your masterpiece, we recommend you view your manuscript with the formatting symbols displayed. This allows you to quickly identify extra spaces, full returns, and section breaks as well as header and footer settings. Click the pilcrow symbol ¶ in the Microsoft Word toolbar to view formatting marks.

When viewing an open book, even numbered pages are on the left.

**Delete this instructional text when formatting your book.**

**[Style = Normal Block]**

This page can be left blank, it can include an illustration associated with the book (a frontispiece), or it can list other works by this author or publishing company.

**Note on Fonts and Styles:** The fonts in this template are set to Times New Roman using formatting styles. You can change fonts by right clicking on the style name in the toolbar (Header 1, Normal, etc.) and choosing the **Modify** option.

See section titled Recommended fonts for use in print books

**Tip:** By changing the font in the formatting style, you can be assured that fonts in all sections utilizing this style will be uniform throughout your book. For more information about using **Formatting Styles**, refer to the Microsoft Word Website.

**Tip:** Traditionally, all pages prior to and including the Table of Contents page do not include page numbers, headers, footers, or decorative components.

The full title page is usually page iii of a book, and displays the book's full title (including the subtitle), the names of the author(s), editor(s), and contributor(s). You may also include the publisher's name and/or logo followed by the year of publication at the bottom of the page.

Your Book Title:  
Subtitle

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**Author's Name**

**Editors'and/or Contributors' Names**

**Important:** To qualify for distribution, your title, subtitle, author, and contributor names must exactly match what you entered in the first steps of the publication wizard.

**IMPORTANT:** You (or your publishing company) are the publisher of your work. **VIMI Corp. is the distributor, NOT the publisher.**

<Publisher Name and/or Logo>  
<Year of Publication>

The copyright page appears on the reverse side of the title page, usually page iv. The text on the copyright page is generally set two or three points smaller than the main body text so all of the information will fit on a single page. The copyright page contains all relevant publisher and author information, including the Library of Congress Cataloging in Publication (CIP) data.

**Example Text: Update to display information specific to your book.**

**[Style = Copyright]**

Copyright © <Year of Publication> by <Your Name>

All rights reserved. This book or any portion thereof may not be reproduced or used in any manner whatsoever without the express written permission of the publisher except for the use of brief quotations in a book review or scholarly journal.

First Printing: <Year of first printing>

ISBN <Enter your ISBN>

<Your Publishing Company Name>

<Your Street Address or Post Office Box>

<Your City>, <Your State><Your Zip Code>

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created using the tools available  
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are the publisher.

www.<Your Internet Address>.com

You may want to include optional ordering information (example text below).

**Ordering Information:**

Special discounts are available on quantity purchases by corporations, associations, educators, and others. For details, contact the publisher at the above listed address.

U.S. trade bookstores and wholesalers: Please contact <Your Publisher Name> Tel: (XXX) XXX-XXXX; Fax: (XXX) XXX-XXXX or email <Your business email address>.

## Dedication

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<**Example Text:** To my lovely wife/husband/life partner/children/editor/friends/pet and/or support group.

Thank you. Without your support and patience, I would have never achieved my dream.>

**Delete this instructional text when formatting your book.**

**[Style = Dedication]**

The Dedication page often follows the copyright page. The dedication is optional and usually consists of one to four lines of text, set in the same font as the book's text (sometimes in italics), centered on the page about 2 inches from the top margin or aligned with the text on the copyright page.

If you include a Dedication in your book, the back of the Dedication page should be blank. A section break is included below to automatically insert the required blank page.

If you do not intend to include a Dedication, delete this page from the template.

**Tip:** To remove the line above the page number, double click below the line to open the **Headers and Footers** editor, choose the dropdown option on the **Borders** button in the toolbar and click **None**.

To remove the line beneath the section titles, simply click on the section title and repeat the above process.



## Contents

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<b>Acknowledgements.....</b>	In this template, all section and chapter headings following the Contents page are created using <b>Heading 1</b> style.	<b>.. ix</b>
<b>Foreword .....</b>		<b>.. xi</b>
<b>Preface.....</b>	For more information about using <b>Formatting Styles</b> , see: <a href="#">Using Styles, Quick and Easy</a>	<b>xiii</b>
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<b>Glossary.....</b>		<b>11</b>

**Delete this instructional text when formatting your book.**  
[Style = Indent Normal]

The Contents page is set on the first right-hand page after the Copyright page or Dedication(if included). This page establishes the design motif for the remaining frontmatter (Acknowledgements, Preface, Foreword, Introduction, etc.), chapter headings, and back matter pages.

At a minimum, the Contents page should list all of the frontmatter pages that follow the contents page and the part, section, and chapter headings in the book. The Contents pages may also include all or some of the book's subheadings, but does not include the Dedication or the Contents page itself.

A simple contents page might have the word "Contents" set in 18 or 20-point type in the same font as the other front matter headings, centered, about 2 inches from the top of the page. It is customary to leave about an inch or so space between the contents title and the text that comes below. The front matter and chapter heading text on your

Contents page should be left aligned on the page, while the page numbers are right aligned.

Once you have edited all the sections of your book and added your book's text, right click on the table of contents and choose **Update Field > Update Entire Table**.

**Note:** Many works of fiction do not list chapters on a Contents page unless the chapters are individually named. In a print book, there is no need to include a Table of Contents that simply lists Chapter 1, Chapter 2, Chapter 3, etc.

If your table of contents requires multiple pages, the final contents page should appear on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.



## Acknowledgements

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I would like to thank my teachers, my editor, my creative writing course classmates, and my family without whose help this book would never have been completed.

Thank you for your patience and guidance, your use of the editor's red pen...

**Delete this instructional text when formatting your book.**

**[Style = Indent Normal]**

The Acknowledgments page is usually the first of the front matter pages following the Contents pages. While the Dedication is usually only a few words or lines of text, the Acknowledgments page provides authors a chance to acknowledge or thank anyone they wish, especially people who were involved in the writing or production process.

If your Acknowledgement text requires multiple pages, the final page should be on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.

**If you are not including Acknowledgements, delete this page from the template.**

**Tip:** Traditionally, pages following the table of contents are numbered with Roman numerals (i, ii, iii, etc.). Although page numbers are not displayed on the pages before the Table of Contents, they are included in the page count. Begin using Arabic numerals (1, 2, 3, etc.) in the Introduction and main story text.



## Foreword

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<Insert Foreword text here.>

**Delete this instructional text when formatting your book.**

**[Style = Indent Normal]**

The Foreword always begins on an odd numbered page (right side of an open book). The author or another person, preferably someone who will add something to the book's content and help sell more books, may write the Foreword.

When a Foreword is written by a particularly well known person, the writer's name may appear on the book's cover or title page (Forward by...), usually below the author's name and in smaller type.

The Foreword always ends with the name of the writer and often includes the date (month, year) it was written. Although it can be any length, the typical foreword is four to eight pages in length.

If your Foreword includes multiple pages, the final page should be on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.

**If you are not including a Foreword, delete this page from the template.**



## Preface

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<Insert Preface text here.>

**Delete this instructional text when formatting your book.**

**[Style = Indent Normal]**

When there is a Preface, it is almost always written by the author.

Unlike the Introduction, which contains information essential to understanding the book, the Preface is a chance for the author to speak directly to the reader. The Preface often explains the author's thoughts concerning the book's inspiration; however, there are no limits on what the author can write.

If your Preface includes multiple pages, the final page should be on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.

**If you are not including a Preface, delete this page from the template.**



## Introduction

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<Insert Introduction text here.>

Double click in the page header to add the author's name (or to remove the text).

The author's name will display on all subsequent odd numbered pages within the book's body.

**Delete the instructional text below when formatting your book.**

**[Style = Indent Normal]**

The Introduction can be placed in one of two positions in the book. It should either begin at the end of the front matter section, or it can be considered as the first page of the story (body) and be designated as page 1 of the Arabic numbered text, as in this template.

The Introduction contains information considered vital to understanding the book. This may take the form of a summary, a synopsis of what occurred in previous volumes in a series, or anything else the author wishes to write as a means to introduce the book.

If your Introduction requires multiple pages, the final page should be on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.

**If you are not including an Introduction, delete this page and the next from the template.**

**Tip:** Arabic numerals (1, 2, 3, etc.) are used for all pages following the front matter (Acknowledgement, Foreword, and Preface) pages.

<Book Title>

Double click in the page header to add the book's title (or to remove the text).

The title will display on all subsequent even numbered pages within the book's body.



## Chapter 1: The Period

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### [Style = Indent Normal]

IT WAS the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of darkness, it was the spring of hope, it was the winter of despair, we had nothing before us, we had nothing behind us, we were all going direct the other way, but at the same far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative of all that is ever before or behind us.

Replace this example text from *A Tale of Two Cities* with your remarkable work.

There were a king and a queen on the throne of England; the queen was fairer than crystal, and her face was clearer than crystal, and her eyes were brighter than fishes, that things

It was the year of our Lord one thousand seven hundred and twenty-five. Spiritual power was in the air, and the favoured period, as at the five-and-twentieth century, the Life Guards had been that arrangements were made at Westminster. Even the dozen of years, after the very year last past (such theirs. Mere messages to the English Crown in America: which, still the human race than at the chickens of the Colonies.

France, less favoured sister of the shield and down hill, making part of her Christian past humane achievements as sentencing a youth to have his hands cut off,

To make your book an enjoyable reading experience, choose a single method for visually separating paragraphs. There are two common paragraph formats: **first line indent** (displayed here) or **block** paragraphs. Most works of fiction use first line indent while most non-fiction works use block paragraph style. Of course, there are exceptions, so you must choose what works best for your book.

Whatever style you choose, do not mix the two and do not use the **Return** key to add extra spaces between paragraphs.

The easiest way to format your document text is to use **Styles**. You can set the **Normal** paragraph style to include indents and/or spacing between paragraphs. This ensures formatting is consistent throughout your book. Also, if you decide to make format changes, you can simply update the style rather than individually updating the format for each paragraph or header.

For more information about applying and editing styles, see: [Style Basics in Word](#)

<Book Title>

his tongue torn out with pincers, and his body burned alive, because he had not kneeled down in the rain to do honour to a dirty procession of monks which passed within his view, at a distance of some fifty or sixty yards. It is likely enough that, rooted in the woods of France and Norway, there were growing trees, when that sufferer was put to death, already marked by the Woodman, Fate, to come down and be sawn into boards, to make a certain movable framework with a sack and a rope, to hang the poor wretch in the Paris, beset by poultry, which the Farmer, Death, had already set apart to be his tumbrils of the Revolution. But that Woodman and that Farmer, though they work unceasingly, work silently and no one heard them as they went about with muffled tread: the rather, forasmuch as to entertain any suspicion that they were awake, was to be atheistical and traitorous.

**Warning:** If you copy and paste your manuscript text into this template, you will most likely also copy the default style settings from your original manuscript. No worries! Simply follow the instructions in [Style Basics in Word](#) to update and format your text and chapter headings.

## Appendix 1

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**Delete this instructional text when formatting your book.**

**[Style = Indent Normal]**

A book can have a single appendix or many appendices. If the book contains more than one appendix, label them as Appendix A, B, C or Appendix 1, 2, 3, etc.

The design for an appendix heading is often identical to the book's chapter headings, but "Appendix" followed by its number or letter replaces the chapter number.

The appendix includes material that does not fit into the flow of the book for one reason or another. It can be reference material, a long extract, a table, or just about anything the author wants to add to the book.

Depending on the type of material involved, the appendix can be set as regular body text, or in a smaller type size if it's an extract or table, or if you need to reduce the page count in your book.

If your Appendix requires multiple pages, the final page should be on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.

**If you are not including an Appendix, delete this page from the template.**



## Notes

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**Delete this instructional text when formatting your book.**

**[Style = Notes]**

The Notes for a book can be set as footnotes at the bottom of the page within the main body of the book or on a Notes page in the backmatter. The Notes should come before the References or Bibliography (if included).

The font used in the Notes is generally set about 2 points smaller than the main body text. Notes are usually set in the same font as the body text, which is almost always a serif font such as Times or Garamond.

The first line of the note is usually set with a ¼-inch indent. If the main body text is left aligned then the notes should also be left aligned.

If your Notes require multiple pages, the final page should be on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.

**If you are not including Notes, delete this page from the template.**



## References

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**Delete this instructional text when formatting your book.**

**[Style = References Hanging Indent]**

The References section (or Bibliography) generally follows the Notes section if there is one. The references text can be set in the same font and size as the Notes.

The References are often set with a ragged right margin (i.e. not aligned), especially if there are long website addresses that would make it difficult to justify the text without leaving big spaces between words.

To make them easier to read, the References can be set with a small amount of extra space between entries, or with ¼-inch hanging indent, where the first line of text is flush left with the text margin and the following lines are indented.

If your list of References requires multiple pages, the final page should be on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.

**If you are not including a list of References, delete this page from the template.**

## Recommended fonts for use in print books

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If you are planning to upload a Microsoft Office Word file (.doc or .docx) for Lulu to convert to a print-ready PDF, we recommend choosing a font from the following list..

- Arial
- Book Antiqua
- Bookman Old Style
- Century
- Courier
- Garamond
- Palatino
- Tahoma
- Times New Roman
- Verdana
- Symbols

If you are planning to upload your own PDF, you may use any fonts you like, but you must embed the fonts in the PDF before uploading.

Follow these general guidelines when choosing your fonts:

- Serif fonts are best for printed documents. Use serif fonts like Garamond, Times New Roman and Palatino for blocks of body text.
- Sans serif fonts are best for online documents and for display text. Use sans serif fonts like Arial and Verdana if you intend your book to be viewed online.
- Use bold sans serif fonts for title text or headings.



## Glossary

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**Delete this instructional text when formatting your book.**

**[Style = Glossary]**

If the book has a glossary, it usually comes after the Notes and References sections if included. The Glossary text is usually set in the book's main body font and size, but it can be set smaller if page count is an issue.

The glossary terms are often set off in some way, using a bold or italic font. It is also common to set off the entries with a hanging indent and/or extra space between the terms.

If your Glossary requires multiple pages, the final page should be on an even numbered page (left side of an open book). A section break is included below to automatically insert the required blank page if required.

**If you are not including a Glossary, delete this page from the template.**