

# The Anatomy of the BOOK

# The page

## Trim size

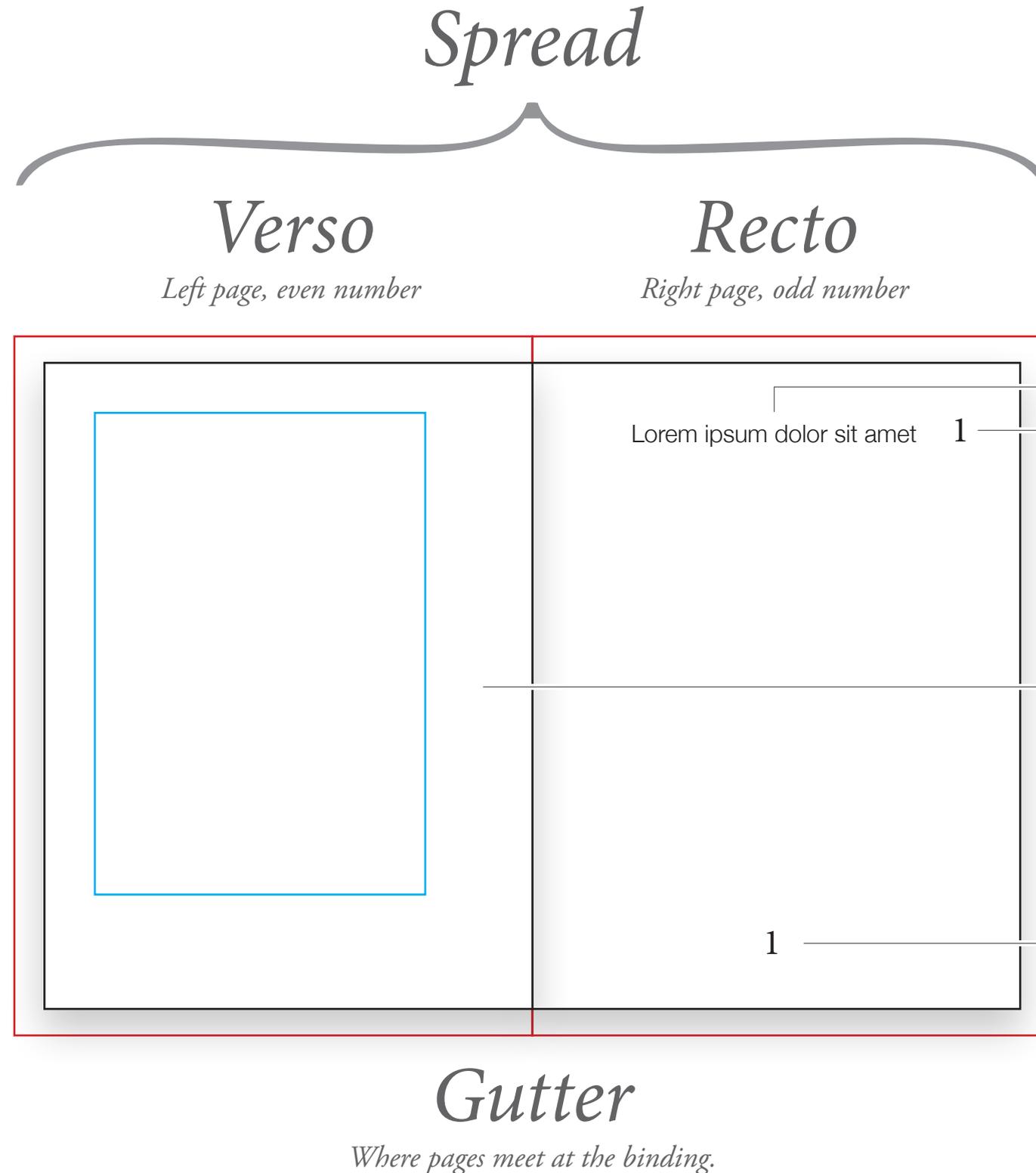
*The size of the page*

## Bleed

*The area outside the page where an image needs to be extended so that it covers a page to the edge when the page is trimmed.*

## Margins

*Set area for text and images.*



## Spread

### Verso

*Left page, even number*

### Recto

*Right page, odd number*

## Running heads

*Used on the pages following the first page in a section or chapter if needed. Used with folio or drop folio. If at the bottom of the page, these are called running feet.*

## Folio

*Page number at top. Used on the pages following the first page in a section or chapter. Also see drop folio.*

## Blind folio

*Page number not printed. Title, copyright, and blank pages are blind, as well as the first pages of sections and chapters.*

## Drop folio

*Number at the bottom of the page. Like a folio, used on the pages following the first page in a section or chapter. If the first page of a section or chapter has text, drop folio can be used if a page number is wanted.*

## Gutter

*Where pages meet at the binding.*

# DIVISIONS

## *Front matter*

**Half title page**

Frontispiece

**Title page**

**Copyright page**

Dedication

Epigraph

**Table of Contents**

List of Illustrations

Foreword

Preface

Acknowledgments

Introduction

## *Text*

Introduction

Chapters

Epilogue/Afterwards

The front matter and text divisions are required. Back matter is optional.

**Bold text** indicates fundamental elements. A preface or introduction is recommended to give context to a volume. Other sections are optional. Some sections, like acknowledgments, can be in the front or back matter. Acknowledgments can also be placed in the preface. The introduction is more commonly in the text division, but can be in the front matter.

## *Back matter*

Acknowledgments

Appendix

Chronology

Abbreviations

Notes

Glossary

Bibliography/References

List of Illustrations

List of Contributors

Illustration credits

Index

Colophon

# Front matter

## Pagination

*In Roman numerals beginning at i.*

i

## Half title page

*Blind folio. Contains book title.*

## Frontispiece or blank

*Blind folio. Frontispiece can be text or image.  
Can also be a series title page.*

ii

iii

## Title page

*Blind folio. Contains book title, subtitle, author, publisher, and publisher's town or city. Image can be used in the spread.*

## Copyright page

*Blind folio.*

iv

v

## Dedication/Epigraph/Contents

*Blind folio. Dedication and epigraph are before the table of contents. If neither a dedication or epigraph is used, table of contents comes here.*

## Epigraph or blank

*Epigraph is here if dedication is on page v. Blind folio.*

vi

vii

## Contents

*If dedication or epigraph is on page v. First page is a blind folio.*

## Ends in verso

viii

## Other sections

*Optional, follows the table of contents,  
each section starts on recto.*

*Forward  
Preface  
Acknowledgments  
Introduction  
Second half title*

# Copyright

## Copyright page

### *Recommended*

Publisher's address	<i>Name and address of publisher. Address can be abbreviated to town and ZIP or postal code.</i>
Copyright notice	<i>While not required under copyright law, the practice continues. Form is copyright symbol, year, holder name. Other rights holders can be declared here.</i>
Rights declaration	<i>All rights reserved.</i>
Year of publication	<i>Published 2015</i>
ISBN	<i>If paperback and hardback editions are made, including the ISBNs for both editions simplifies the management of print files.</i>
Place of printing	<i>The printing location. If the country of printing is different from the country of publication, this is also listed on the cover.</i>

### *Other information*

Biographic note	<i>A short biography of the author can be placed above the publisher.</i>
Editions	<i>Copyright dates of all previous editions should be noted.</i>
Permissions & credits	<i>If other copyrighted work or source material is used, this can be declared on the copyright page. This information can be listed in other places in the front or back matter.</i>

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# From text

*The text division requires no chapter sections. A second half title page makes a natural break between this and front matter.*

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## *Pagination*

*In Arabic numerals beginning at 1.  
Back matter follows with consecutive pagination.*

1

## *Half title or chapter title*

*Blind folio. Second half title is a copy of the first in front matter. If the chapter title page contains text, then the text continues on the verso.*

## *Blank*

*If page one is a half title or chapter title page with no text.  
Blind folio.*

2 3

## *Chapter or introduction*

*If page 1 is a half title or chapter title with no text, then the chapter or text contents start here. Blind or drop folio for the first page of the chapter. Following pages are folios or drop folios. Folios for photo books can be blind.*

## *Ends in verso*

*Division ends on verso. If blank, blind folio.  
Chapters can start on recto or verso.*

4

## *Other sections*

*Optional.*

*Epilogue  
Afterwards*

## *Back matter*

*Optional. Division and sections start on recto.*

# Cover

## Back cover

*If book has an ISBN, then bar code is required. Other options for back cover are book description, author bio, review quotes, price, publisher name and address. If a book has a dust jacket, book description and author bio can be placed on the jacket flaps.*

Adipit officiatqui aspe nis aute nimet qui  
omnihilleni sint liciam rem eum fuga.  
Ribuscium quaspel is denimi, id et ut  
magnit, volupta volupta tectum est et,  
corpor sa quodit od ut officiistia dolorero  
inum fuga. Et as rem aut eatiatem repro



The Anatomy of the Book

William Ash

## The Anatomy of the BOOK

*A Short Guide for Artists*

William Ash

## Front cover

*Title, subtitle, author name. Editor and edition can appear here.*

## Spine

*Book title, author, publisher imprint. Spine width varies with binding, paper weight, and page count of book block, the bound interior pages. Spine may be too narrow for text.*

## Bindings

- Saddle Stitch** *Sheets of paper stacked, folded, and bound with a staple. No spine.*
- Perfect Bound** *Paperback with a flat spine. Signatures stacked and glued to a wraparound cover.*
- Cloth or Case** *Hardcover. Book block attached to boards with end papers. End papers add blank pages before and after the book block; the pages are not counted. Cloth usually has a wraparound dust jacket. Case laminate has a printed cover.*

## Signatures

*A signature is the smallest group of pages that book is divided into. The typical signature is eight pages. If a volume is designed with fewer pages that can be divided evenly by the signature, the printer adds blank pages to complete the last signature. The extra blank pages are blind folios.*