

## Front Matter

The following document outlines the various Front Matter elements, each of which *may or may not* appear in your work. Keep in mind the terms you and your Acquisitions Editor agreed upon as you review these.

The Front Matter elements are listed below in the order they should appear in the book. Within each section, you'll find the publisher's requirements for content, format, and house-specific style. Please be sure to apply general style and formatting requirements.

### **Front Matter:**

[Title Page](#)

[Table of Contents](#)

[Headword List \(List of Entries\)](#)

[List of Images/Figures/Maps](#)

[Guide to Related Topics](#)

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## Title Pages

This document lists your book's title and your name

Asian American Culture  
From Anime to Tiger Moms

Lan Dong, Editor

## Table of Contents

You will create a preliminary table of contents (and [headword list/list of entries](#), for encyclopedia projects) for your title as soon as you and your acquisitions editor have agreed upon a general plan for the book.

Please update and include a more complete version of the table of contents with your final 100% manuscript submission.

### *Sample 1: Encyclopedia Table of Contents*

Preface/Acknowledgments

Guide to Related Topics

Introduction

Chronology

List of Entries [arranged alphabetically or topically; how they will appear in the book]

Essays

Primary Documents

Appendices

Glossary

About the Author/Editor/Contributors

Index

### ***Sample 2: Other Reference Works / Generic Table of Contents***

Preface/Acknowledgments

Introduction

Chronology

[Chapters or sections listed in order:]

Chapter 1: Animals That Live in Deserts

Chapter 2: Animals That Live in the Sea

Chapter 3: Animals That Live in the Mountains

Primary Documents

Appendices

Glossary

Recommended Resources

About the Author/Editor/Contributors

Index

### **Headword List (List of Entries)**

If your book includes reference-style entries, you will submit a headword (entry) list to your editor. This list contains the name of every entry that you intend to include in your book. Your editor(s) will collaborate with you on your submitted list at the beginning of your project.

When the list is approved, the editor will upload it to the Author Center. You will use the Author Center over the course of the project to continue modifying the headword list as needed, including adding, deleting, renaming, assigning, and tracking the status of each entry.

#### ***Using Headword Lists to Make a Final List of Entries***

In the final front matter of reference works, entries might be listed chronologically, alphabetically, and/or in order by section. Your headword list will be used to make the List of Entries that accompanies the Table of Contents, and can also help populate the [Guide to Related Topics](#).

**Tip:** At the end of a project, export your headword list from the author center, which will make it very easy to create an updated List of Entries to include in your final manuscript's front matter.

**Reminder:** Please keep the headword list updated in the Author Center. This allows your project's editors and administrators to maintain a current list of what will be included in your book, and also helps track your final word count.

## Style Guidelines

Headwords should be succinct and clear, with the most important word or words first.

Example: **Affirmative Action**

(not *The Effects of Affirmative Action*, or *African Americans and Affirmative Action*)

For entries on individuals, invert the name so that last is first. (Please include life dates for all individuals in the entry itself).

Shakur, Tupac

Use the best-known name for a person, as shown here for musician Doc Watson.

Watson, Doc

Cite full names on first reference in the entry (“Doc Watson, born Arthel Lane Watson, was considered...”)

### ***Sample Alphabetical Headword List*** (excerpt)

Acupuncture  
Acute Stress Disorder  
Addiction, Substance  
Addiction Counseling  
Addictive Personality  
Adjustment Disorder  
Adler, Alfred  
Adlerian Therapy  
Adoption  
Adrenaline  
Advance Directives  
Adverse Childhood Experiences

## Guide to Related Topics

A Guide to Related Topics is simply a [headword list \(list of entries\)](#) that has been arranged under broad topics to help readers scan them quickly. This resource is particularly useful in multivolume works. Depending on the size of your book, you might have approximately five to twelve broad topics. Please choose broad topics that are most relevant to the content and useful to your readers. The sample below is an incomplete excerpt.

### *Sample Guide to Related Topics (Encyclopedia)*

#### **Guide to Related Topics**

##### **Africa and Asia**

Africa: Country Overview

Asia: Country Overview

Buddhism

Caste

Chinese Treasure Fleets

Confucianism

Daoism

Exploration and Colonization, European

Footbinding

Hinduism

Islam

Middle East

Polygamy/Polyandry

Sati

Sufi Romances

##### **Individuals**

Aretino, Pietro

Borgia, Lucretia

Calvin, John

Diane de Poitiers

Diaz del Castillo, Bernal

Elizabeth I, Queen of England

Gilles de Rais

Henry III, King of France

Henry VIII, King of England

Joan of Arc

Julian of Norwich

Luther, Martin

Marguerite de Navarre

Marlowe, Christopher

Raleigh, Sir Walter

## **Lists of Images/Figures/Maps**

While not required, a list of images or illustrations, tables, figures, or maps is useful for illustrations that are significant and informational to the work. Very small or very large lists of illustrations are generally not helpful.

### ***Sample 1: List of Figures***

#### **Illustrations**

- Figure 3.1 Example of a Variable Field 28
- Figure 3.2 The Table of Contents for the MARC21 Bibliographic Fields 29
- Figure 4.1 Example of Part of a Surrogate Record for the Book *Teammates* 48
- Figure 4.2 Results of the Subject Search “Spiders” on the LC Authorities Database 55
- Figure 4.3 List of the LC Subject Headings Related to “Spiders” 55
- Figure 4.4 Authority Record for the *LCSH* Term “Spiders” 55
- Figure 5.1 The 26 Categories of Metis 83
- Figure 5.2 Application of Metis Classification 84
- Figure 5.3 *DDC* Table 1. Standard Subdivisions 89

### ***Sample 2: List of Illustrations (excerpt)***

#### **Tables**

- 3.1 Comparison of First Lady and Vice President Speech Frequencies
- 3.2 Number of Speeches Per Year, 1930-Present

#### **Figures**

- 3.1 Hillary Clinton’s Speeches by Type and Topic
- 3.2 Laura Bush’s Speeches by Type and Topic
- 3.3 Michelle Obama’s Speeches by Type and Topic
- 3.4 Implicit vs. Explicit Mentions of Policy over Time
- 3.5 Favorability
- 3.6 Name Recognition
- 3.7 Effect of Partisanship on Favorability toward President and First Lady

## Foreword

A foreword (note the spelling) is usually an *endorsement of the book*, written by someone in the field other than the book's author/editor. It usually endorses both the topic and author's approach to the work. It is rarely needed for a reference book. Please check with your Acquisitions Editor before arranging for a foreword. (A typical foreword would be roughly 1000 words or less; be sure to check with your editor regarding your specific project.)

**Note:** A foreword author will need to sign a contributor contract.

## Preface

A preface is mandatory for all reference books. A preface *describes the work, not the topic*, including scope, purpose, audience, arrangement, notable features, and (possibly) acknowledgments. Reviewers pay close attention to the preface because it gives a description of the book itself. (A typical preface is approximately 500 words; your project may vary.)

In your preface, please be sure to cover all points below that are applicable and relevant to your book.

### *Preface Checklist*

#### **1. Purpose.**

- \_\_\_\_\_ Why the book was written.
- \_\_\_\_\_ To whom the book is directed (the audience).
- \_\_\_\_\_ Benefits the reader will gain.

#### **2. Scope and Content.**

- \_\_\_\_\_ If a book is a new edition, how it differs from the previous edition.
- \_\_\_\_\_ Number of entries / listings/ chapters.
- \_\_\_\_\_ What is included. (If there are any limitations in scope, they should only be described briefly, and *never* in an apologetic or defensive manner.)
- \_\_\_\_\_ Dates or time period covered.
- \_\_\_\_\_ Geographic area covered.

\_\_\_\_\_ How the information was collected.

\_\_\_\_\_ When the information was collected.

\_\_\_\_\_ Number of contributors and a general note about their qualifications.

\_\_\_\_\_ Structure: a “tour” of the book, describing how it’s organized and how to use it (in some cases, such as A-Z books with no substantial additional sections, this might not be necessary.)

### **3. Notable Features.**

\_\_\_\_\_ Notable features (e.g. content that has never been presented or analyzed in this way before; expert contributors; graphics; sidebars; documents; etc.)

\_\_\_\_\_ Special auxiliary features (e.g. appendixes, glossaries, substantial recommended resources sections, special indexes, etc.)

## **Acknowledgments**

Acknowledgments may be placed at the end of the preface, or they may be a separate section.

Reference works’ acknowledgments identify those who helped with the book. This section should not include overly personal acknowledgments; be mindful of language that could imply a potentially biased approach to the book’s subject. (Typically, Acknowledgments would be roughly 200 words or less; your project may vary.)

### ***Sample Acknowledgments: Reference Work***

This project allowed me to share my passion for mental health and well-being with readers whose lives have likely been touched by mental health issues. Researching and compiling the entries for this project was also an enormous undertaking, and could not have been completed without the help of the editors who worked alongside me, including my co-editor Jane Doe, and my family, who were tremendously supportive in my research efforts.

## Introduction

An introduction is an overview of the *subject matter* of the book. It may both summarize and add to the content of the rest of the work. For an A–Z encyclopedia or other reference work, an introduction is important because it can provide more context to (and help unify) the typically numerous separate topics covered in the book.

The introduction might be between 1500–6000 words long, depending on total size of the work and need for detail (check with your editor and consult your contract regarding intro length). The sample below has been pared down to show examples of the content.

### *Sample Introduction: Reference Book*

#### **Introduction**

Historians debate when Latino History begins and how far back they should start narrating events. This book starts with the indigenous people of the Americas, and the Spanish explorers who first came into contact with them. It then traces the events that followed in the seventeenth, eighteenth, and nineteenth centuries. The twentieth century understandably has the greatest number of events, as this period has been more thoroughly researched than any other, and it is most familiar to readers as it is the recent past. Overall, the events are classified into nine distinct periods.

#### **1. Pre-Colonial to Spanish Empire, Pre-1521–1810**

Before the arrival of the Spanish in the area that would become known as “the Americas,” dozens of native civilizations and hundreds of tribes inhabited the long stretch of continent from the northernmost reaches of the hemisphere to its most southern point. The Olmec, Zapotec and other tribes lived in the territory that Europeans described as “Mesoamerica” (...)

#### **2. Changing Flags, 1810–1846**

By the nineteenth century, colonial subjects in the region from Central America through the present-day U.S. Southwest (known as New Spain), had grown weary of what they perceived as an overbearing Spanish crown, which ruled from afar, imposed high taxes, and favored those born in Spain over the Spanish-descended population in the colonies. These *criollos* (or creoles), as they were called (...)

## **9. Latinos in the New Millennium, 2000-Present**

The first two decades of the twenty-first century have witnessed ongoing contradictions and dilemmas over Latinos' place in U.S. society. Because of the trade and immigration enforcement policies of recent years, by 2006, the nation faced an unauthorized immigrant population of nearly 12 million people. (...)

These cultural innovations reflect just some of the contributions Latinos have made to the United States, from the sixteenth century to the present.

**John Doe**

## **Abbreviations**

A list of abbreviations is not always needed, but if many are used, or if a few are used frequently, a list in the front matter can be useful.

### *Sample Abbreviations*

#### **List of Abbreviations and Acronyms (excerpt)**

<b>AAG</b>	Assistant Adjutant-General
<b>ADC</b>	Aide-de-Camp
<b>Apr.</b>	April
<b>AQMG</b>	Assistant, Quartermaster General
<b>ARA</b>	Associate, Royal Academy
<b>Aug.</b>	August
<b>b.</b>	birth
<b>Bapt.</b>	Baptized
<b>CB</b>	Commander, Order of the Bath
<b>CBE</b>	Commander, Order of the British Empire

<b>ChB</b>	Bachelor of Surgery
<b>CI</b>	Imperial Orders of the Crown of India; Channel Islands
<b>CIE</b>	Companion of the Order of the Indian Empire
<b>CMG</b>	Companion, Order of St. Michael and St. George
<b>CVO</b>	Commander, Royal Victorian Order
<b>d.</b>	Death; died

## Chronologies/Timelines

Some works, particularly those with a historical scope, include chronologies. These usually involve short entries organized by year. The length and content of the chronology should be discussed with your acquisitions editor at the beginning of the project (chronologies are often in the range of 750-3000 words, but vary depending on each book).

Use precise dates when needed (for example, the specific day an attack was carried out), but dates can also include months (1941, January); decades (1990-2000); centuries; eras; etc. However you choose to treat dates and formatting, please ensure consistency between events and across your project, if using multiple chronologies.

## Style Guidelines

- Dates and entries need to be submitted in a **two-column table format**, using the **table function of Word** (do not use spaces or tabs to create rows and columns). Dates are listed in the left column, event descriptions in the right.
- Use ABC-CLIO dating conventions for ancient history: Before the Common Era (e.g. 1780 BCE), Common Era (e.g. 66 CE)
- Use the **present tense** (e.g. Abraham Lincoln is assassinated by John Wilkes Booth at Ford's Theatre in Washington, D.C.)

- Entries should not be too sparse; they should give some indication of what the event was, as well as its significance, so readers can see the importance.

Examples:

*No:* (uses spaces instead of table; incomplete and unclear sentence, past tense, style)  
 1600s BC Egypt invaded. Hyksos rise marks Middle Kingdom End.

*Yes:* (present tense, proper style, specific date, helpful details, complete sentence, table)

1640 BCE	Semitic Hyksos people invade Egypt, marking the end of the Middle Kingdom in Egypt
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Make sure that the major issues in the chronology are covered in the content of your book, or are at least very relevant to the content. The wording of the chronology should be succinct; you should add more detail and context about each event in the body of the chapter or entry.

*Sample Chronology*

<b>1350 BCE</b>	Pharaoh Hur Moheb creates a police force in Egypt to safeguard water transportation on the Nile River.
<b>1631, April 12</b>	The first night watch in America is formed in Boston.
<b>1700-1800</b>	Some states in the southern United States enact slave patrol legislation that seeks to control the activities of slaves to prevent escapes and uprisings.
<b>1933, March 1</b>	The Bayonne Police Department (New Jersey) initiates a two-way police communications system.
<b>1939-1945</b>	Police departments around America go through significant changes as World War II rages.