



THE BASICS OF BOOK DESIGN



PART 3 BACKMATTER PAGES

BACKMATTER pages refer to everything that comes at the end of the book after all of the main text pages, which are generally part or chapter openers followed by regular text pages. If the book has a conclusion or epilogue, it would usually be set as the last pages of the main body text, but it could also be the first page of the backmatter.

The backmatter pages for a book can be quite varied and may include some or all of the following elements: Appendix, Notes, References or Bibliography, Glossary, Index, Author Biography, and back-of-book advertisements.

The basic design for the backmatter pages is the same as the design for the frontmatter pages. All of the front- and backmatter opener pages are based on the layouts for the chapter opener pages, but they are modified to account for missing or additional text elements, like the chapter number, which often plays a prominent role in the chapter opener design.

APPENDIX

A book can have a single appendix or many appendixes. If the book contains more than one appendix, each can be labeled as Appendix A or Appendix 1, etc.

The appendix opener design is often identical to the book's chapter openers, but the chapter number is

replaced with the word "Appendix" followed by its number or letter.

Appendixes generally contain material that is tangential to the text and too long to include in running text. They may contain tables of statistics, lists of addresses, or long documents (like government publications or laws) that are referred to in the text. Appendixes should be set in the same typeface and size as the body text, but the type size can be reduced by one or two point sizes if you need to reduce the page count.

The notes should come before the references or bibliography if there is one.

NOTES

The notes for a book can be set at the end of each chapter or in a notes section in the backmatter. If in the backmatter, the notes should come before the references or bibliography if there is one.

Notes are generally set

about 2 points smaller than the main body text. A typical type size would be 9/11 or 9.5/12. Notes are usually set in the main body text font, which is almost always a serif font such as Times or Garamond.

The first line of the note is usually set with a 1 pica or .25 inch indent. If the main body text is left justified then the notes should also be left justified.

True footnotes—notes set at the bottom of the page where they are called out—are rare these days. But if the book is being typeset with footnotes, the type size and indent can be identical to the backmatter notes, but the first note on each page is usually preceded by a short line or .5-point rule positioned about 6 points above the top of the first line of footnote text.

Most page layout programs (and word processors) allow you to adjust the space between the main text and the footnotes to add in extra space above.

GLOSSARY

If the book has a glossary, it usually comes after the notes and references sections. The glossary text is usually set

PUBLISHED BY
Andrea Reider
 andreareider@gmail.com
 www.andreareider.com

**BOOK DESIGN
 & PRODUCTION**

May 2013
 Number 4

(CONTINUED ON NEXT PAGE)



(CONTINUED FROM PREVIOUS PAGE)

in the main body type face and size, but it can be set smaller if the page count is an issue.

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

REFERENCES

The references or bibliography generally follows the notes section, if there is one. The references text can be set in the same type face and size as the notes, 9/11 or 9.5/12 serif font.

The references are often set ragged right (not justified), especially if there are long website addresses that would make it difficult to justify the text without leaving big gaps between some words.

For readability, the references can be set with a small amount of extra space between entries, or with a 1p6 (.25-inch) hanging indent, where the first line of text is flush left with the text margin and the following lines are indented.

INDEX

The index is usually the last part of the book to be typeset, and its page count determines the final length of the book. In the days when most books were printed in 16-page signatures, production editors were always very eager to know the index length. It was rare for a book to come to an even signature or even half-signature without making some adjustments, and editors would have to rearrange or cut pages to reach the needed page count.

There are many spots within the index where space can be added or subtracted easily: the number of columns, type size and leading, indentation, and page margins.

Indexes are usually set at 9/11 or 10/12 with the main text face, usually a serif font. The index can include alphabetic heads, such as “A” and “B,” or you can just leave an extra space between the letters of the alphabet.

There are as many different and acceptable styles of indexes as there are indexers and typesetters.

It's important to confirm that files are converted to grayscale or whatever color you are using for the design.

AUTHOR BIOGRAPHY

Many books conclude with an author biography or “About the Author” section, which generally follows right after the index. This is another part of a book that is often submitted at the very end of the production process.

Some books include an author photograph to place alongside the text.

The author photos usually come from a different source than other photographs that may in the book. Since the author photo may arrive late in the process, it's important

to confirm that files are converted to grayscale or whatever color you are using for the design.

It's usually a good idea to adjust the contrast and brightness of the author photos after converting to grayscale.

I usually crop the author photos to include just the head and shoulders. You can place the author photo in a small box next to the biographic text, perhaps add a .5 black rule if it looks better, and then position it with about 1 pica of space between the photograph and the text. If there is a photo credit, it can be set in small type, about 6 or 7 points, and rotated 90 degrees to run along the right side of the image.

BACK-OF-BOOK ADS

Publishers often advertise their other books and products in the final or “extra” pages of a book, unlike an “Other Books by the Author” section that may appear in the frontmatter. Not all publishers use the space for this purpose because ads can become quickly outdated and ultimately contain incorrect information.

The text and images for these pages often arrives at the very last minute, just before a book is about to go to press. The ads often contain photographs or text that needs to be customized. It's easy to make a mistake at the very end of a long production process, so don't rush! ●

I began designing and typesetting books after graduating from the University of Michigan in 1985. If you have a project in mind, or would like to see book samples, please e-mail me at andreareider@gmail.com or call (323) 822-2830.

Andrea Reider