1 *Books and Journals*

Overview

1.1   *Books and journals as the core of scholarly publishing.* Printed-and-bound books and journals and their electronic counterparts constitute the core of scholarly publishing. Book-length works in particular—in their breadth and variety, not to mention their long history—provide an overview of the anatomy of a scholarly work that, in conjunction with the discussion of journals (see 1.72–110), can be usefully applied to other types of published works.

1.2   *Electronic publishing.* Electronic publication of scholarly books and journals in various formats is increasingly common. Most journals at Chicago have implemented a simultaneous print and electronic publishing model (see 1.72)—a model that has become the industry standard. For books, if print has remained the most common format, publishers are increasingly gravitating toward a simultaneous print and electronic model. In general, electronic books tend to emulate the organization and structure of their printed-and-bound counterparts, whether they are offered as page images or in an e-book format, proprietary or not—and whether or not they incorporate hyperlinks, search engines, and other features that are unique to the electronic environment. In fact, the industry-wide goal for e-book versions of printed monographs has been one of approximating on-screen the experience of reading the printed book. The discussion on the parts of a book—though it assumes electronic publication is an option for any scholarly book—therefore includes special considerations for electronic book formats only where these might differ from those for print. But see 1.111–17.

The Parts of a Book

Introduction

1.3   *Rectos and versos.* Publishers refer to the trimmed sheets of paper that you turn in a printed-and-bound book as leaves, and a page is one side of a leaf. The front of the leaf, the side that lies to the right in an open book, is called the recto. The back of the leaf, the side that lies to the left when the leaf is turned, is the verso. Rectos are always odd-numbered, versos always even-numbered. In an electronic book, the distinction between rectos and versos can be represented or simulated but need not be.

1.4   *Outline of divisions and parts of a book.* Books are traditionally organized
into three major divisions: the front matter (also called preliminary
matter, or prelims), the text, and the back matter (or end matter). The
front matter presents information about a book's title, publisher, and
copyright; it acknowledges debts to the work of others; it provides a
way to navigate the structure of the book; and it introduces the book
and sets its tone. The text proper comprises the narrative—including
arguments, data, illustrations, and so forth—often divided into chap-
ters and other meaningful sections. The back matter presents sources
or source notes, appendixes, and other types of documentation support-
ing the text but outside its central focus or narrative. This section dis-
cusses the parts of a book according to a standard outline of these di-
visions and their components, starting with the list below. Few books
contain all these elements, and some books have components not on the
list. Books published electronically may depart especially from the or-
der or presentation of elements. The list that follows presents the tradi-
tional arrangement, using lowercase roman numerals for pages in the
front matter and arabic numerals for all the rest, including the back mat-
ter. Indications of recto (right-hand page) or verso (left-hand page) may
be applicable only to printed-and-bound books; starting pages that can-
not be assigned at manuscript stage are simply indicated as recto, the
right-hand page being the traditional choice. Every page is counted in
the page sequence, even those on which no number actually appears,
such as the title and half-title pages, copyright page, and blank pages
(see 1.5–8).

FRONT MATTER

Book half title	i
Series title, frontispiece, or blank	ii
Title page	iii
Copyright page	iv
Dedication	v
Epigraph	v or vi
(Table of) Contents	v or vii
(List of) Illustrations	recto or verso
(List of) Tables	recto or verso
Foreword	recto
Preface	recto
Acknowledgments (if not part of preface)	recto
Introduction (if not part of text)	recto
Abbreviations (if not in back matter)	recto or verso
Chronology (if not in back matter)	recto

Page Numbers

1.5 *Pages and folios.* Modern books are paginated consecutively, and all pages except endpapers (see 1.68) are counted in the pagination whether or not the numbers appear. The page number, or folio, is most commonly found at the top of the page, flush left verso, flush right recto. The folio may also be printed at the bottom of the page, and in that location it is called a drop folio. Drop folios usually appear either centered on each page or flush left verso and flush right recto. A page number that does not appear is sometimes referred to as a blind folio. *Not* paginated are pages that are inserted into printed books after pages have been made up—for example, color illustrations or photo galleries printed on a different type of paper (see 1.38).

1.6 *Roman numerals for front matter.* The front matter of a book is paginated with lowercase roman numerals (see 1.4). This traditional practice prevents renumbering the remainder of a book when, for example, a dedication page or additional acknowledgments are added at the last moment. By convention, no folio appears on blank pages or on "display" pages (i.e., such stand-alone pages as those for the half title, title, copyright, dedication, and epigraph), and a drop folio (or no folio) is used on