

CHAPTER 3 PARTS OF A BOOK

A book normally consists of three main parts, viz:

- a. Preliminaries
- b. Text
- c. End section or Back Matters

Each publisher has its own style, especially for the preliminary section. UPI style described below is adapted from The Chicago Manual of style, Vol. 14.

Please note that page numbers in the preliminary section uses small roman and every page is numbered though no folio numbers are printed. Recto page is on the right and verso on the left. Recto folio is always odd number and verso folio is even.

Preliminary Pages

Bastard title.....	i
Frontispiece @ vacant	ii
Title page	iii
Copyright page.....	iv
Dedication @ epigraph.....	v
Vacant.....	vi
Content	vii
Table	viii
Introduction	ix
Preface	x
Acknowledgement (if not mentioned in preface)	xi
Introduction (if not incorporated into the text)	xii

Text Pages

First page of the text (Introduction @ Chapter 1)	1
Or	
Second bastard title page @ title of the section.....	1
blank.....	2
First page of text.....	3

End Matters

Appendixes	recto
Notes (End Notes).....	recto
Glossary	recto
Bibliography.....	recto
Index.....	recto

Preliminary Pages

Bastard Title Page (Recto)

Bastard title page shall contain only the main title. There should be no subtitle and writer's name on this page.

Size of typeface can be reduced to 20-30% of its original size.

Bastard Title Page (Verso)

Normally the page is left blank. If the book is a serial, other titles in the series and the names of the authors or the editors can be printed on the page. It can be used as a **frontispiece** page.

In certain books, the page can be included as a frontispiece. Often it includes illustrations. Photographs, maps, sketches, and family trees can also be included.

Title Page

Title page gives the full title of the book, the name of the author / editor / translator (if applicable), and the name of UMP as the publisher.

Normally, lay-out designer adjusts the font size of the main title and its subtitle, as such it is not necessary to use colon (:) to differentiate between the two. The title of the book will be in block lettering and the subtitle in smaller lettering.

The author's name can be placed above or below the title. In the case of Malay names, no "bin" will be used. The titles and academic qualification of the author is omitted. The name of the translator is mentioned only after the "Translation" is printed. The translator's name is in smaller print than the author's name.

UMP's logo is printed in **bold**. Print "UNIVERSITY OF MALAYA PUBLISHER". Place the year of publication below "KUALA LUMPUR".

Copyright Page

Supply background information of the book such as the original title, author's name, and publisher. Provide also the name of sponsors of the publication of the book (if any). Example:

This book is an authorised translation of *Triad Power* by Konichi Ohmae published by McKinsey & Co. Inc. 1989. Translation into Malay was done by Ismail Ahmad. The publication of this book has been sponsored by Toyota Foundation.

Notice of copyright. This is the most important information on copyright page. Notice of copyright consists of three elements: © **symbol, year of publication and the name of the copyright holder**. Following the name of the copyright holder should appear the declaration "copyright reserved". Example:

© **Nik Aziz Nik Pa, 2009.**

Copyright for all original work is owned by the author. Copyright for translated work is owned by UMP.
Example:

© **University of Malaya Press, 2009.**

Copyrights Warning

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, electronic or mechanical photocopying, recording or otherwise without prior permission of the Publisher.

CIP data from Perpustakaan Negara Malaysia:

Perpustakaan Negara Malaysia

Data- mengkatalog-dalam-penerbitan

Lukman Thaib

Acheh's case: a historical study of the national movement for the independence of Acheh-Sumatera/Lukman Thaib.

ISBN 983-100-118-4

1. Indonesian-History-Achenese War, 1873-1904.

2. Independence Day (Indonesia)

3. Nationalism-Indonesia

4. Indonesia-History

I. Title

959.8035

Name and address of the printer, in full:

Printed by:

University of Malaya Press

50603 Kuala Lumpur

Dedication Page

The page is normally prepared by the author. It is also normally brief such as “dedicated to” or “for”, in italic and bold.

Content Page

The page is given a brief title, “Content”. This page should contain the title and preliminary pages for every section of the book (preliminary, text, and appendix, including index).

If the book is divided into sections with each section has its own chapters, the title of the section should be clearly stated in the content. Example:

CONTENT

Introduction	ix
Chapter 1: The Early Kingdoms under the Sultanate of Acheh	1
Chapter 2: The Sultanate of Acheh	23

Chapter 3: Governing Apparatus of the Sultanate	81
Chapter 4: The Revolutions	173
Chapter 5: The Emergence of the Aceh-Sumatera National Liberation Front (ASNLF): Aceh Revolution at the United Nations	257
Bibliography	330
Index	337

If the book is an anthology of essays, the title of each chapter and the name of the author should be stated. Example:

CONTENT

Introduction	... v
Chapter 1: Housing Policy in Malaysia Mohd. Razali Agus	... 1
Chapter 2: Housing Policy in Britain John Doling	... 11
Chapter 3: Health Care in Malaysia Roziyah Omar	... 21
Chapter 4: Health Policy in Britain Mike McBeth	... 35
Chapter 5: Crime and Punishment in Malaysia Abdul Hadi Zakaria	... 47
Chapter 6: The Century of Probation Mike Nellis & David Stephenson	... 67
Chapter 7: Community Care in Malaysia Faizah Yunus & Siti Hajar Abu Bakar	... 73
Chapter 8: Community Care in Britain Rosemary Littlechild & Liz Ross	... 79
Chapter 9: Old-Age Financial Support Schemes in Malaysia Mohd. Fauzi Yaacob & Muhd. Fadhil Nurdin	... 85
Chapter 10: Older People and Income in the United Kingdom Tony Maltby	...97

List of Illustrations

The page is given a brief title “Illustration” and its typeface should be adjusted to content page. If the book contains various types of illustrations such as tables, photographs, charts, maps; the list should be categorised accordingly. The page number in which the illustration appears should be stated even though there is no folio number on the page.

Introduction Page

Apart from being a statement from the author, the introduction is sometimes a statement from some one well known and authoritative. If it is written by such a person and not by the author himself/herself, it is usually prefaced by “With an introduction by ...”.

A statement by the author himself on the work is labelled preface. Both the preface and the introduction are presented in similar style and font size as the text. In terms of length, a preface or introduction is usually from between two to four pages and the name of the writer is printed at the end in small block lettering.

Except in very special case, books by UMP need not have an introduction of this nature.

Preface and Acknowledgement Page

The author may include in the preface, among others, the reasons for completing the project, research methodology, acknowledgement, and even the permission obtained for use of certain materials from other copyrighted works by other authors.

If the list of the parties to be acknowledged is a long one, it may be more reasonable to have an acknowledgement page separate from preface page.

Materials which are closely related to text such as the historical background of the subject covered by the book should be in the introduction page, which becomes part of text pages. The section on text should not be mixed-up with acknowledgement, methodology, background of the research, and the like.

If a preface is rewritten for a new edition, the new preface takes precedence over the earlier one which is noted as “Preface to first edition”. If the book contains editor’s (translator’s) preface together with the original writer’s preface, the editor’s (translator’s) preface appears first.

Other Preliminary Pages

Apart from what has been discussed above, there may be other informations that can be included in a book, particularly academic book, such as the following.

Introduction. Generally, introduction is included as part of the text. But if it is not included as part of the subject in the text, the introduction can exist on its own in the preliminary section. Such an introduction may contain explanation about editor’s guidelines, how the text could be used or information on bibliography that readers should know before they read the text.

Abbreviation. For academic books that made much reference to abbreviation, it helps to have a list of abbreviations used and what they stand for in the preliminary section.

Contributors. If the book is written by several writers, as is the case with compilation of seminar papers or a proceeding, a list of contributors should be included. For this category of book, the editor’s name appear in the title page. The list should be arranged in alphabetical order, with Western names written in full: Judith Butcher, not Butcher, Judith. Example:

Contributors Page

AHMAD ALBAB, a professor at the Department of Modern Studies, University Malaysia. He authored *Modern Malay Society* and *Citra Masyarakat Melayu*. He has contributed many articles in local and international journals.

PHILIP G. ALTBACH is a professor of science of education at University of New York at Buffalo. He has written *An International Encyclopaedia of Publishing* and *Book Publishing in the Third World Countries*. He is also the chairman of The American Academy of Arts and Sciences.

ALEXANDER ECKSTEIN, is a professor of economics and a director of International Studies Centre at University of Michigan. Among others, he has written *The National Income of Communist China* and *Communist China's Economic Growth and Foreign Trade*.

SULAIMAN ALI, ia an associate professor at the Centre for International Relations, University of Malaysia Sarawak. His works include *Malaysia dan Hubungan Luar 1965-1995* and *Foreign Relataions of Asean Countries*.

LIEW AH KIM, ia lecturer at the Department of Political Science, University of Malaya. He has many articles in local as well as international journals.

Chronology. A list of chronology of events surrounding the main character in a book (if it is a work on biography) may be necessary as an aid to readers' understanding. If there is such a list, it should appear before the text.

SECTION ON TEXT

Generally, the preliminary section of a book serves as guide to its content and end section provides references. The section on texts should provide all information necessary so that the readers have a grasp of what is to be imparted by the writer.

The organization of this section can assist the writer in explaining his objectives to his readers. The writer should organise his materials in a logical pattern, according to priorities, avoiding the unnecessary and repetitions.

Chaptering

A work of prose is usually divided into chapters, and usually though not always, are of almost similar length. The title of the chapter should be standardised and should reflect its content. Most readers take a look at the content of each chapter of the book before deciding to buy or read it. Care should be taken to ascertain that the title of each chapter is not too long so that it looks good on the page and organised on the running heads.

Each chapter should begin on a new page on the recto side. Ensure that there is no folio number or running head on the page. It should begin with chapter number and the title of the chapter and they should be centred.

For an anthology where every chapter is written by a different author, the name of the author should be written below the title of the chapter.

If the materials of the text can be divided according to sections (with every section having several chapters), the chapters in the book can be divided accordingly. Every section is given a number and title. The number and the title of the section should be placed on the recto, with the verso empty. Chapters in each section is numbered consecutively.

Subtitle

For a work of prose that is long and complex, the writer normally uses subtitles to divide his book into chapters as a means of aiding readers' understanding. Make sure that the subtitle is brief and reflects its content. Its tone should be in tandem with the title of the chapter.

Most academic books require multi-level subtitles. The subtitles should be categorised according to levels to subtitle level A (main subtitle), subtitle level B (secondary subtitle), subtitle level C (small subtitle), and so forth. Avoid works with more than three levels.

As an aid to the readers, each level of the subtitle should be type-set in different font sizes. Subtitle level A should be in bold, subtitle level B in bold and italic, and subtitle level C in italic.

THE END SECTION

Appendix

Appendix is an additional material which gives further explanation to the text. Some of the materials that can be included in the appendix are specific document texts, questionnaire, legal texts, charts, agreements, and so forth. The materials are included in the book as further explanations to the readers, or to facilitate referencing by them.

Font size for end section, including appendix, should be similar to the size used for the text. Pages for the appendix should follow the pages for the text, that is, Arabic numerals and should begin on recto page. Subsequent appendix can be on verso page.

If there are numerous materials to be used as appendix, they should be numbered as in the case of chapters (Appendix 1, Appendix 2, and so forth), and every appendix should have a title.

Notes

Notes are to be placed following appendix, but before bibliography. End-notes should be arranged after every chapter, each chapter begins its end notes with a new number.

Typeface of the reference notes should be the same as typeface of the text, but the size is one point smaller in size.

Glossary

Glossary is very important to the readers, particularly if the book contains terms or words from a foreign language. Entry to the glossary should be arranged alphabetically and italicised with the explanation typed in roman.

Glossary page should be placed before bibliography page and its first page should be on the recto section.

Bibliography

A bibliography is a list of sources used by the writer for references. It can be categorised into primary materials and secondary materials (books, journals, thesis, articles, etc)

Each entry should be by arranged according to writers and in alphabetical order. No numbering is to be used. Further explanation can be gleaned in chapter (?)

The typeface used should be similar to the one used for text, but one point smaller.

Index

An index is a guide for the readers to find key-words that appear in the text. There are two types of index, i.e., name index and subject index. Name index takes precedence over subject index. The two indexes can also be combined.

Normally, indexes are set in two columns on one page and one font smaller than the text.

Running Head

Running head is the title at the top of the page of a book. Its function is to tell the readers where they are with the book. Running head is important for academic books, text books and general books.

Running heads are not used for bastard title, title, copyright, dedication, and epigraph pages, and every first page of content, preface, introduction, chapter, and first page of end sections.

Running head for text vary according to the structure and form of the book. An example of a typical running head is as follows:

On Verso Pages

Title of section
Title of chapter
Title of chapter
Authors

On Recto Pages

Title of chapter
Subtitle
Title of chapter
Title of chapter
Title of chapter

Placing the title of the book as running head is not adhered to in to-day's book publishing, because there is a possibility of a change in the title of the book while in production and most readers are aware as for the title of the book they are reading. They prefer a running head that tells them where they are in the book.

If the subtitle of the text is used as running head on the recto side and if there are more than one subtitles on the page, the last subtitle on the page can be used as running head. The same principle is applied in compilation of dictionaries.

Numbering

All the pages in a book, except the end paper, is numbered consecutively, irrespective whether folio number is recorded or otherwise. The number can be placed at several locations on the page. Books published by UMP have the pages placed at the top of the page, indented to the left on verso page, and indented to the right on recto page.

Preliminary pages are given small roman numerals. Folio numbers need not be printed on bastard title, title, copyright, and epigraph pages, and on empty pages, but the order is taken into consideration.

Arabic numeral is used at the beginning of the text and onwards, up to the end of the book folio. Normally, the folio number is not printed on the page at the beginning of the chapter or appendix, note, glossary, bibliography and index.