



Parts of a Book: Checklist

- Book cover**
- Endorsements** (Optional—typically only found in paperbacks)
- Half title page** (Optional, although hard cover books usually have one)
- Full Title page**
- Copyright page**
- Dedication page** (Optional)
- Table of Contents** (Nonfiction books, optional for fiction)
- List of Tables/Illustrations** (Optional)
- Timeline / List of Characters** (Optional)
- Acknowledgements** (Optional)
- Foreword** (Optional)
- Introduction** (Optional)
- Chapters**
- Part or Section Title Pages** (Optional)
- About the Author** (Optional but a good idea)
- Glossary** (Optional)
- Appendices** (Optional)
- Bibliography or References** (If appropriate)
- Index** (Optional)