



Book Anatomy Checklist

Dear Author,

The following checklist is **a guideline, not a rule**. For the most part, you can pick and choose whichever pieces you want to include and you can even reorder them to another location if you'd prefer.

This checklist contains items used in fiction and nonfiction books, noted with either an **F** for fiction, **NF** for nonfiction, or **F/NF** for both in front of each item. Some of these may be used primarily in one or the other, but most often, these can be used in either genre.

I have also noted the industry standard as to which page each item should begin on. When you crack open a book, the right page is known as **recto** and should have an odd page number, while the left page is known as **verso** and should have an even page number.

If you need further assistance with understanding each part of a book, be sure to read my [Tips for writers](#) article titled [Anatomy of a Book!](#)

Happy writing!

Your editor,

Mandi Summit
Red Quill Editorial LLC

PS: when you're done writing, [let's discuss your manuscript](#) and secure your spot on Red Quill Editorial's calendar!



Book Anatomy Checklist

- Front Matter (sells the current book; uses Roman numerals)
 - (F/NF) half title page (recto)
 - (F/NF) frontispiece (verso)
 - (F/NF) title page (recto)
 - (F/NF) accolades (recto)
 - (F/NF) copyright page (verso)
 - (F/NF) dedication (recto)
 - (F/NF) table of contents (recto)
 - (F/NF) epigraph (recto)
 - (F/NF) foreword
 - (F/NF) preface

- Body (bulk of the book; begins regular page numbering)
 - (F) prologue or (NF) introduction (recto)
 - (F/NF) new chapters (recto)
 - (F) epilogue or (NF) conclusion (recto)
 - (F/NF) afterword (recto)

- Back Matter (sells future books; continues with regular page numbering)
 - (F/NF) call to action (recto)
 - (F/NF) acknowledgments (recto)
 - (F/NF) about the author (recto)
 - (F/NF) copyright permissions (recto)
 - (F/NF) discussion questions (recto)
 - (F/NF) appendix or appendum (recto)
 - (F/NF) chronology or timeline (recto)
 - (NF) endnotes and footnotes (recto)
 - (F/NF) glossary (recto)
 - (NF) index (recto)
 - (NF) bibliography (recto)
 - (F/NF) previous books (verso or recto)
 - (F/NF) preview of next book (recto)