

(This blank page represents the Front Cover.)

Plony Almony's

# Creating My Book

Want to create a book? Wonder what is supposed to go where?  
This guide will tell you!

Learn about some of the terms that are used in the printing industry, and see what options you have for making your very own individually-styled, yet professional book!

Just follow the Legend below.  
This would be the inside blank white cover.  
This guide will tell you the rest.

## Legend:

Left-side pages (Verso) are Lemon Yellow.



Right-side pages (Recto) are Light Blue.



Red Text is a Required Page.

Violet Text is a Variable Element.

Orange Text is an Optional Element.

- - - - Dashed Orange Lines represent Optional Pages.

Black Text simply describes the page, its function and position,  
what can or should appear there.

(Frontmatter: Optional Half Title Page)

# *My Book*

*A Do-It-Yourself Guide to Creating Sefarim*



Most books don't have a "Half Title" page, but if you really need to fill out your book with extra pages to get the count higher and/or for a larger spine size, this is an option. If used, this page is always on the right, being the first page seen after the cover is opened. It will always be followed by the "Frontispiece" page, to ensure that all other pages fall into their proper places.

The Half Title page is usually a smaller version of the mandatory "Title Page", often having only the Title with a picture or design that goes along with the theme of the book.

It is not numbered, and doesn't have a header or footer. It is in the first part of the book called "Frontmatter", or an element found before the main "Body" of the book.

There are two reasons one might want to have this element, and both are to fill up a book with extra pages. If the book is too short, (20 pages or less) it can't be made in certain formats. If a book has less than 150 pages, there is not enough room to put the title and author on the spine. The spine has to be at least a half-inch in order to have printing on it.

## (Frontmatter: Optional Frontispiece Page)



Most books don't have this page, but if you have an optional "Half Title" page to help fill out your book, this must be included afterward that page. It only appears on the left to ensure that all of the other pages fall into their proper places.

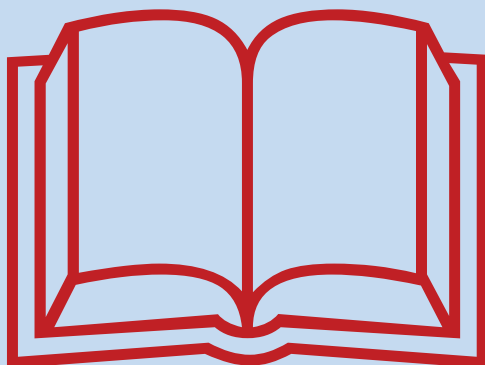
The Frontispiece can consist of a picture or a fancy graphic that goes along with the theme of the book, or it can just be a simple decorative design.

This page never has numbers, Headers or Footers.

(Frontmatter: Mandatory Title Page)

# *My Book*

*A Do-It-Yourself Guide to Creating Sefarim*



By Plony Almony



Tovim Press

Published by [TovimPress.com](http://TovimPress.com),  
a subsidiary of Tovim Media, LLC.

Printed in the United States in 2017.

The first page after the cover, this is your “Title Page”. It will contain the title, subtitle (if any), author, the publisher and year or place of publication. It usually has a picture that goes along with the theme or a decorative design similar to the Frontispiece.

It is not generally numbered, and doesn’t have a Header or Footer.

## (Frontmatter: Copyright Page)

My Book: A Do-It-Yourself Guide to Creating Sefarim  
© Copyright 2017 Plony Almony

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means- electronic, mechanical, photocopy, recording, or any other- except for brief quotations in printed reviews, without the prior written permission of the author.

Cover design copyright 2017 by Plony Almony. Photographs contained in this book were used with written permission from Plonit Almonit.

This is a work of fiction. Any resemblance to actual persons, living or dead, or actual events is purely coincidental.

This is based on a true story or actual events. Names and identifying details have been changed to protect the privacy of individuals.

This book is not intended as a substitute for the medical advice of physicians. The reader should regularly consult a physician in matters relating to his/her health and particularly with respect to any symptoms that may require diagnosis or medical attention.

ISBN: 555-5-55555-555-5

Library of Congress Control Number: 55555

This page should always be on the left-side page or “Verso” page. This contains all legal notices, protects a work from copyright infringement and the author from liabilities.

It should contain the title, subtitle (if any), copyright and year with the name of the copyright holder, edition number (if applicable), legal liability notices (samples above), permissions, attributions for content or graphics, the publisher, where and when it was printed. It should be completely legible in a common font such as 10-11-point Times New Roman, and can be single-spaced.

This page is not numbered and has no Headers or Footers.

(Frontmatter: A Dedication, Epigraph, Foreword, Approval, Memorial, or One or More Elements)

*This book is dedicated to the one  
I love or who helped me so much.*

As I write, I think of the saying, “Don’t judge a book by its cover”.  
— George Eliot, *The Mill on the Floss*

### Foreword

*“I would recommend this to anyone. It is a ‘must read’. Plony Almony does a great job of explaining how to lay out a book for the novice.” — Plonit Almonit, My Jewish Picture Book*

### (Big Rabbi’s Approval)

Torah Ohr Yeshiva

בס"ד

*I am so proud of my former student Plony, he explains this topic with such clarity. I give my blessing to him and this work. May he make many more books to help Klal Yisrael.*  
— Rav Almony, *Rosh HaYeshiva Torah Ohr Yeshiva, Mytown, USA*

Often the third page appears after the Copyright. It’s on the right-side page or “Recto” page. It varies in function. Some uses are:

- A Dedication to express gratitude.
- An Epigraph which relates a thought or an apt quotation.
- Foreword from an author or notable person. (Some have this after the Contents. You can choose where to put it.)
- Approbations from rabbis who approve of the book.
- Memorial pages that help fund books. (See next page.)

This page must never be left blank. The element used here can consist of one or more pages. If multiple pages are used, there should be an even amount so that the last one lands on the left “Verso” page. More than one elemental function can be utilized.

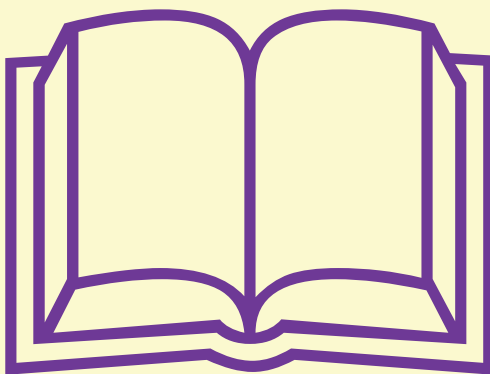
Since this precedes the main body of work, it can be paginated with capital or lowercase Roman numerals, Hebrew letters, or it can remain without numbers. An epigraph, dedication, memorial, or approbation is not numbered. Pagination is for Frontmatter elements that are an integral part of the book, such as a long Foreword or Contents. (More are shown on the next page.)

(Frontmatter: Other Pages)

*In Memory of  
Rav Yonatan Dough, z”l*

*Rosh Kollel of Mytown Kollel.  
Father, Brother, Sibling and Friend.  
May his soul be elevated.*

- OR -



This page must never be blank, and must contain *something*. More than one element can be used, and it/they can have one or multiple pages. If more than one page is used, there should always be an even number of pages so that the last of them falls on the “Verso” or left. If there is nothing else to be put on this page, it can have a graphic as for the Frontispiece page.

Some may put a list of tables, figures or charts used in the book here, but these are more commonly found in the Backmatter.

Since this precedes the main body of work, it can be paginated (numbered) with upper or lowercase Roman numerals, Hebrew letters, or it can be without them. If it merely has a graphic, epigraph, dedication, memorial, or approbation, it ideally should not have a page number. Page numbers are mostly used for Frontmatter that is an integral part of the book.



## Table of Contents

Chapter No.	Page
Chapter 1 Lorem Ipsum.Dolar.....	1
Chapter 2 The Quick Brown Fox.....	15

The “Contents” or “Table of Contents” should start on the right or “Recto” page. If you have a book with many chapters or sections, it’s a very helpful tool for reference, or it helps a reader find their place in a novel. It is always used in reference works, such as books on Halacha, Siddurim or other large books. It’s not needed at all for small children’s books. For these, the main Body of the book is fully paginated, and can begin right away on this page.

This page must never be blank. The Contents page can be one or more pages, but there should always an even number so that the last of them is on the left or “Verso”. If it doesn’t work out to be an even number of pages, use a filler page after the Contents, like the Frontispiece page containing only a picture or design, or a Foreword can be put there. A Foreword can go either before or after the Contents, your choice.)

Some people number this section with capital or lowercase Roman numerals or Hebrew letters, but it can also remain unpaginated. Since it is Frontmatter that precedes the main Body, it doesn’t have to be paginated. It can have Headers or Footers if desired, but these aren’t a necessity.

## (Frontmatter: Last Pages Before the Body)

### Table of Contents (continued)

Chapter 3 Other Filler Text Examples.....57

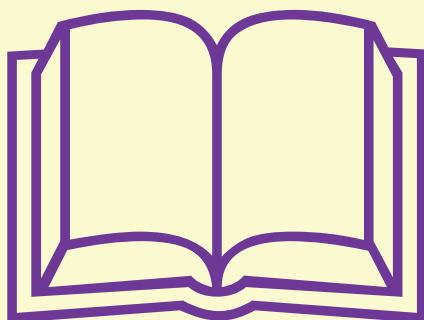
Chapter 4 Finishing Your Book.....63

- OR -

### Foreword

*"I would recommend this book to anyone. It is a 'must read'. Plony Almony does a great job of explaining how to lay out a Jewish book for the novice."* — P. Almonit, *My Picture Book*

- OR -



This is a variable page on the left or Verso, which can be after or a continuation of the Table of Contents. It can be a reference page listing special Tables, Charts or Figures used in the book, although these are generally found in the Backmatter.

Although occasionally it is put before the Contents, some people place the Foreword after the Contents on this page, as it is often paginated in one form or another. It's a matter of choice.

If there was special numbering for the Table of Contents, this numbering is continued until reaching the main "Body" of work. The Body must have normal pagination. If there is nothing to put here but the page is needed as a filler to keep the Opening Chapter page on the right, put a graphic as for the Frontispiece page. In that case, a number, Header or Footer is optional.

(Frontmatter: Variable Pages Before the Body)

## **Acknowledgements**

Great appreciation to *HaKadosh Baruch Hu* for allowing me to write this book and help others.

I would also like to extend my gratitude to Rav Yonatan Dough for all his teaching over the years.

---- Plony Almony

**- OR -**

## **Introduction (and/or) Preface**

This is a non-fiction book that I felt compelled to write due to the lack of knowledge as to how making books works. The goal is to help many people writing books to get published in as easy a manner, and with the best quality possible.

**- OR -**

## **Prologue**

The character in this book longed to be an author. To fulfill his dreams, he studied diligently until learning the craft of being a true wordsmith!

This is a variable page starting on the right or Recto. It can (and should) contain Acknowledgements, those you want to thank for their help or inspiration.

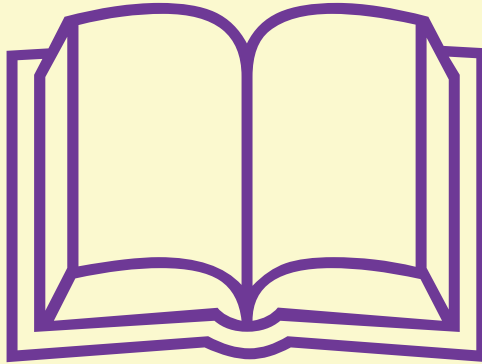
It could also contain an Introduction to the subject matter if it is a work of non-fiction. If it is a fictional work, a Prologue can help set the stage for the characters. If these are in addition to Acknowledgements, they can follow this page on the Verso or Recto, and can consist of multiple pages. As always, make sure the main Opening Chapter page falls on the Recto.

This page is paginated, and can start from 1 on. It will be included in the Table of Contents. It can contain Headers or Footers if desired.

(Frontmatter: Formatting Last Pages Before the Body)

**Continuation of Previous**

**- OR -**



**- OR -**

**(Blank)**

This is a variable page on the Verso. It can be a continuation of the previous page, or it may serve to create a format you use for each new Opening Chapter. For longer, organized books, one should have a consistent format. Here are some options:

- End of Previous- The previous matter or chapter ends with text on the left-side page (Verso), and the Opening Chapter on the right-side page (Recto), may or may not have a decorative graphic with the title and text.
- Spread Format with Verso Graphic –A “Spread” consists of two pages making up the chapter formatting. The Verso has only a decorative graphic, opposite the text-containing Recto which is the Opening Chapter page.
- Spread Format with Blank Verso- The Verso is completely blank. The Recto with the Opening Chapter may or may not have a fancy graphic on it. The blank Verso page sometimes acts like a protective covering for nice artwork.

(The Main Body: Chapter Opening Page)

# *Chapter 1*

## *Starting Your Book*

- OR -

## *Section 1*

This book longed to be written. It contains the secrets of formatting, to make a professional-looking book come alive...

From here on is called the “Body” of the work. This is the “Chapter Opening” page. It may or may not have Headers or Footers. Some people prefer to have no Header on each Opening Chapter page, but will have them on all other pages.

Below are some rules on formatting:

- Formatting should be consistent for everything.
- A Recto page within the Body must *never* be blank.
- The Opening Chapter page is *a/ways* on the Recto. It can contain space or graphics under or above the chapter number and heading, enabling your book to have its own unique look and “feel”. Always keep it visually appealing.
- The Opening Chapter ideally (but not always) has a page number for reference.
- Pagination can be on the outer sides or in the center, and can be on the top or bottom of a page. If they are to be on the side, they must alternate so that the number is always on the outer edge of a page. The number on a Verso page is on the left, and on the right of the Recto page.
- Headers or Footers may contain the author’s name, sometimes with the title, the chapter name, or one item on the Verso and another item on the Recto. For example, Title is all-caps on Verso, Chapter in italics on Recto.

## MY BOOK

### (The Main Body: End of the Book's Body)

#### Epilogue

And so, it came to be that this optional element can be a continuation of the main narrative, or it can be added thoughts from the author. An “Epilogue” is sometimes used in fictional books.

**-OR-**

#### Conclusion

In conclusion, it is a nice option is to have a short summary of the bulk of the book, and obviously this should live up to its name of being a “Conclusion”. It is often used in non-fiction.

**-OR-**

#### Afterword

*Plony Almony did it again!* This can be written by anyone, and is similar to a Foreword. It may have to do with how the book originated, or the importance of the work in relation to what its goals are to accomplish. It can be used in any kind of book, or doesn't have to be used at all.

These are variable items that can precede the actual end of the book or Backmatter. They are completely optional and not necessary unless you need them for a certain purpose. They can start on any side of a page.

Your book is about to conclude. “But wait, there's more!” Following this page will be more elements that a book may have.

## (Backmatter: Towards the End of the Book)

### **Postscript**

Generally, this may be an added idea, but it can be any kind of addition placed towards the end of a book.

**-OR-**

### **Appendix or Addendum**

Supplemental Chart of Items Used in the Temple for Chapter 3

1. Ladles for washing
2. Shovels for ashes
3. Tongs for adjusting coals on the Alter

An Appendix or an Addendum adds an organized supplement of information to the main work. An appendix might include source documents cited in the text, material that became available after the main body of book was already finished, or any other additions that contribute and enhance the work.

**-OR-**

(More options are continued on the next page...)

There are several variable elements in the Backmatter before the book ends completely. The elements on this particular page are completely optional, but can serve very specific purposes, most often for books of non-fiction or reference.

Elements can start on either side page, although if it is a major section of importance, it should ideally start on the Recto. These elements must also be listed in the Table of Contents.

(Backmatter: More Options)

## Chronology

1948- Avraham is born.

2048- Yitzchak is born.

This is generally a chronological list of events that took place with relevance to the book's subject matter. It is most often used for books dealing with history.

**-OR-**

## Notes or Footnotes

- 1- On page 63, this was defined as in the *Talmud* from *Masechet YourChoice*, 36a.
- 2- Page 64, the *mitzvah* of such and such, first appears in *Book* 18:7.

This is a list of sources or quotes that have been indicated with a footnote number in the Body of the book. These can be Halachic sources, with the place they can be found with an explanation or the whole piece, or provided subject matter from notable people in which the author had interviewed. It is most often used in reference books where the sources are too numerous to put at the bottom of a page.

These too are variable items in the Backmatter before the book ends completely. They are optional but do serve very specific purposes, most often for books of non-fiction. Backmatter elements can start on any side of a page, however if it is a major part, it should usually start on the Recto.



(Backmatter: Mandatory for Non-Fiction)

**Glossary**

**Apple** – Fruit with crisp white meat and various skin colors.

**Banana** – Fruit with soft whitish-yellow meat and an inedible peel.

**-OR-**

**Bibliography**

Author's Name:

*Title of Book*

Publisher, and date of publication.

Website and/or Author's Name:

*Title of Article*, and date of publication.

<http://www.link.of.website.the.source.came.from>.

**-OR-**

**Index**

Apple, 66

Cantaloupe, 113

Banana, 24

Dates, 12

These are more variable, but very important elements of a book's Backmatter. Any or all of these elements can be included, and if lengthy, each should ideally fall on the Recto. Most are used in reference or non-fiction works, and rarely needed for fictional works. They should occur in the order listed above. They generally occupy full pages, or are divided into sections if they have numerous pages. Longer works or reference books should *mandatorily* have an Index page and a Bibliography.

One Bibliography formatting rule: *Never* underline a referenced website link. That's fine for ebooks, but not print books.

These can have Headers and Footers, but it's not mandatory.

## MY BOOK

### (Backmatter: The Very Last Pages of Your Book)

#### Errata

Note: There was a printing error in the last edition on page 47 in Chapter 3. The erroneous name was written “Johanne Sichmdt”. It should have been “Johanne Schmidt”.

The “Errata” is an optional short notice from the publisher of an error occurring in the book, often if it happened during the production process. It may also only appear in future printings stating that whatever mistake was made has been corrected, and tell of its location in a previous edition. This usually appears in smaller print toward the bottom of the page. The Errata is hopefully not needed.

**-OR-**

#### Colophon

Typeface used for examples was Times New Roman in 12 pt.

Printed in the USA  
Scottsdale, AZ  
22 October, 2017.

This is generally found on the last page or a preceding one. The “Colophon” has changed in function. In older books, it stated font type and size in text used, and who owned the rights to it. Now, with the advent of Print-On-Demand books, it is on the very last page on the Verso before the back cover. It may have a printer’s credentials, a bar code, and states an exact printing date, which makes each book fairly unique.

**-OR-**

**(Blank Page or Pages) the very last page is required to be blank by Tovim Press.**

This is the last of the Backmatter on the book’s final pages. There may also be more blank pages before the back cover that is used to manufacture the books properly. It is important to note that all books must have an even number of pages. Our printer requires one blank page at the end of a book. The last page is always on the Verso, and has no Header or Footer.

(This blank page represents the Back Cover.)