Tovim Press
book publishing services that are simply, Tov!

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Interior Design: Not Just for Rooms

Books require a nice interior design to look professional and finished. Some elements include the formatting of the headers ("running heads") and page numbering, others are the fancy fonts used for Title and Chapter Pages. We include a whole list of downloadable fonts, but you can choose your own as long as they are available for commercial use. Make sure to send these fonts along with your document files.
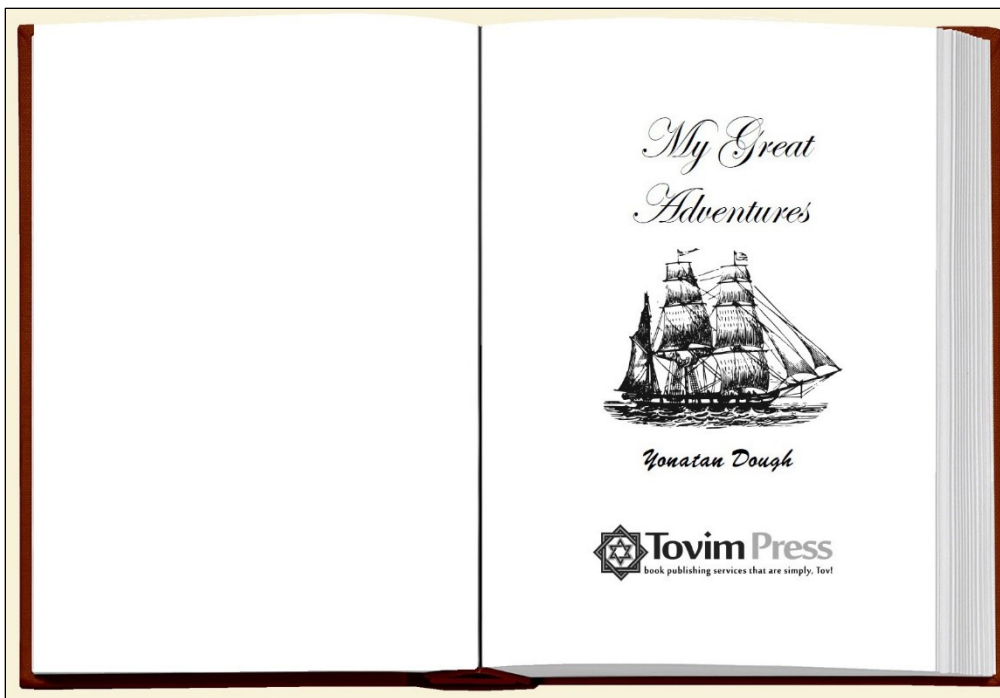
To the left is a typical "Title Page", containing the title, the author, the publisher, and usually a decorative picture or ornate design. This is usually the first page and will always be on the right or "recto". It is found immediately after the "Flyleaf" or the "front endpaper", of hardcover books, or the back side of the cover in paperbacks. The Title Page can match the cover's font or be a fancy font. For very fancy books there may be a less detailed "Half Title Page" followed by a picture on the left or "verso" with the Title Page directly opposite in a two-page spread.

After the Title Page is the plain copyright page on the verso, then depending on the book type there may be a Table of Contents, a Dedication, Approbations from rabbis, Prologue for fiction, Acknowledgements, Introduction or Forward. All of these are part of the "Frontmatter", which appears in the front of a book. They may or may not be numbered, or they can also have different number forms from the main book body, such as Roman numerals.

Next we will look at several alternative ways to make a Chapter Page. All Chapters begin on the right with an odd number. Our general format is no running head on the Chapter Page, or pages that have full-size pictures. Our preferred format for running heads is to have a book title in caps on the verso and chapter number and/or chapter title on the recto on subsequent pages. Note that an optional fancy drop cap or raised cap can be put for the first letter of the first word.
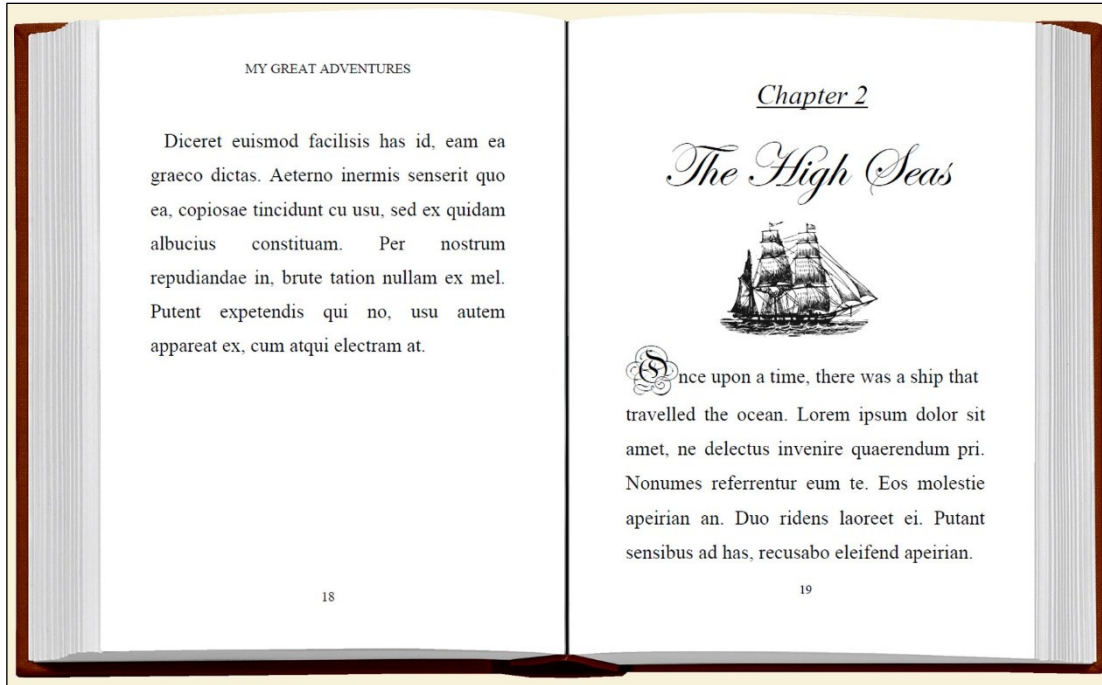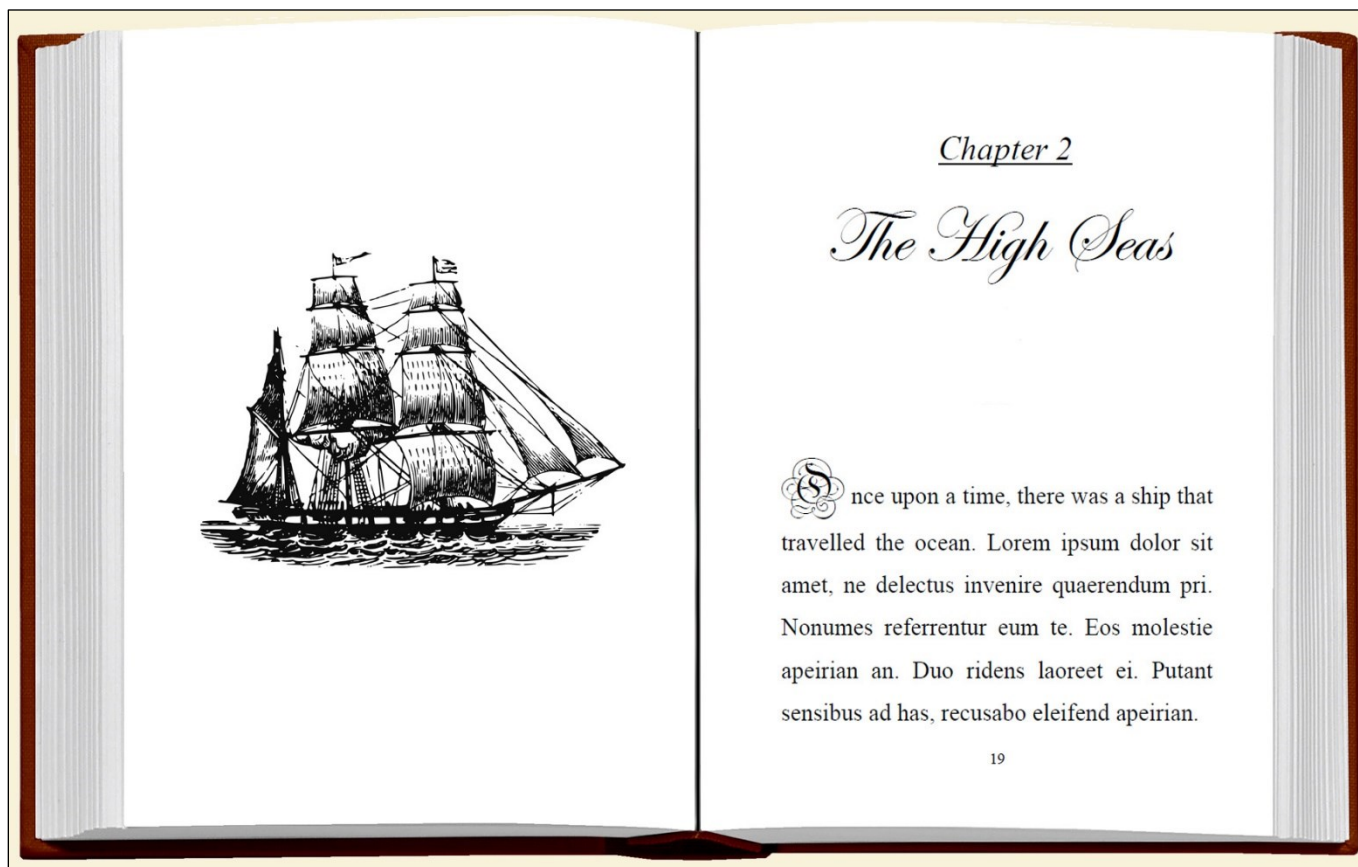

Above is a typical Chapter Page, perfect for books with a lot of pages that need to conserve paper.
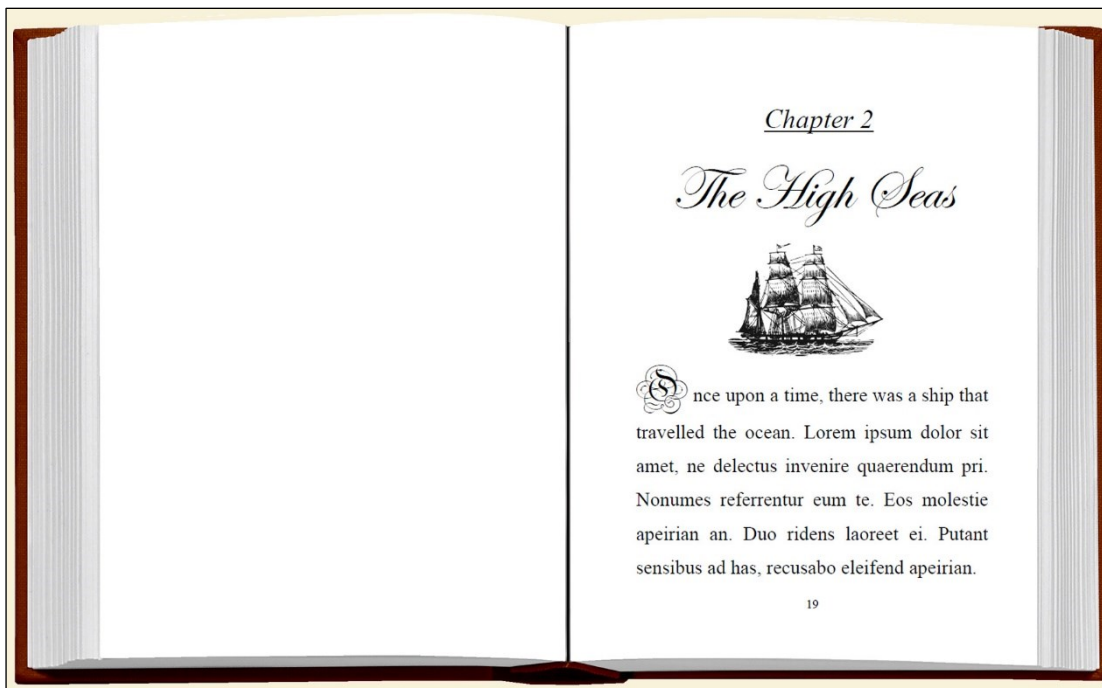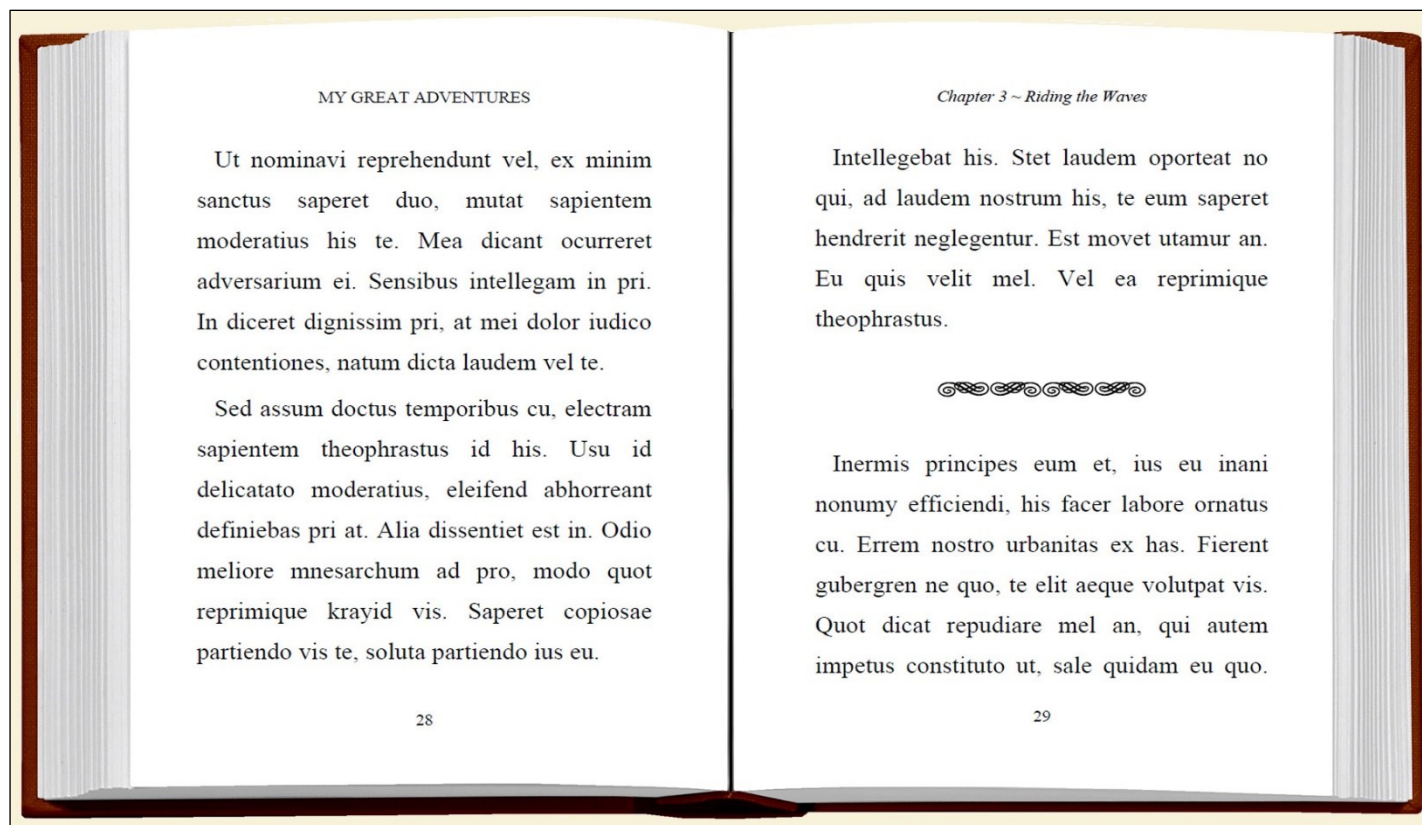

This Chapter Page has a completely blank page facing it. This is most often done when the previous chapter ends on the recto, which forces the new chapter to appear on a recto page as well. This is also good for books that need to build out the page count in order to make the spine thicker.

The fanciest of all formats is called a "spread", in which a picture appears opposite the Chapter Page. This also helps build out the page count.

Chapter 2

The High Seas

Once upon a time, there was a ship that travelled the ocean. Lorem ipsum dolor sit amet, ne delectus invenire quaerendum pri. Nonumes referrentur eum te. Eos molestie apeirian an. Duo ridens laoreet ei. Putant sensibus ad has, recusabo eleifend apeirian.

19

Flourishes and Bullets

Ut nominavi reprehendunt vel, ex minim sanctus saperet duo, mutat sapientem moderatius his te. Mea dicant ocurreret adversarium ei. Sensibus intellegam in pri. In diceret dignissim pri, at mei dolor iudico contentiones, natum dicta laudem vel te.

Sed assum doctus temporibus cu, electram sapientem theophrastus id his. Usu id delicatato moderatius, eleifend abhorreant definiebas pri at. Alia dissentiet est in. Odio meliore mnesarchum ad pro, modo quot reprimique krayid vis. Saperet copiosae partiendo vis te, soluta partiendo ius eu.

28

Intellegebat his. Stet laudem oporteat no qui, ad laudem nostrum his, te eum saperet hendrerit neglegentur. Est movet utamur an. Eu quis velit mel. Vel ea reprimique theophrastus.

Inermis principes eum et, ius eu inani nonumy efficiendi, his facer labore ornatus cu. Errem nostro urbanitas ex has. Fierent gubergren ne quo, te elit aeque volutpat vis. Quot dicat repudiare mel an, qui autem impetus constituto ut, sale quidam eu quo.

29

Flourishes (fancy separators) come in matching sets. One set should be used consistently throughout the entire book, without mixing with other sets. We have several Flourish Sets to choose from. See the page of Flourishes and Bullets.

Special Bullets

Other nice touches are special bullets. Pick one to use throughout or if you have a numbered list, you can pick a set of numbered bullets. All of these little touches help to create a unique style and finished look to your book. They are only optional.

As with flourishes, you should use the same style consistently throughout your book to maintain a professional appearance. Here are some samples:

There are times when people need numbered lists; there are times when people need bullets. This format combines the two:

❶ Putant sensibus ad has, recusabo eleifend vix et. Sea prima eirmod aliquid eu, no his vero disputando.

❷ Quod inermis sed no, amet prima complectitur cu pro, mel eros tritani cu. Per dicit vulputate in, no solum malis his.

❸ Soleat philosophia nam ut, agam fugit eu eos. Prima velit has an, putant sententiae id vis, et sanctus scriptorem est.

❹ Has utinam iracundia no, nam ei dicunt nusquam. Cetero iudicabit instructior te est, ne fabulas abhorreant vis.

Some people like unusual bullets. This is my favorite as seen below.

✡ Has ex labore maiorum constituam. Omnium gloriatur sententiae pri te, voluptua insolens an sea.

✡ Ex eum minim elitr, commune accusata ne mel.

Other examples include these:

Therefore, the following points can be made:

➢ Saperet Lorem ipsum dolor sit amet, ne delectus invenire quaerendum pri. Nonumes referrentur eum te. Eos molestie apeirian an.

➢ Duo ridens laoreet ei. Putant sensibus ad has, recusabo eleifend vix et. Sea prima eirmod aliquid eu, no his vero disputando.

The last example features some of the "Backmatter", or items which are usually found in the back of a book. It is most commonly used for an Epilogue or Conclusion for fiction, an Appendix or Addendum, Glossary, Bibliography, and an Index for nonfiction or reference. Al these usually have page numbers and running heads.
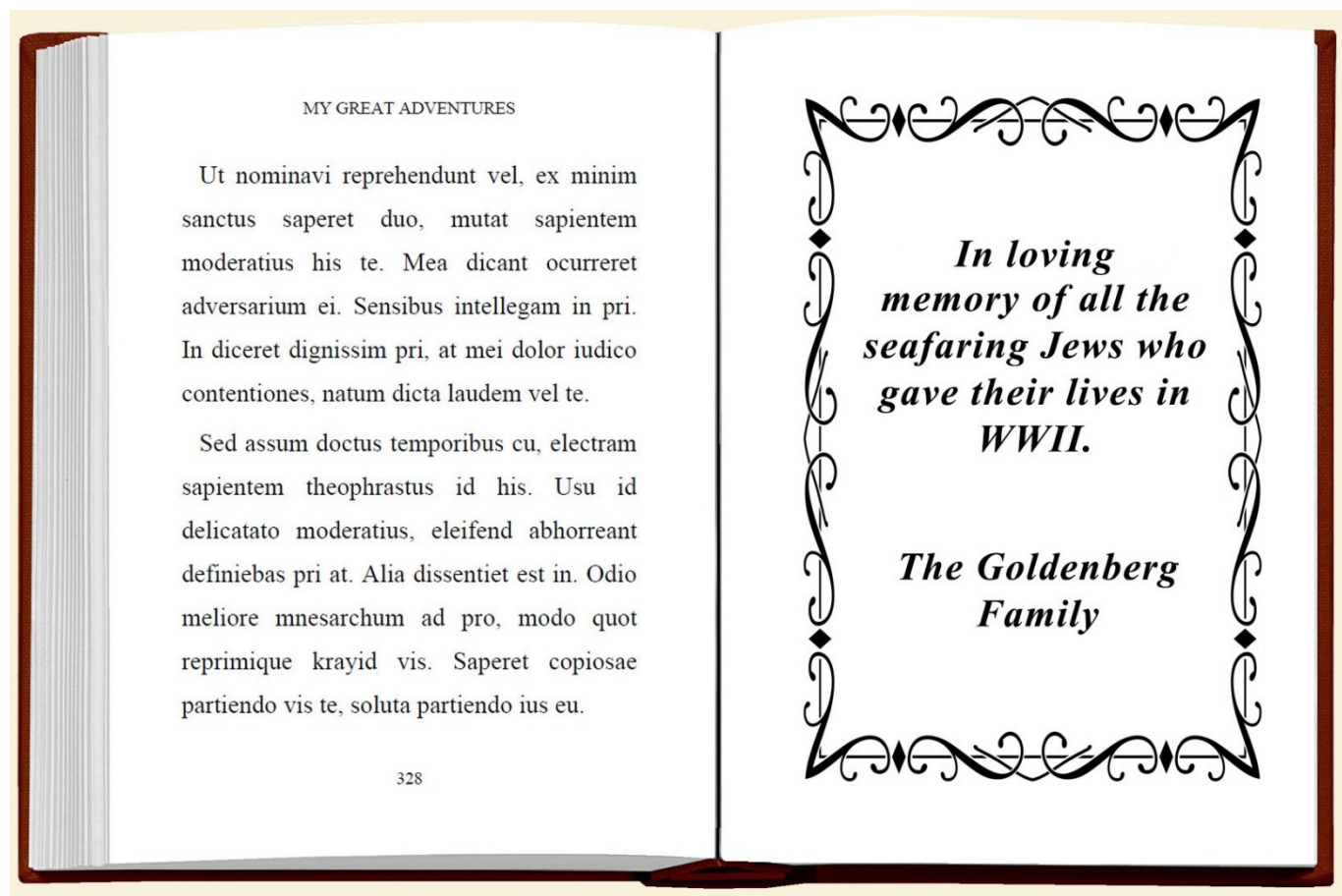
Another item that appears in the back are much like ads (some organizations even have ads). Most common are memorials and dedications to loved ones. These can be rather numerous at times, and are most useful for fundraising, as with the recto page shown above. Since they are like full-size pictures, these are never numbered or have running heads. Be sure to visit or view our page of flourishes and special bullets, and download them at the Store.

Where Do You Put It?

Here's where certain pages should be. F =Frontmatter, T:= Body Text and B=Backmatter.

Left (Verso)	Right (Recto)	Either Side
	F- Half Title Page (if used)	F- Dedication/Acknowledgements
F- Copyright Page	F- Title Page	F- Epigraph/Reviews
F or B- Tables or Figures List	F- Table of Contents	F- Approbations/Haskama
		F- Preface/Foreword/Prologue/Introduction
T- Picture or Blank Page -	T- Begin Chapter Page	B- Conclusion/Appendix/Chronology/Endnotes
B- Appendix/Bibliography	B- Index	B- Glossary/Biography/About the Author
		B Ads/Memorials
B- Colophon/ Blank Last Page		