



Creative Force Press

Guiding Aspiring Authors to Release Their Dream

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Common Writing and Publishing-Related Vocabulary

Back Matter Wording - the wording on a book's back cover that gives an intriguing summary of what a reader can expect inside the book. Back matter sometimes also refers to pages at the end of a book, after the main chapters.

Binding - a book's spine edge, how the book's pages are bound together. Spiral bound, perfect binding (regular spine found on most books), saddle-stitched (stapled, for booklets), etc.

Book Mapping - a visual tool used for organizing thoughts and outlining during a book's concept creation process (like mind mapping).

Content Editing - having a reviewer/editor analyze a manuscript for clarity of thought, flow and other non-proofreading edits and suggestions.

Copy Editing - line-by-line review and correction of a manuscript in regards to grammar, punctuation, spelling, consistency, and info adjustments needed.

DIY - stands for do-it-yourself.

Dust Jacket - the full-color printed book cover paper that often covers a hard-back book.

eBook - electronic version of a book typically read on computers, Kindle devices or Nook devices.

End Matter - any pages included after the main content/chapters of the manuscript, such as About the Author pages, appendixes, reference pages, etc.

Finished Size/Format - the trimmed, finished size of a book. Most popular book sizes are 6" x 9", 5.5" x 8.5", 5" x 8", or sometimes 8.5" x 11".

Formatting - the process of arranging and designing the interior features, text, margins, photos, and other items in a book's manuscript file, preparing it for print.

Genre - the category of a book based on its subject matter, e.g., Western, leadership, romance, sci-fi, self-help, etc.

Headings – often refers to wording that separates chapters or sections, typically using larger-sized fonts.

Hybrid Publisher – Publishing companies that assist self-published authors through coaching and other publishing-related services.

ISBN – International Standard Book Number. A unique identification (13-digit) number assigned to each book and is placed on a book's back cover with a barcode in the bottom right corner.

KDP – Kindle Direct Publishing, Amazon's platform used to get books (printed and eBook) on Amazon and the way to also use Amazon's printing services for printed books.

Library of Congress Control Number – a unique identification number assigned to every author who submits their book to the Library of Congress.

Page Count – the total number of pages a printed book has, including the title page, copyright page, dedication page, and other extras.

Proof – a sample book a printer can offer to pre-view the print quality before making a quantity order. Proofs can be requested after the author submits their completed cover and interior book files.

Resource Pile – journals, blog posts, statistics, and other materials an author gathers to use during their book writing process.

Self-Publishing – the process of an author taking on all aspects of the process of getting their book published and marketed themselves.

Spine – the book's bound edge.

Title Page – a book's first printed page, containing the title (in large font), author and publisher information.

Traditional Publisher – a large, established publishing house that must accept an author's manuscript and buys the rights to their manuscript in order to publish it.

Also see:

<https://www.ingramspark.com/blog/publishing-terms-every-self-publisher-should-know>