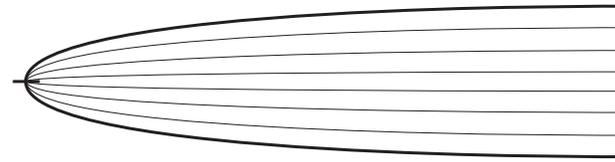
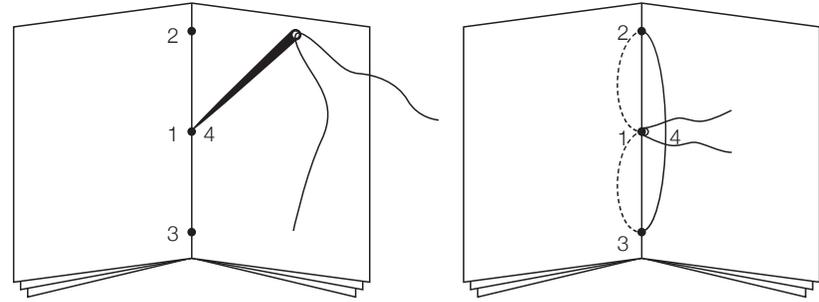
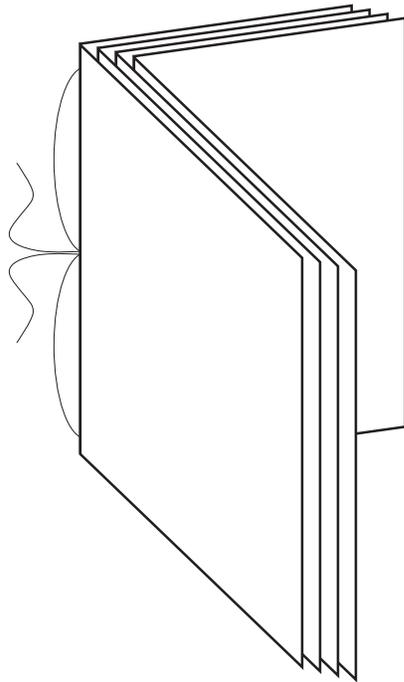
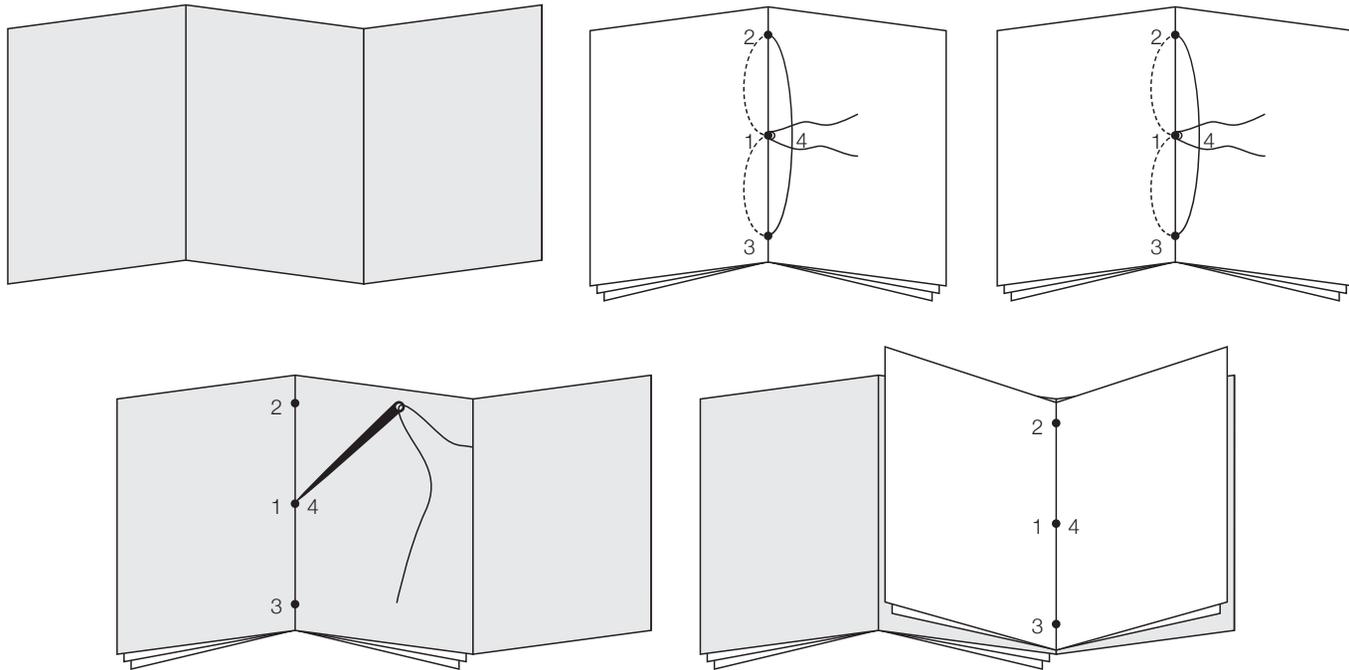


**signature** 8, 16, or 32 pages (multiples of 4)

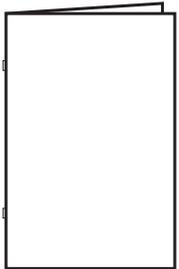
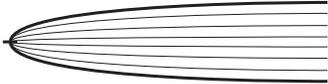


**single pamphlet stitch** one signature sewn together

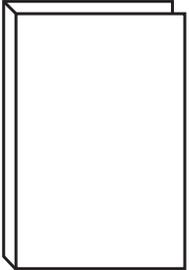


**do-si-do binding** two signatures, two pamphlet stitches, two books

**saddlestitch binding** stapled along spine.



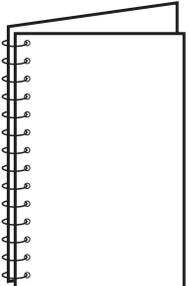
**perfect binding** paper glued to spine



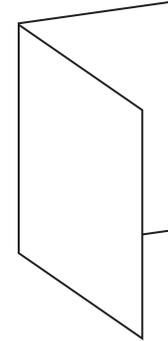
**tape binding** cloth tape overlaps cover.



**spiral binding** paper fastened by spiral wire.

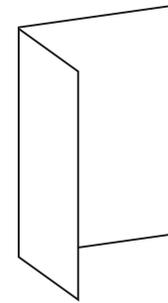


**four-page fold** one fold



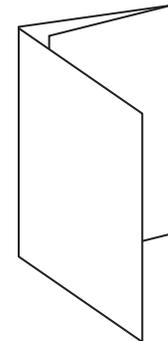
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**four-page short fold** one fold

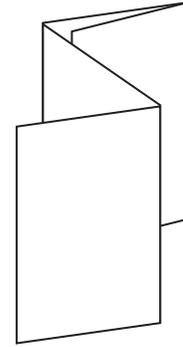


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**six-page roll fold** two folds

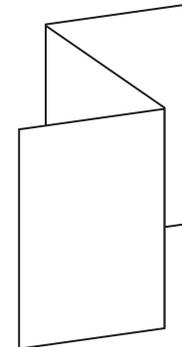


**parallel map fold** three folds



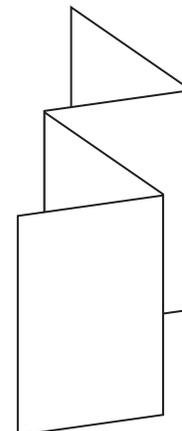
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**six-page concertina/accordion fold** two folds

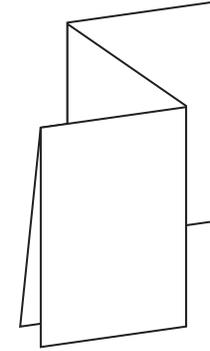


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**eight-page concertina/accordion fold** three folds

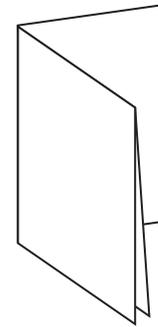


**twelve-page concertina fold** three folds



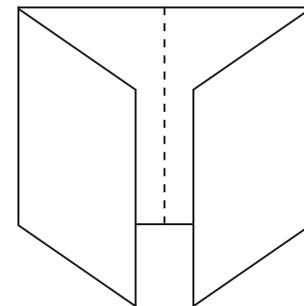
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**eight-page french fold** two folds



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**eight-page gatefold** three folds



*frontmatter*

**title page** placed on the right page, holds the title, subtitle, author's name, and sometimes names of the publisher and editor.

**copyright** placed on the title page reverse side. Includes the date and holder of the copyright, publisher's name, year of publication, location of publisher, co-publishers, restrictions on public use, and country of manufacture. Credits for design, production, editing and illustration are also commonly listed on the copyright page.

**dedication** dedicates the book to someone, after the copyright.

**table of contents** a page accurately listing all textual matter.

**foreword** is generally written by a more well-known figure. A page that points out the importance of the book.

**preface** a page to give the author's rationale for writing the book.

*textmatter*

**introduction** explanation of the book content or the subject of the book and indicates a point of view to be adopted by the reader.

**chapter opener** major divisions of the book.

*backmatter*

**acknowledgments** a place to list names and contributors to show the author's gratitude.

**glossary** list of definitions that were used in the book text.

**bibliography** listing of all source material referred to or not.

**works cited** listing of source material used in the book.

**colophon** note about design, designer, typography, other general info about book production, etc.

*text*

**headline** title, usually at the top of the page.

**subheads** titles/headings to paragraphs, divides the body copy.

**extracts** quotations that are set off separately in some manner.

**footnotes** further explanation of a passage in the reading placed at the bottom of the page.

**folio & running head** page number & title of section.

*book structure*

**spread** two facing pages.

**spine** books outside vertical center.