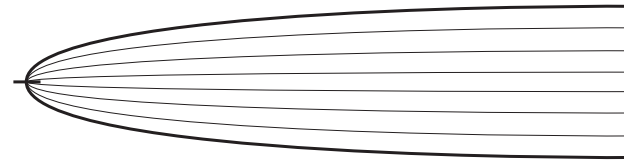
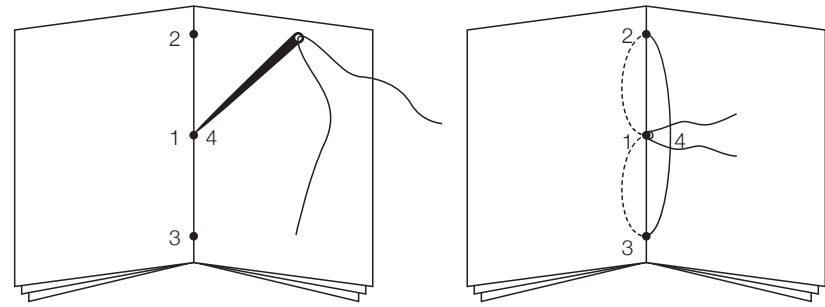
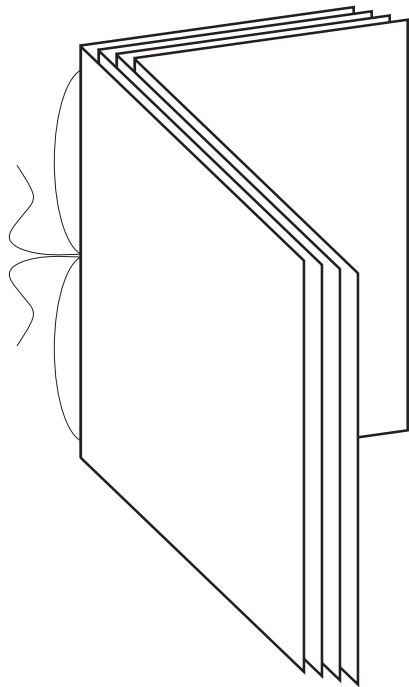
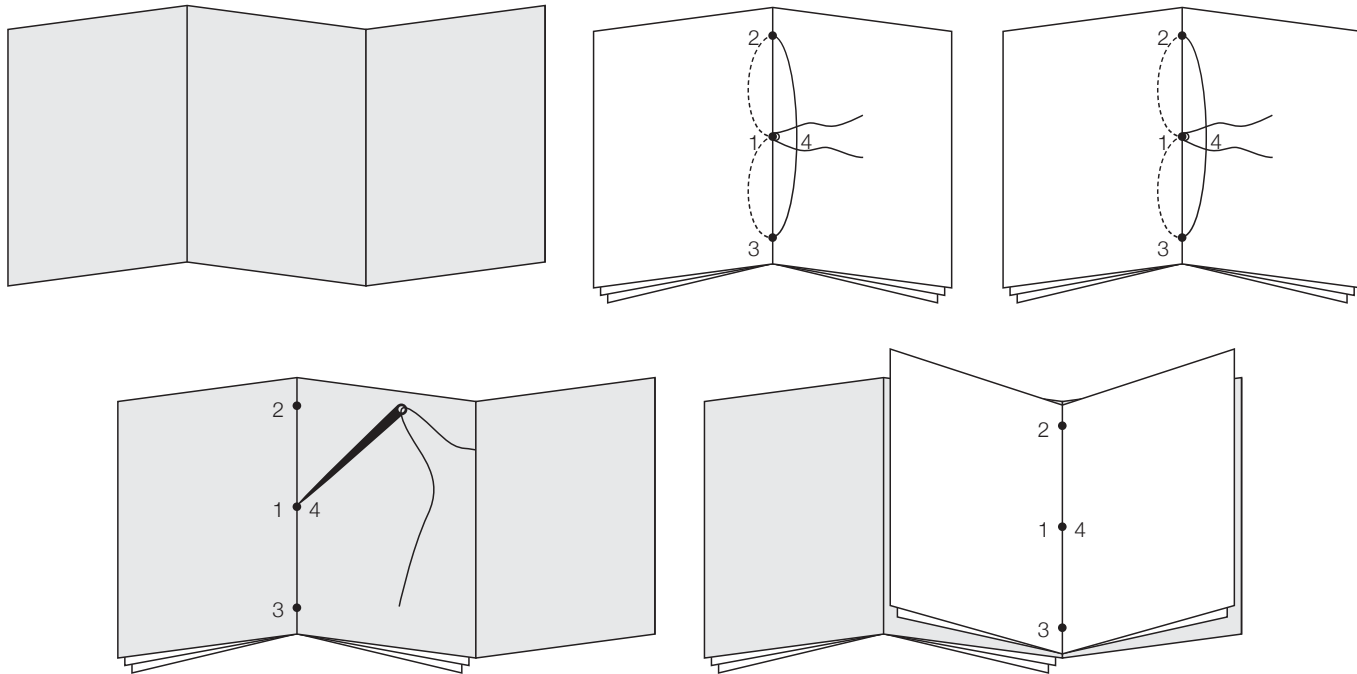


signature 8, 16, or 32 pages (multiples of 4)

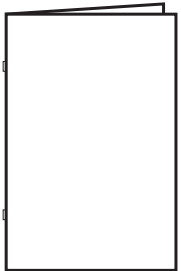
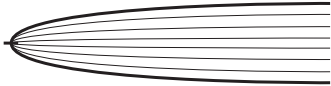


single pamphlet stitch one signature sewn together

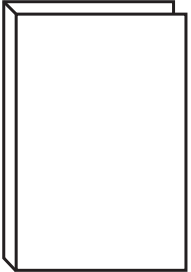


do-si-do binding two signatures, two pamphlet stitches, two books

saddlestitch binding stapled along spine.



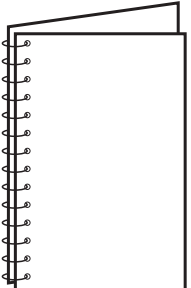
perfect binding paper glued to spine



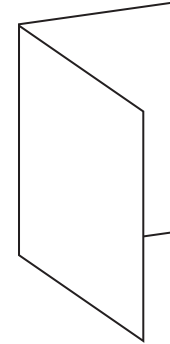
tape binding cloth tape overlaps cover.



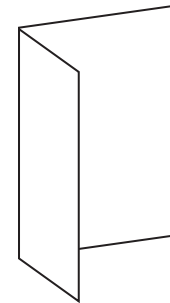
spiral binding paper fastened by spiral wire.



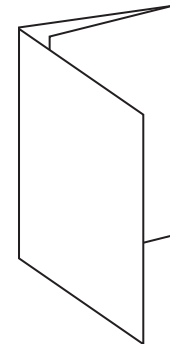
four-page fold one fold



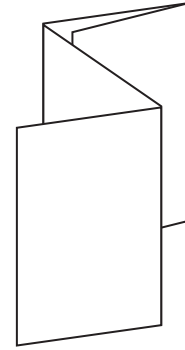
four-page short fold one fold



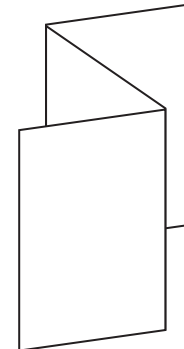
six-page roll fold two folds



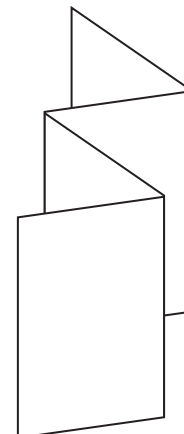
parallel map fold three folds



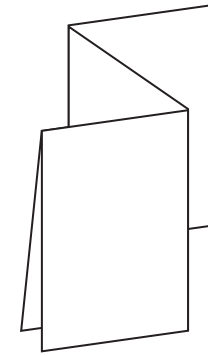
six-page concertina/accordion fold two folds



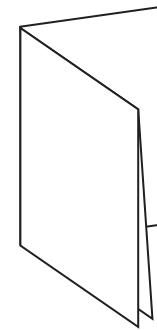
eight-page concertina/accordion fold three folds



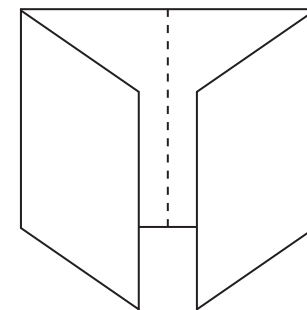
twelve-page concertina fold three folds



eight-page french fold two folds



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.