



CENTURY GOTHIC

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Acknowledgements

Optional

This is where you thank people who have helped you bring this book to life

Must start on a right hand page

About the author

Optional (could also come at the end)

Your bio here, with photo and links to your website

Should start on a right hand page

Who this book is for/How to read this book

Optional

With self-help books it can sometimes be useful to have this section too

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Foreword

Optional

Ensure this is written by someone with reputation and influence in your field

Shorter than the introduction. Usually 1-3 pages

Must start on right hand page

Introduction or preface

This introduces your book and explains what it is about. It is written by the author. It should not repeat what is in the chapters. It is often best to write this last and include some personal stories that illustrate your topic well.

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All chapters must follow the same formula or pattern.

They may include any or all of the following:

- Anecdotes
- Case studies
- Tips
- Lists
- Graphics with captions
- Resources and further reading
- Photographs with captions
- Quotations
- Expert opinions
- Information

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Appendix

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Glossary of terms

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About the author

This could alternatively come here

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