

PARTS OF A BOOK

Everything you see is made of parts. A bicycle, a car, a television, and a stereo all are made of smaller units. When they are put together in a logical, orderly way, a useful product is made. If you were to look at any one of the examples listed, and break it down into its components, you would better understand how and why the product works. A book is no exception.

A book is made of parts too. Each helps the book work. Look at the cover of a book. What do you see? The title, the author, and perhaps the illustrator's name. Now open the book and turn the page. The title page and copyright page are the first pages you will see. They present the full title of the book, the author, and the publisher. Now turn the page. The table of contents presents you with a brief introduction of what you can expect to find in the book. Turn the next page. The book might have a preface. Not all books will have a preface. This book part is usually very short. It explains what important facts or thoughts that the author has and wants you to know about. For example, if the author wrote a book about ants, he might want to explain in the preface that he wrote the book because he was always fascinated by insects as a child. He may have developed several friendships with people who study insects. And they may have helped in the writing of the book. The author may mention this in the preface. Now turn the page.

The main part of the book is called the body of the book. This is "the book." It has all the information you will need. It is the largest part of the book. Turn all those pages. Now look at the front part of the book. This is sometimes overlooked by students. It does contain important information for you. The book may have an illustration page. This is a list of illustrations and the page numbers where you can find them in the book. At the back of the book may be an appendix. This is any body of information that the author would like you to refer to in the book. For example, if that book about ants has several charts showing where ants can be found throughout the world, the author may include this information in an appendix.

And a glossary may follow these pages. A glossary is like a mini-dictionary. It lists in alphabetical order all the important terms presented in the book. And each term is explained. This part of the book can be very helpful to you. It will allow you to check any word or term you are uncertain of without reading an entire chapter to find it.

The index is the last part of the back matter or back part of the book. It is an alphabetical listing of all important or key subjects discussed in the book. In this list you will also find names or titles discussed in the book.

You see that all the parts of a book work together for you. You can get information that will help you from each part. Now let's look at specific parts, and learn how to use them.

THE COPYRIGHT PAGE

The copyright page is the back side of the title page. What does it have? Let's look at the title page. The title page will give you the title, author, illustrator, publisher, and place of publication. If your book has no author but has an editor it will be on this page. An editor may be responsible for putting the work of several authors together in one book. If that is the case, his name goes on the title page.

Now turn this page. You are looking at the copyright page. This page tells you when the book was copyrighted. What does this mean? Let's compare it to something you know much about—yourself. When you were born or officially became part of the world, you were given a date. This date is called your birthdate. Think of a copyright date as the official birthdate of a book. It is the date that the book officially becomes part of the world.

Why is it so important to know what the copyright date of a book is? It tells you something about the information in that book. Let's say that your birthdate tells us that you are eleven years old. We know that you are in fifth grade and we know exactly how long you have been around. The copyright date of a book works the same way. If you are writing a report about ants and you have two books, look at the copyright dates. Let's say one is published in 1988 and the other in 1938. Which book would you expect to have more information? The book that is one year old or the book that is fifty years old. The 1988 book, of course, would have the latest information. Is there ever a time when this information would be very important?

Yes. Let's say that you are writing a report about the latest developments in the space field. You choose several books from your library. One book was published in 1965, one book in 1975, and one book in 1988. Which one will you choose? If you are writing about the latest developments, you would choose the 1988 book. Why? It has the latest information about space. If you are more interested in the developments in the space field and the history of them, what would you choose? The 1965 book would be more helpful to you. It would have more about the history of the development in space research. Do you see why the copyright page can be helpful to you?

Let's pretend that you have finished writing your report. Your teacher asks you what is the title of the book and who wrote it? She also would like to know where it was published and by whom? Where do you get all this information? Turn that copyright page back and look at the title page. It will give you all the information that you need. And if your teacher asks you to write this information at the end of your report (we call this a bibliography) you will know where to get it.

Now you see why the title and copyright pages are important parts of a book. Let's look more closely at these book parts and learn how to use them.

USING THE TITLE AND COPYRIGHT PAGE

You will need these sample pages for the questions on page 34.

The Mystery of the Purple Shoes

by
Harriet B. Sole

Illustrated by
Linda Heel Toe

Mystery Press
Strangetown, New Jersey

Copyright © 1993 by Mystery Press

NAME _____

USING THE COPYRIGHT AND TITLE PAGE

Read the copyright and title pages. You will be able to answer the questions below. (Use the sample pages on page 33.)

1. When was the book published? _____
2. Who wrote the book? _____
3. Is there an illustrator for this book? If so, who? _____
4. What is the title of this book? _____
5. Who published this book? _____
6. Where was this book published? _____

Using Copyright Dates for Your Reports

1. You found two books for your report about the planet Venus. The copyright date is 1941 for *Venus: The Strange Planet* and 1989 for *Venus: Bright Planet*. Which one would be a better choice for your report about the latest information? _____
2. Look at the copyright dates for these books. Which one would be the best choice for a report about the latest information about nutrition? _____

Vitamins, 1970
Eating for Good Health, 1989
Your Body and Nutrition, 1976
Vitamins and Minerals, 1981

3. Look at the copyright dates for these books. Which two books would be your best choice for a report about the latest space developments? _____

Space Today, 1979
Space Frontiers, 1989
Working in Space, 1987
Our Plans for Space Travel, 1980

4. You are writing a report about the history of the space program. What book would be your best choice? _____

Space Travel: A History, 1959
Space History, 1958
Space Programs, 1959

THE TABLE OF CONTENTS

The table of contents page follows the title and copyright page. It can give you important information quickly and easily. The table of contents gives you a general idea of what is in the book. We call these chapter headings. You might like to think of them as titles of each chapter that you will find in the book.

How can a table of contents help you? Let's say that you are writing a report about ants. You stand before the science shelves in your library and see ten books about ants. Do you read them all? Of course not, that is unless you have the time or the desire to do so. So how do you find which books will help you without reading them all? You use the table of contents in each book. Turn to the table of contents page. Read the chapter headings. Are they going to be helpful? How do you decide?

Let's say that your report about ants will be about how they build their nests. Let's look at a sample table of contents. Then you decide what chapters will be most helpful.

CHAPTER ONE	What is an ant?
CHAPTER TWO	Why ants build nests
CHAPTER THREE	Where ants build their nests
CHAPTER FOUR	How ants build their nests
CHAPTER FIVE	What ants eat
CHAPTER SIX	Types of ants
CHAPTER SEVEN	Where ants are found throughout the world

Look at this table of contents. What chapters will be helpful to you? Chapter two, chapter three, and chapter four, will help you.

You need to know if ants are found in South America. Table of contents or index? Think about this question. Is it a general fact that you are looking for or a more specific one? It is a specific detail. Where do you look? The index. You may have to read the entire page or pages of the index. Why? Because you may not know under what subject this information would be listed? What might you try? "Ants, location throughout the world" would be an excellent listing. But what if it is not written that way? Do you give up? No. Your information may be listed under "ants, places found in" or "ants where can be found." So you see you must read the index not just look at parts of it for the information you need.

Let's look at one more. Let's say you need information about the worker ant. Where do you look? The table of contents or the index? The worker ant is a type of ant. Let's first check the table of contents. Is there a chapter about types of

ants? If so, turn to the chapter. You may need to read the entire chapter to see if there is enough information for your report. If there is, fine. But what if the chapter is a short one and it does not discuss this particular type of ant? Where do you look? That's right. The index. What do you look under? Types of ants? Worker ants? Both are good. You might try them both. If there is information in the book, it will tell on what page you may look.

Remember: the table of contents presents general information. The index is more specific. Choose the one that fits your needs. Do you need specific information? Or do you need general information? Ask yourself these questions before you turn those pages.



THE TABLE OF CONTENTS

Let's look at one more table of contents.

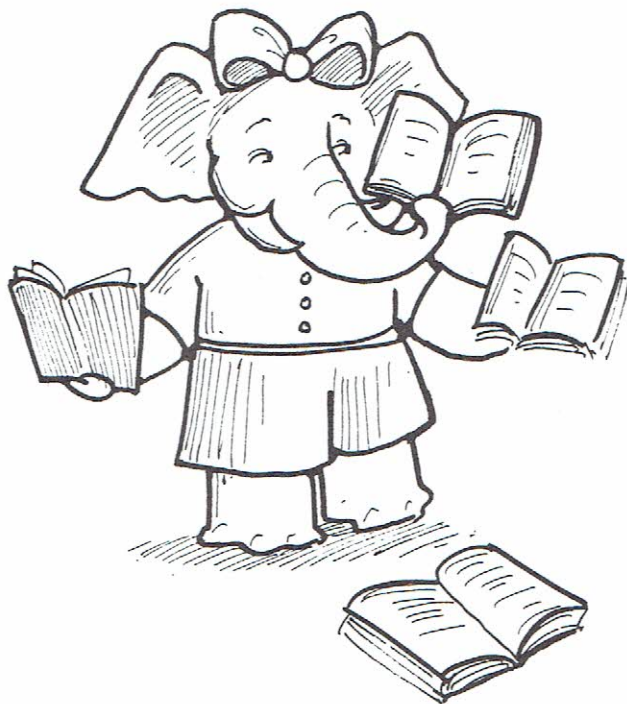
CHAPTER ONE	The ant's body parts
CHAPTER TWO	Types of ants
CHAPTER THREE	Where ants are found in the world
CHAPTER FOUR	What ants eat
CHAPTER FIVE	Enemies of the ants
CHAPTER SIX	The queen ant
CHAPTER SEVEN	Ants and their jobs in the nest

Look at this table of contents carefully. Is there anything listed that would help in your report? No, there is not. So you have learned by reading a table of contents that a book may be titled *Ants* but not have the information you need.

What do you do first? Decide exactly what you are looking for in the writing of your report. Know your subject. Then read the table of contents page for your subject. It is that easy.

Remember you do not have to read the entire book in order to find the information that you want. But you do need to know how the parts of a book work and how to use them.

Let's look closely at the table of contents page and learn how to use it.



THE INDEX

Imagine what it would be like if none of our information was in order. What would it be like if you opened a telephone book and saw all the names listed in no particular order at all? Confusing. You would spend hours trying to find the phone number you needed. That is, if you found it at all. But put these names in an order such as alphabetical order, and it is simple to find the numbers you need.

If you try to use a library without knowing how the information is placed in order, you may have the same problem. All the information in a library is put in order. Let's find out how, so we can use it well. The index is very important in a library because it helps put information in order. You can reduce the amount of time you spend in the library looking for information.

An index is a list of topics or subjects. It is in alphabetical order. The list gives specific information. It gives details. It is different from a table of contents. A table of contents gives general information.

So where do you find the index? In a book it is in the back after the main part of the book. The encyclopedia has a book after the last volume. It is called the index. Magazines often have the index at the back, also. And the newspaper will have the index on the back of the first page.

Let's try to use the index. If you needed to find information about how large the eyes of a horse are, where would you go? Would you use the table of contents or the index? Why? Think about it. Do you need a specific detail or a general fact? You could read the table of contents in a book to find a chapter heading that may help you. Or you could read the index at the back of the book. What would you look under? If the subject horses-eyes were listed, you would find the page number after it. It would be easier if you used the index.

Let's say you plan to write a report about how to take care of horses. Your report will be more than one page. Will you go to an index or a table of contents? Think about what you need. Do you need specific information? Do you need general information? How much information do you need?

You would choose the table of contents. Why? You need general information. You need quite a bit of information. The table of contents will give you a good idea what is in the book. The index will give you a specific list of details or subjects in the book.

But what if you decide to include how to exercise a horse? You could read a complete chapter about horse care. It might be in the chapter. Or you could

read the index. Check the index. Let's say the subject horses-exercise is listed. The page number where you can find this information will follow the words. Turn to the page. You have your information.

Let's look at one more. Your teacher assigns a report about ants. How can you spend your library time wisely? Your teacher would like you to use information from four different source. You will use the book, encyclopedia, magazine, and the newspaper. How can you get this information quickly?

You can use the indexes. Are these indexes all the same? Let's look at each type of index.



THE BOOK INDEX

You stand before the science section of your library. And you see the books about ants. Your report will be about how ants build their nest. Do you read all ten books? You can read the table of contents in each book. There may be a chapter on nest building. But maybe the information about nest building is part of a larger chapter. Or maybe there is only one small paragraph about nest building in the entire book. How do you find out? Use the book index.

Turn to the back of the book. Remember the index is in alphabetical order. Find ants, nest building. And look at the page number after the subject ants, nest building. It will look like this:

ants, nest building, p. 30–34

How many pages of information are in this book for your report? Pages 30, 31, 32, 33, 34. Five pages for your report.

Repeat this process for any other book you choose on those library shelves. You will find the information you need and you will find it quickly.

Let's look at some sample book indexes. You will learn how to use them.



THE INDEX PAGE

An index is much longer than a table of contents because it covers the subjects listed in the book. But lets say that we are looking at this index to answer our question about ants and their building habits. Would this book help?

If we look at page 39-40, we will find information about their ways of building nests. So this book would be of help to you.

Lets look at another example.

ants, body parts	p. 3, 37, 40
ants, brown	p. 17, 39
ants, nests	p. 39-42
ants, enemies	p. 31, 32, 33
ants, food	p. 5, 6, 7
ants, red	p. 3
ants, spiders	p. 67-71
ants, termites	p. 87
ants, their helpfulness to people	p. 89-94
ants, throughout (places found) the world	p. 117-123



THE BOOK INDEX

<u>ANTS</u>	
ants, body parts	p. 3, 37, 40
ants, brown	p. 17, 39
ants, enemies	p. 31, 32, 33
ants, food	p. 5, 6, 7
ants, homes	p. 39-42
ants, red	p. 3
ants, spiders	p. 67-71
ants, termites	p. 87
ants, their helpfulness to people	p. 89-94
ants, throughout (places found) the world	p. 117-123

On what page would you expect to find the information to answer the following questions?

1. _____ You need information about ants and the desert. Can ants be found in deserts or dry climates?
2. _____ You are drawing a cover for your report about ants. You plan to draw at least two types of ants. What two listings will help you?
3. _____ Your cousin is studying ant hills. How do ants build ant hills? Where do you look?
4. _____ You plan to make a model of an ant for the science fair. But you are not certain how many body parts an ant has. What listing will give you exact information about what an ant looks like?
5. _____ Do ants ever eat green leaves? Where do you look?
6. _____ Are spiders friends or enemies of ants?
7. _____ Your parents saw flying ants outside the house. Are they flying ants or termites?
8. _____ Your little brother is just about to step on an ant hill. "Stop!" You say. "Don't you know that ants help people?" What listing will give you more facts?
9. _____ Do birds like ants? Where do you look?
10. _____ What is the difference between an ant and a termite?

NAME _____

USING A BOOK INDEX

Read the book index below.

ANTS	
ants, the body	p. 5
ants, the nest	p. 7
ants, and people	p. 9
ants, food	p. 13
ants, location of the nest	p. 15
ants, types	p. 17
ants, worker	p. 19
ants, queen	p. 23
ants, their enemies	p. 27
ants, and the weather	p. 31

Read the following questions. You can find where to get the answers by reading the book index. Some questions will have more than one page number for an answer.

1. _____ On what pages can you find information about the places where ants might make their nests?
2. _____ Is a drone a type of ant?
3. _____ Are spiders friendly towards ants?
4. _____ Are green plants a good food source for ants?
5. _____ Does an ant have three or five major body parts?
6. _____ Is a damp area a favorable place for ants to build their nests?
7. _____ Who is the leader of an ant colony?
8. _____ How long do worker ants live?
9. _____ Is there information in this book about the difference between red and brown ants?
10. _____ Can insects be friends of ants?
11. _____ Are nests ever built in dry places?
12. _____ Is there such an ant as the nurse ant?
13. _____ Is there a special way in which the ant colony is made?

NAME _____

USING A BOOK INDEX

Read the book index below. Notice how much information it has.

Afghan hounds 20, 24	breeds of dogs, special 27
American Kennel Club 19	eyesight 22
avalanche rescue dogs 20, 21	face language 28
baby dogs, 22, 26	guide dogs 27
basset hound 27, 31	hearing, sense of 22
beauty parlors for dogs 31	rescue dogs 25
breeds of dogs and their ancestors 23	tail language 34
breeds of dogs, illustrated 24, 25	training dogs 58
breeds of dogs, number of 19	working with man 72

You are looking for information about dogs. Check the book index. Answer the following questions.

1. _____ What pages will give you information about rescue dogs?
2. _____ On what page can you find information about the number of breeds of dogs?
3. _____ Can you find information about dog grooming?
4. _____ Can you find information about the history of dogs?
5. _____ Is there any information about a dog's sense of taste?
6. _____ What four listings give information about how dogs can be useful to man?
7. _____ What listing will give you information about what dogs look like?
8. _____ What two listings will give you information about a dog's senses?
9. _____ Can you find information about the American Kennel Club?
10. _____ Are there special breeds of dogs? Name the listing.
11. _____ Do dogs talk with their tails?
12. _____ Where can you find information about where to take your dog to make him/her beautiful?
13. _____ Where can you find pictures of dogs?

COMPARING TABLE OF CONTENTS AND INDEX

It is important that you understand the difference between the table of contents and the index parts of a book. Both can be very helpful to you. But they are very different. You will use the table of contents when you are interested in a general piece of information. You will use the index when you want a specific piece of information. What does this mean?

Let's say that you need to find how many body parts an ant has. If you are looking at the table of contents page and see "ants, the body," you are in luck. But what if you can not find a chapter heading such as this one. Where do you look? Check the index. You may look under ants, body parts. If you find this listing, you are in luck. If not, you may want to look under another subject. You may look under ants, structure of the body, or maybe under body parts. You will have to think about this a bit because there is no clear-cut method of indexing subjects.

Odds are that the subjects that come to your mind first are a good place to start. What if you have checked both the table of contents and the index and do not find a place where the information is listed? Find another book. Start looking again. Begin with the table of contents if you need general information and turn to the index if you need more specific information.

Let's look at some sample questions. See if you can decide where you should turn to; the table of contents or the index.



COMPARING CONTENTS AND INDEX PAGES

(Use with page 47 & 48.)

CONTENTS

CHAPTER 1
What is a Bee?

CHAPTER 2
How Bees Live

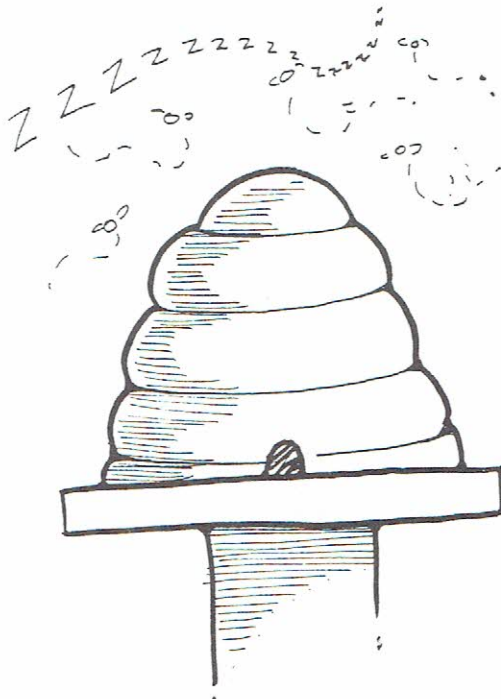
CHAPTER 3
Workers

CHAPTER 4
Queens and Drones

CHAPTER 5
More Bees

INDEX

antennae 8
abdomen 8, 25
beeswax 12, 34
body 8
bumblebee 11
colony 10, 38
comb 19
drone 12, 28, 34, 36, 38
eggs 29, 33, 34, 36
feelers 8
glands 8, 34
hive 10, 38
larva 34, 36
nectar 22, 24
pollen 8, 20, 21
pupa 36
queen 12, 38, 30, 33, 35, 37
royal jelly 35
scouts 14
sting 8, 25
stomach 23
swarm 14-16



COMPARING THE INDEX AND TABLE OF CONTENTS

Read the following questions. You may find the answers by reading the sample index page and reading the table of contents page found on page 46. Remember each part of the book will help you.

1. _____ What will give you more detailed information—the table of contents or the index?
2. _____ If you have a specific topic to search for, which will help you get the information more quickly and easily?
3. _____ If you want a general idea of what information can be found what will help you?
4. _____ You need to find information about a specific detail for your report. Where do you go?
5. _____ You need to skim the book for a specific detail for your report. Where do you go?
6. _____ Why is the index written in alphabetical order?
7. _____ You need to know what a bee's tongue is like? Where do you go?
8. _____ You need to know on what pages you can find specific facts about the worker. Where do you go?
9. _____ How do bees swarm? On what pages would you find this information?
10. _____ What is the queen bee like? On what pages would you find this information?

NAME _____

COMPARING THE INDEX AND THE TABLE OF CONTENTS

Compare the index and the table of contents found on page 46. Answer the following questions.

1. _____ You need information about how bees make wax. Where do you look?
2. _____ You need information about why bees swarm. Where do you look?
3. _____ Is there any information about bumblebees?
4. _____ Is there any information about how bees form colonies?
5. _____ Where can you find information about the queen bee in the table of contents? In the index?
6. _____ Is there such bees as scout bees? Where do you look?
7. _____ Can you find any information about bees and pollen? Where do you look?
8. _____ Can you find any information about the sting of a bee? Where do you look?
9. _____ Can you find any information about how a bee builds a hive? Where do you look?
10. _____ You need information about the drone. Where do you look in the table of contents? In the index?

THE ILLUSTRATION PAGE

What is the illustration page? Why is it an important part of a book? The illustration page gives you some information quickly and easily that you might need for your report. Let's say that your report about ants is coming along just fine. But as you read it, you decide that you need some pictures. You decide that a picture of ants building their nests would be good. And you also decide that a picture of the red and brown ant would add to your report. How do you get this information quickly? Check the illustration page.

The illustration page is a list of all the illustrations or pictures that you will find in the book. It will tell the page you can find each illustration on. Where can you find the illustration page? It usually is in the back of the book. How can it be useful to you? Let's go back to our example of the red and brown ants. Read the illustration page. Under what heading will you find the information that you need? Brown ants, red ants, ant nests, ant homes, types of ant homes; any of these are possible headings you may check. Let's look at a sample illustration page.

ants, body parts	page 7
ants, brown	page 8
ants, building nests	page 10
ants, drone	page 9
ants, red	page 5
ants, queen	page 6
ants, worker	page 11

What pages will help you? Pages 8, 9, and 10 will give you the pictures that you need for your report. And you did not have to read the entire book to find them. Use the illustration page the next time you need a picture for your report.

Let's look at another example.

ants, antennae	page 8
ants, body parts	page 3
ants, drones	page 7
ants, queen	page 9
ants, worker	page 12

Is there any information about red or brown ants? No. Will this book give you the pictures you need for your report? No. Go to another book. Check the illustration page. It will tell you the information you need to know. Now let's look closely at the illustration page. Learn how to use it.

NAME _____

USING THE ILLUSTRATION PAGE



Read the illustration page below.

ILLUSTRATION LIST

Land routes in the New World	page 16
Water routes in the New World	page 17
Sir Francis Drake's route to the New World	page 19
The Nina, Columbus' ship (a picture)	page 27
Routes that follow the coast of the New World	page 33
A portrait (picture of Sir Francis Drake)	page 42
A map of major explorer's routes to the New World	page 67
Early explorers and their clothes	page 91
A map of Henry Hudson's exploration of the New York area	page 95
Picture of the inside of an explorer's ship	page 96
Spanish gold coins found by explorers	page 99
Columbus' route to the New World	page 109

1. _____ You need a cover for your report. You plan to draw a Spanish helmet. Where might you look?
2. _____ You need a map of the land explored by Hudson. Where do you look?
3. _____ What two pictures will help you write a report about Columbus?

4. _____ How many pictures or illustrations are in this book about Sir Francis Drake?
5. _____ You will draw one of Columbus' ships as a cover for your report. Where do you look?
6. _____ Did Pizarro sail along the coast of Florida?
7. _____ What did explorers bring with them to the New World?
8. _____ You will report about the explorer, John Cabot. What route did he take to the New World?
9. _____ What did the treasure look like that the explorers found in the New World?
10. _____ Your report is about Sir Francis Drake. Is there a picture of him?

THE GLOSSARY

What is a glossary? Where do you find it in a book? It is like a mini-dictionary for the new or difficult words in the book. You will find it at the back of the book. It is in alphabetical order. When do you use the glossary? You can use it in several ways.

Let's say that you do not understand completely a word you wrote in your report. You are writing about the nest building habits of the brown ant. The book used the word antennae. You wrote it down but forgot to explain what it is. How can you get that information quickly? Check the glossary. Find the word antennae. It will define it for you. You see the glossary works like a small dictionary for select words in the body of the book.

Let's look at part of a sample glossary.

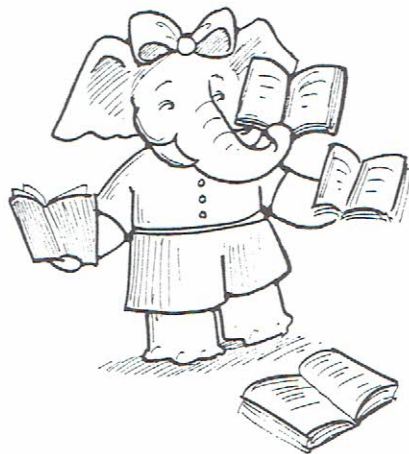
Body parts—The ant has three major body parts.

Drone—the worker ant in the nest.

Queen—the leader of the ant colony.

1. What does a drone do in the ant colony?
He is the worker in the colony.
2. How many major body parts do ants have?
The ant has three major body parts.
3. Who is the leader in the ant colony?
The queen ant is the leader.

Always remember: you need not search the book for a word. Use the glossary.



NAME _____

THE GLOSSARY

A glossary is a mini-dictionary found at the back of the book. It explains key words found in the body of the book. You can use it to find information quickly. Use the glossary at the back of this book to answer the following questions.

1. What is the difference between a **play** and a **poem**? _____

2. What is the difference between **science fiction** and **fantasy**? _____

3. How is a **glossary** different from an **index**? _____

4. Which gives more detailed information an **index** or a **table of contents**?
Define each term. _____

5. What is the difference between an **encyclopedia** **see also** **cross reference** and **heading**? _____

6. What information does a **bibliography** give? _____

7. What is the difference between **fiction** and **nonfiction**? _____

8. What is the purpose of **guide letters**? _____

9. What is a **media card**? _____
