

HOW ARE TEXTBOOK'S ORGANIZED?

The chart below shows the usefulness of the various parts of a text book.
Not every text has all these parts, but many do.

Title Page:	The general subject covered by the text and the name of the author.
Copyright page:	The copyright holder (the owner of the rights of the book) date of first publication as well as dates of later publications.
Preface or Introduction:	The overall purpose of the book and perhaps some suggestions for studying it.
Table of Contents:	The organization and basic contents of the text.
Chapter title:	Topic of the chapter.
Chapter introduction:	A survey of the chapter's content or introductory explanation of it.
Chapter conclusion:	A summary of the chapter, or a final thought or conclusion.
Charts, graphs, maps, pictures within chapter:	A clearer idea of some of the points that are discussed in the chapter.
Footnotes or notes on sources:	Books or articles that are sources of specific quotations, ideas, or facts in the chapter; sometimes these "source notes" are at the bottom of the appropriate page (footnotes), and sometimes they are all together at the end of the chapter.
Bibliography:	Titles of books and articles on related subjects; this may be at the end of each chapter or it may be in the back of the book.
Study questions:	Help in reviewing the main points of the chapter.
Glossary:	Meanings of specific terms.
Appendix:	Additional information not included earlier, often in the form of tables or charts.
Index:	All the pages on which a particular topic, event, or person is discussed.

