ABC CLIO
Explore. Connect. Understand.

Back Matter

The following are samples of various back matter elements, all of which *may or may not* appear in your work. These samples are in the order they should appear in the book.

Back Matter:

- Dilemmas/Perspectives/Debates
- Appendices
- Endnotes
- Glossary
- Bibliography
- About the Author/Editor/Contributors
- Index

As with **Front Matter**, Back Matter materials must be submitted at 100% submission. Discuss with your editor which of the following sections are appropriate for your manuscript.

Dilemmas/Perspectives/Debates Sections

Some reference books have sections called Perspectives, Dilemmas, or Debates, which introduce controversies, debate various sides of an issue, and raise questions about important issues. These sections must be planned and approved in advance with the Acquisitions Editor; further details will be given then.

Appendices

Appendices may be made up of directory information, lists, data, or primary source materials. As with many other types of Back Matter, discuss the inclusion or exclusion of an Appendix with your Acquisitions Editor.

Endnotes

Endnotes are found in Libraries Unlimited, Praeger, and *some* ABC-CLIO and Greenwood publications. Please check with your editor before you begin writing if you plan to include endnotes.

Glossary

Glossaries are alphabetical lists of terms and their definitions, and serve as a form of a dictionary for some of the most relevant vocabulary words and phrases in your work. Glossaries define commonly used terms in your content that readers might not know.

Typically, **A-Z encyclopedia projects don't need glossaries** because important terms should be defined within entries. However, if there's enough common terminology between entries to warrant a special section, discuss the possibility of including a glossary with your Acquisitions Editor. (In lieu of a glossary, a sidebar might be a good way to define or go into more detail regarding terminology for a particular entry or chapter).

> **Note:** Regardless of whether your book has a glossary or not, please be sure to briefly define any terminology that a reasonably informed person may not know well in all entries, chapters, etc.

Glossary Tips:

- Keep a list of terms that will need to be added to a glossary as you work
- Glossary definitions must be *original*. Do not use definitions from other sources.
- Submit your end-of-book glossary in a separate Word document

Sample Glossary
(excerpt from a reference book on endangered species)

Anthropocene: Current geological age in which human activity is the dominant influence on the environment.

Apex predator: Predator at the top of the food chain upon which no other animals prey. Many carnivores, wolves, polar bears, lions, and tigers, are apex predators.

Biodiversity: The existence of the variety and different kinds of plant and animals in an ecosystem.

Biological population: Refers to a group of organisms (species) that interbreed and occupy the same place at the same time.

Bibliographies

For reference works, a general bibliography at the end of the book is often a helpful resource to include. Check with your Acquisitions Editor to see if your book should include one.

Bibliography Best Practices

- You may include some of the references listed in **Further Reading** sections listed earlier in the book, but think of this as a "best of" collection, not an exhaustive list.
- For variety's sake, add a few resources that haven't been previously suggested in the book.
- Whenever possible, list titles that will be easy for readers to obtain, such as classic works, works that have been published recently, and online sources that aren't likely to have broken URLs in the near future.
- Bibliographies follow the same format and style guidelines as **Further Reading** sections. See the entry in the **Main Text** document for more details.
- Compile possible references for an end-of-book bibliography during the development process, as opposed to waiting until the end to compile it.

About the Author/Editor/Contributors (Professional Biographies)

Professional biographies are important to readers and to reviewers of our reference books. Librarians comprise the biggest market for our reference works, and are concerned about the authority of authors, editors, and contributors. Biographies should illustrate the relevant experience and education that each author, editor, or contributor brings to the work.

Things to include:

- Academic degrees (these won't be listed in bylines, e.g. "Jane Doe," not "Jane Doe, PhD")
- Colleges and graduate schools attended, and fields of study, if relevant
- Professional field / titles held that are relevant to the book's topic
- **Author/editor** biographies should be around 100 words and focused on professional accomplishments, especially those that are relevant to the work.
- **Contributor biographies** may be up to 75 words long.

Things to exclude:

- Personal information, such as hobbies and family details
  - Exception: if family / hobby information is directly related to expertise, e.g. an author of a Civil War work mentioning that she is a Civil War reenactment actor

Note: Please collect contributor biographies as soon as contributors submit their entries or chapters to you.

It can be tempting to put this document off until the end of your project, but contributors often fall out of contact after submitting their work, which makes the author biography section very difficult to complete.

Sample Professional Biographies

AUTHOR /EDITOR

Jill Smith, PhD, is an assistant professor of children's literature at Northwestern University. She has written extensively on the use of humor in children's literature and is the author of *Children Make Funny, Too* (2007). In 2015, she won the Paddington award for distinguished writing in children's literature. She is currently researching picture books in the age of electronic literature.

Contributors

Anna Almorov, PhD, is an associate professor of English at the University of Denver. She has published extensively on children's literacy and literature. Her most recent publication is "Books One Can Read With Sticky Jam Hands," Journal of Children's Literature (Fall 2010): 19-33.

Roy Chang is an author and illustrator who has published more than twenty titles for children and young adults. Known best for his picture book *Which Mouse is My Mouse?*, Chang's animal characters are often inspired by the nature documentaries he watches in his free time.

Jeremy Jones earned his MA in children's literature at Penn State, where he specialized in fantasy literature. He is working on the dissertation for his doctorate at the University of Wales, which explores archetypes in Celtic texts in relation to the *Curious George* series by H.A. Rey.

Index

At the beginning of the project, you and your Acquisitions Editor will decide who will create the index. The responsible party will be recorded in your contract. For a smaller project, the Author/Editor is often responsible for the index. If you will be creating the index, you will receive the necessary information during the production process (see Production section in the **Welcome Packet**). Do not create a "draft index" before that time.