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# Foreword

A Foreword is a short introduction to the book, usually by a person other than the author. The purpose of the Foreword is to introduce the author or his/her work.

A Foreword could talk about why the book’s content is relevant in its current scenario or how it created a historical impact when it was first released or the importance of the author’s work.

As you can see here, the first paragraph is usually given a flush left alignment (Normal\_without indent) and all subsequent paragraphs are given a slight indent (Normal\_indent). The first paragraph of a new section after a subheading should also be given a flush left alignment. This rule applies to all chapters in the book.

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The Foreword is usually signed by its writer with his/her credentials and the date. You can delete this page if you do not wish to include a Foreword in the book.

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Name of the author of the Foreword

Credentials

Date

# Preface

The Preface is an introductory passage to the book, which is written by the author. It could talk about how the story came into being, the purpose of the book, its main characters, the author’s journey of writing the book, etc.

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Author name

Date

# Acknowledgments

The Acknowledgments page is usually written by the author to publically thank people who have contributed to the book.

Acknowledgments in some books run on for pages, but it is generally considered good practice to limit this section to a page, so that readers are not tempted to overlook it entirely.

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# Prologue/Introduction

A Prologue, in case of fiction books, can be an excerpt from the book or a section of the story that happens before the true beginning of the story. It could provide readers an introduction to the nature of the characters in the story, a view of events that happened earlier and also set the tone of the book.

An Introduction, in case of non-fiction books, defines what the book is about, what a reader can expect from the book, the motivation for the book and, sometimes, guidance on how to use the book.

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You can start typing out or copy-pasting the first chapter of your book here.

The heading style ‘Heading 1’ can be used from the Quick Styles gallery for the chapter heading.

As with all other chapters, the first paragraph is given a flush left alignment. This style can be chosen from the Quick Styles gallery with the name ‘Normal\_without indent.’ All subsequent chapters have a slight indent and this style can also be availed from the Quick Styles gallery with the name ‘Normal\_indent.’

If you wish to insert a citation and reference as a footnote in a page, you can do so by placing the cursor where the citation number should be inserted and choosing ‘Insert Footnote’ from the References tab. This would add a citation number where the cursor is placed and a footnote in the same page. You can enter the reference text by clicking in the footnote.[[1]](#footnote-1)

## Sample Subheading

If a chapter has a subheading, you can choose the style ‘Heading 2’ from the Quick Styles gallery to apply the heading style.

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At the end of every chapter, make sure to enter an Odd-page break. This makes sure that the next chapter starts on a right-side page. The Odd-page break can be found under ‘Breaks’ in the Page Layout tab. This has been added at the end of every chapter in the template.

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You can also add quotes in the book. Make sure to mention the name of the author though.

* Author name

You can enter the text of the second chapter here.

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# 5. Enter Chapter Name

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# Epilogue

An Epilogue is the final chapter in a book and it provides an ending to the story. The plot of the Epilogue usually takes place after the main story has ended.

Headers in the end matter of the book contain the name of the chapter alone. Pages in which the chapter starts would not have headers or footers.

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1. Sample footnote [↑](#footnote-ref-1)