

Anatomy of a Textbook

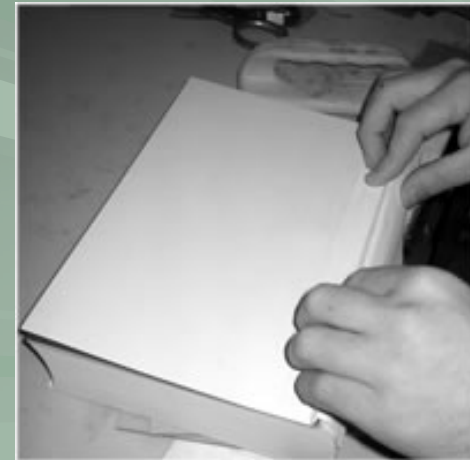
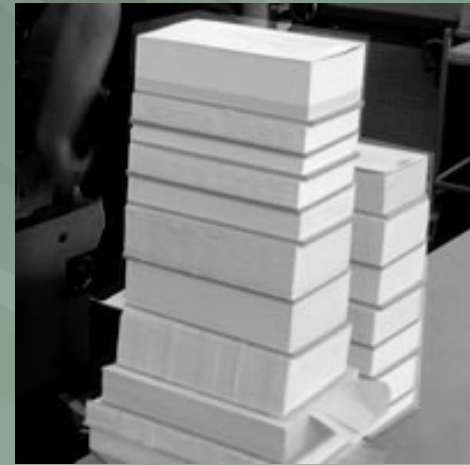
The structural components
and organization of college
textbooks.

Bookbinding



- pages are collated then stitched (sewn) together incrementally
- the sections are aligned and bound to the spine
- the process of bookbinding is a old craft

- pages are dried (after stitching there is some gluing) then trimmed
- pages are then collated and prepped to be bound to the casing through the spine



Casing



- a hardbound or hardcover book has rigid covers and is stitched in the spine
- covers of modern hardback books are of thick cardboard
- the book is then steam pressed to lie flat and evenly

Parts for Review

- Title Page
- Title/Author Page
- Copyright Page
- Preface or Foreword
- Table of Contents
- Acknowledgments
- Glossary
- Appendix
- Credits
- Index
- References/Bibliography
- Answer Keys



Title/Author Page

- Contains the full name of the author
- Multiple authors are listed
- Each author's academic affiliation is included
- Provides authority and credibility of the author's expertise



Copyright Page

- Contains the publication year(s)
- Provides the International Standard Book Number (ISBN)
- Includes the Library of Congress catalog number
- Lists the publisher, editor, manager(s), designer(s), compositor, etc.
- Stipulates copyright

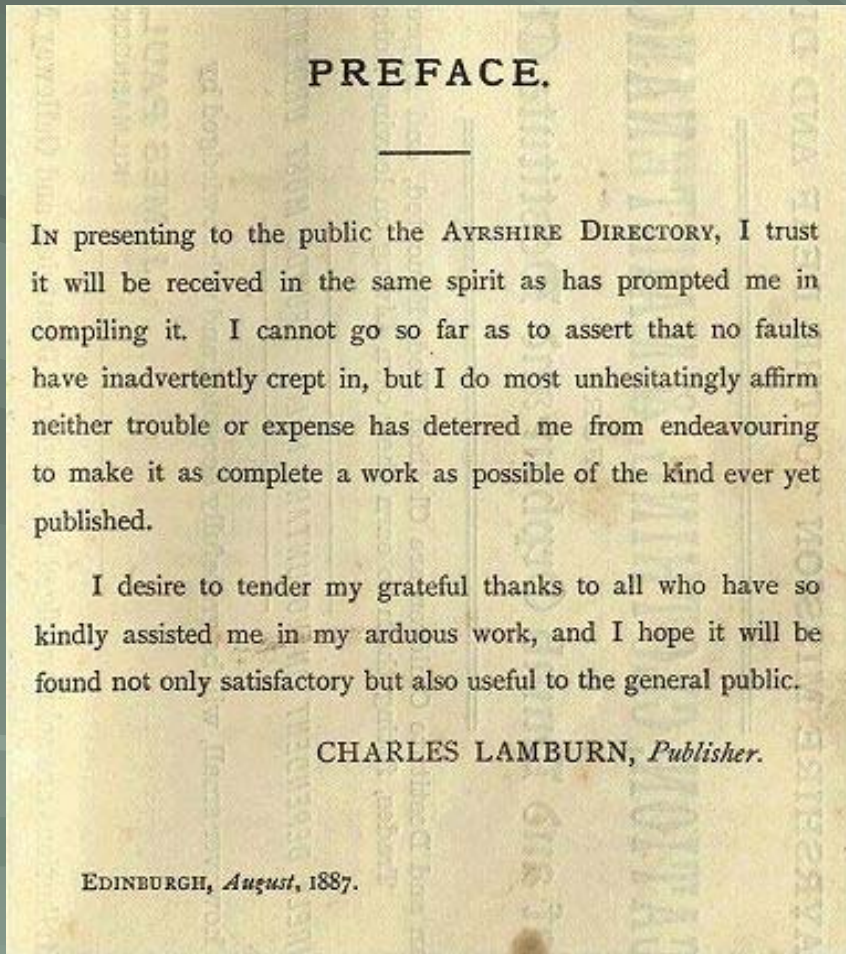


Copyright?



- literally "the right to copy" an original creation
- stipulates regulations for the use of an idea or information
- Indicates ownership of intellectual property and the right to copy that idea or information
- gives the originator the sole and exclusive privilege of multiplying copies and profiting from it
- as of 1978, protection lasts for the life of the author plus 70 years

Preface



- an introduction to a book written by the author of the book
- can also mean any preliminary or introductory statement
- sets forth its purpose and scope,
- explains the author's intention and may include background behind writing the book



Introduction

- An introductory essay about the text, written by a different person.
- Also often called the **foreword**.
- The foreword is always signed.
- Often written by an authority on the subject of the book.
- Describes the valuable aspects of the book.

Foreword

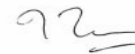
The great moral challenge of this century is to redirect the trajectory of human development onto a path that would be sustainable into the distant future. That will involve deep technical, social and political changes, since many current trends are headed in the wrong direction.

Housing is a very good example. Progressively, fewer people occupy the average dwelling with the most common Australian household now containing only one person; households with one or two people now account for more than half of the total. At the same time, houses are getting larger. Three-bedroom houses are now seen as small, with four and five-bedroom houses quite common. Larger houses tend to be equipped with more domestic appliances. Expectations are continually increasing. A letter in the Brisbane daily newspaper in 2004 even suggested that air conditioning is now essential domestic equipment!

As a direct result of these trends, more and more energy is required to build, maintain and operate our dwelling space. Since most of the energy used in houses is electricity, produced by inefficient burning of coal, it contributes disproportionately to global climate change. [“Energy use is the dominant source of greenhouse gas emissions in Australia, contributing 67.5 per cent in 2002 of the nation’s total emissions” – Australian Government Greenhouse Office.] The science shows that global emissions of carbon dioxide need to be reduced to less than half the present level to stabilise the climate, so there will have to be improvements in all areas – including housing.

There are attractive alternatives. As this book shows, cohousing offers technical, social and environmental advantages. The approach uses resources and energy more efficiently, especially by sharing equipment that is only used a few times a month and making more economic use of living space. The social support it provides contrasts vividly with the isolation and alienation of modern suburbs in which people usually don’t know even the names of others living in the same street. The case studies from a range of countries show that the broad approach has wide applicability. They also show that cohousing projects are as diverse as detached houses. The general principles can be applied in radically different ways to suit the people involved.

Graham Meltzer has done us all a distinct service by researching, writing and publishing this book. Its case studies show a range of practical responses to the task of sharing living space. The analysis reveals the underlying principles that determine how successful particular projects are likely to be. I hope the book inspires readers, not just to imitate proven designs but to improve on what has already been done. The road to the sustainable future consists of many small steps. We have to improve our housing, transport, urban planning, energy supply and use, food production and so on. If this book encourages more people to explore innovative ways of sharing living space, it will have made a real contribution to a better future.



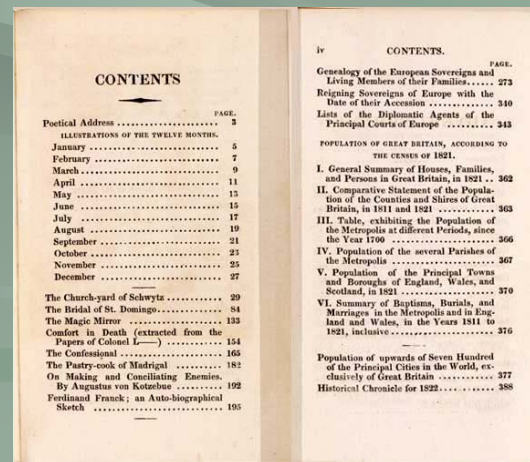
Ian Lowe AO

Emeritus Professor of Science, Technology and Society, Griffith University
President, Australian Conservation Foundation



Table of contents

- a list of the book's major topics and sub-topics in the order presented
- a **brief contents** provides a basic outline of the textbook



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Acknowledgements

- author thanks those who assisted with the book
- those acknowledged usually do not have a direct hand in producing the work
- recognizes those who may have contributed funding, criticism, or encouragement
- intellectual debt
- may be required by institutions that provide financial support – a legality

Appendix

- Section for reference information
- Often texts have several
- Each provides information that is not specific to any one chapter



Glossary

- lists key terms and the meanings as they are used in the book
- contains explanations of concepts relevant to the textbook
- usually appears at the end of or after the last chapter

Bibliography

- a list of source materials that are used or consulted in the preparation of a work or that are referred to in the text
- indicates what the author(s) consulted while researching the information in the textbook
- sometimes called a **reference list**, organized by authorship, subject, place of publication, or printer
- lends authority and credibility to the text
- provides additional reading sources for further research



Credits

- formalized documentation of the artistic and graphic contributions to the textbook
- section of a book with a list of artists, photographers, galleries, museums or institutions that gave permission for use of their media
- failure to do so can lead to charges of plagiarism and/or piracy



Index

- detailed alphabetical listing of names, places, and topics along with the numbers of the pages on which they are mentioned or discussed
- sometimes separated into **subject index** and **name index**
- name index lists names of people and page(s) where name appears
- serves to guide, point out, or otherwise facilitate location(s) of key terms/names

Preview your textbooks

