Assembly Guide for TeX Manuscripts

Order of Pages:

Odd numerals (roman and arabic) represent “recto” or right-hand pages. Even numerals represent “verso” or left-hand pages.

i half-title page (book main title only, no subtitle; right-hand page)
i
ii blank OR series page OR frontispiece (left-hand page)
iii title page (right-hand page)
iv copyright page (left-hand page; PUP will supply text for this page at copyediting stage)
v dedication (if desired)
vi epigraph (if desired)
vii table of contents (right-hand page)
viii blank OR contents continued
ix list of illustrations/list of tables (if present; right-hand page)
x blank or list continued
XX–XX foreword (if present, starts on right-hand page)
XX–XX preface (if present, starts on right-hand page)
XX–XX acknowledgments (if not part of preface; starts on right-hand page)
XX–XX introduction (if not part of text; starts on right-hand page)
XX–XX abbreviations (if present; right-hand page)
1–000 text (starts on right-hand page numbered 1. Subsequent chapters can start on right- or left-hand page)
000 part page (right-hand page followed by blank left-hand page. Following chapter must start on right-hand page)
000–000 appendixes (first one starts on right-hand page; subsequent can start on either page)
000–000 notes (start on right-hand page)
000–000 bibliography or references (start on right-hand page)
000–000 list of contributors (if edited volume; starts on right-hand page)
000–000 index (starts on right-hand page)

Note: Your manuscript does not have to include an index at this time, but it is strongly recommended that you submit your manuscript with indexing tags.