

My Family Cookbook...

- I. Family favorites
- II. Holiday menu
- III. Family's best recipes
- IV. Everyday meals

Insects

- I. What to know
- II. Where to look
- III. How to collect

History of the Glock Autopistol

- I. History
- II. Changes
- III. What's Up Today

The Lord is My Shepherd

- Verse by Verse
- Pictures for each verse

ABC of Jungle Animals

- I. A is for...
- II. B is for...
- III. C is for...
- IV. D is for...
- V. E. is for...

love? Tossed between two themes? Brainstorm both in your *Idea Notebook*. Set aside one of them so you can get started on at least one book now. If you have ideas for the other book that pop up along the way, just add those to your *Idea Notebook*. Then, it will be easier to concentrate on just one project! Also, don't feel frustrated. Most writers tend to work on multiple manuscripts at any given time—so, it is ok (actually WONDERFUL) for you to have a hard time choosing just one topic!

⇒ **Outline...** Go back to all of your brainstorming ideas for the topic of your book. Which topics would make great chapters? Look for those that support the theme of the book and give all of the information about that topic. Those will become your chapters. Fill in your outline at the back of this chapter (or in your notebook) with your subtopics (chapters). Do not let the form limit you. As you can tell, this book has WAY more than five chapters. So, if you are needing more chapters, add them. Use Roman Numerals for your number of chapters. List chapter titles or key words or phrases in the blanks. (You can come back later to add your chapter titles as you make that final decision.)

⇒ **Need help with your chapters?** There are many, many options for setting up a chapter. Let your topic and information determine your actual chapter outline. Every book and every chapter will be completely unique. Some may flow better by going step-by-step chronologically. Others may sound perfect if written thematically, others geographically. Still others may have categories that give the best flow. Others may have a natural flow that you prefer. Still others may have a better flow if you use a list (20 things... or 10 tips...). Others go back to the good old "who, what, why, where, when, and how" set-up. Look at your brainstorm. Do you see

natural chapters? If not, keep brainstorming your topic. Think through all of the things that are important to share with your reader about your subject. Take a look in the side-column on the next page for examples of basic book outlines.

⇒ **Next, develop your chapters.** Notice that you have ideas in your first list that really should be included in your chapters? Are there ideas that are left over that just fit nicely in a chapter, but do not stand alone? Perhaps those ideas develop a specific chapter? That will be your next step. This will take a bit more work. The best way to outline a chapter is to take that chapter out of the "book" and brainstorm just for it. List what needs to be covered for that chapter. Are there steps? Details? List them under the chapter as "*supporting details*." Increase the depth of your book and teach what you know with your details. These will actually be your paragraphs. Place ideas and details in your paragraphs where they fit best—or delete those ideas. Paragraphs consist of an introductory sentence stating the main point, 3-7 sentences supporting that point, and a concluding sentence that flows into the next point. Your outline will include the point of the paragraph as a *supporting point* and your sentences as *supporting details*. Either jot them down as a key word, key phrase, or the actual sentence. Use whatever works best for helping you develop your work and stay on track. On the outline provided, you may have more or less points/sentences and even chapters than we have left space for. Just use it as a guide. You may want to just set up your outline in your *Idea Notebook*, outlining each chapter bit-by-bit using this basic structure.

⇒ **Check your outline...** Check for any gaps or holes in your manuscript. Does it have everything that you think is important? Check for flow. Make sure that it is not choppy. Make sure that everything joins together nicely and leads into the next thought logically and cohesively. Monitor to stay on topic and not chase rabbits.

⇒ **Organize the final outline...** You are READY to write!

My Outline...

My Topic/Title of my book

I.

Subtopic (Chapter Title)

A.

Supporting Point/Paragraph

1. Supporting Details/Introductory Sentence
2. Supporting Details/Sentences
3. Supporting Details/Sentences
4. Supporting Details/Sentences
5. Supporting Details/Concluding Sentence

B.

Supporting Point

1. Supporting Details/Introductory Sentence
2. Supporting Details/Sentences
3. Supporting Details/Sentences
4. Supporting Details/Sentences
5. Supporting Details/Concluding Sentence

C.

Supporting Point

1. Supporting Details/Introductory Sentence
2. Supporting Details/Sentences
3. Supporting Details/Sentences
4. Supporting Details/Sentences
5. Supporting Details/Concluding Sentence

Homemade Books! Yes! You CAN Be a Writer Too!

D. _____

Supporting Point

1. _____

Supporting Details/Introductory Sentence

2. _____

Supporting Details/Sentences

3. _____

Supporting Details/Sentences

4. _____

Supporting Details/Sentences

5. _____

Supporting Details/Concluding Sentence

E. _____

Supporting Point

1. _____

Supporting Details/Introductory Sentence

2. _____

Supporting Details/Sentences

3. _____

Supporting Details/Sentences

4. _____

Supporting Details/Sentences

5. _____

Supporting Details/Concluding Sentence

II. _____

Subtopic (Chapter Title)

A. _____

Supporting Point/Paragraph

1. _____

Supporting Details/Introductory Sentence

2. _____

Supporting Details/Sentences

3. _____

Supporting Details/Sentences

4. _____

Supporting Details/Sentences

5. _____

Supporting Details/Concluding Sentence

B. _____

Supporting Point

1. _____

Supporting Details/Introductory Sentence

2. _____

Supporting Details/Sentences

3. _____

Supporting Details/Sentences

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4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

C. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

D. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

E. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

III. _____
Subtopic (Chapter Title)

A. _____
Supporting Point/Paragraph

1. _____
Supporting Details/Introductory Sentence

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2. _____
Supporting Details/Sentences
3. _____
Supporting Details/Sentences
4. _____
Supporting Details/Sentences
5. _____
Supporting Details/Concluding Sentence

- B. _____
Supporting Point
1. _____
Supporting Details/Introductory Sentence
 2. _____
Supporting Details/Sentences
 3. _____
Supporting Details/Sentences
 4. _____
Supporting Details/Sentences
 5. _____
Supporting Details/Concluding Sentence

- C. _____
Supporting Point
1. _____
Supporting Details/Introductory Sentence
 2. _____
Supporting Details/Sentences
 3. _____
Supporting Details/Sentences
 4. _____
Supporting Details/Sentences
 5. _____
Supporting Details/Concluding Sentence

- D. _____
Supporting Point
1. _____
Supporting Details/Introductory Sentence
 2. _____
Supporting Details/Sentences
 3. _____
Supporting Details/Sentences
 4. _____
Supporting Details/Sentences
 5. _____
Supporting Details/Concluding Sentence

- E. _____
Supporting Point

Homemade Books! Yes! You CAN Be a Writer Too!

1. _____
Supporting Details/Introductory Sentence
2. _____
Supporting Details/Sentences
3. _____
Supporting Details/Sentences
4. _____
Supporting Details/Sentences
5. _____
Supporting Details/Concluding Sentence

IV. _____

Subtopic (Chapter Title)

- A. _____
Supporting Point/Paragraph
1. _____
Supporting Details/Introductory Sentence
 2. _____
Supporting Details/Sentences
 3. _____
Supporting Details/Sentences
 4. _____
Supporting Details/Sentences
 5. _____
Supporting Details/Concluding Sentence

- B. _____
Supporting Point
1. _____
Supporting Details/Introductory Sentence
 2. _____
Supporting Details/Sentences
 3. _____
Supporting Details/Sentences
 4. _____
Supporting Details/Sentences
 5. _____
Supporting Details/Concluding Sentence

- C. _____
Supporting Point
1. _____
Supporting Details/Introductory Sentence
 2. _____
Supporting Details/Sentences
 3. _____
Supporting Details/Sentences
 4. _____
Supporting Details/Sentences

Homemade Books! Yes! You CAN Be a Writer Too!

5. _____
Supporting Details/Concluding Sentence

D. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

E. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

V. _____
Subtopic (Chapter Title)

A. _____
Supporting Point/Paragraph

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

B. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

Homemade Books! Yes! You CAN Be a Writer Too!

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

C. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

D. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

E. _____
Supporting Point

1. _____
Supporting Details/Introductory Sentence

2. _____
Supporting Details/Sentences

3. _____
Supporting Details/Sentences

4. _____
Supporting Details/Sentences

5. _____
Supporting Details/Concluding Sentence

Writing Your Heart Out...



Ok. We have chosen a great topic...brainstormed all we want to share... created a good, solid outline...now it is time to write your heart out!

Get It On Down!

Whether your writing flows best on the computer, in a journal, in a notebook, on a notepad, on a tape recorder, by dictation to someone else, or on note-cards, get it down! Choose the method that helps your ideas to flow.

For me, I write my very best on my laptop computer. I love taking my laptop to a quiet nook (or sometimes even a loud coffee shop where the world goes on around me and my treasure going into print!), settling in with a cup of tea and typing away. Working on the computer allows for me to just backup or delete when I do not like the way that something sounds. It also allows me the freedom to go back over a section and just change a word to make a sentence say EXACTLY what I want to say.

Now, there are times that my brain just does not work when I sit in front of my computer. Usually if I have been very busy doing other jobs online or on my computer, I may not have the flow that I need to write just due to sheer exhaustion. At those times, I love getting out a pad of paper and just brainstorming. I plan my outlines or lists of what I would like to include. It usually doesn't take too long until the writing just flows.

My son, Matthew, writes like that most of the time. His very first book that was totally out of what he knew in his mind was written by sitting down with a notepad and just writing away. It is one of the most precious treasures we have today. Sound mushy? Oh! I am!

Elisabeth loves to journal ideas. She uses her journal to pour out what is on

her heart. Once her ideas seem to "jell" into a message, you can find her in a nook typing away on her ideas until the message is finished. She usually prints out her "copy" and begins the rest of the process of proofreading and editing. (more on that later) This helps her ideas just flow onto paper.

What helps to get those ideas out of your mind and into print? What helps you to put your heart on paper? If you don't know, try out the various ideas that I have shared here or some of your own! Find YOUR way to let your ideas flow!

Write What You Love...

Write about something that you love. Ask yourself, "What am I truly excited about today?" When choosing a topic, really search deep inside asking, "If this were my last message to share, is this what I would want to write about?" If your topic pops up as the answer to both of those questions, start brainstorming now! This is THE topic to write on! Seize the moment. Get that message into print!

Again, remember that for your ideas to flow, this is not your completed product! This will be your *rough draft*. Expect for it to be VERY ROUGH. Your manuscript will look very, very different from your first drafts.

Why a Rough Draft???

It is very important that you remember this for two reasons. First, to give yourself the freedom to create without worrying about editing or being distracted when you need to let your writing flow.

Creating uses one side of your brain while editing utilizes the other side of the brain. Doing one, shuts off the other at the moment. That is just the way that God has wired you. Does that make you feel better? Does this help you to understand why your creativity is squelched when you are paying too much attention to your set-up, spelling, or grammar? We will spend extensive time going back through your manuscript (TRUST ME!) so that we can work out any problems that you (or your mom!) might worry about. For now, *let's write the manuscript*.

Another reason to remember that THIS IS your rough draft is so that you can also remember that a great manuscript requires much, much work. You will not

be finished with your book when you finish your rough draft. You will be writing, re-writing, writing, re-writing, writing some more, and re-writing even more! Don't get scared. Get ready to make it the very best it can be. This is a lot of work, but when you see what will happen to your very own words in the process, you are going to LOVE it! (REALLY!) Your own words will become focused. They will share what is truly on your heart and bustling in your mind. You will watch words, simple words, develop into YOUR MESSAGE!

Unless you are a complete prodigy, you will need to work on your manuscript to make it the very best it can be (and even a prodigy might want their original words changed to be even better!). And, with that in mind, you can rest knowing that you can change anything along the way! So, get that manuscript on paper!

Write From Your Heart...

All of this said, writing a book is more than just putting words on paper. It is communicating what is on your heart. It is sharing what you know and love! As you write your book, keep in mind that what you are sharing is very, very important. You may be the very person who introduces your reader to your topic—and that topic may become their life calling! Yes! YOUR BOOK! Your words may be the only thing that your reader ever reads on your topic. You have the opportunity to share what you know so they will understand your topic.

Share those details that you have been wanting to share with others. If you love it, share it! If you think that something is absolutely terrific—be sure to include that in your text. Imagine that you are talking to your audience and fire them up! Inspire them with what is on your heart. Teach through your writing what you know and love. Your book will be fantastic!

Use Your Outline While You Write...

Use your outline as your companion while you write. A good, solid outline can help you to keep on track. It can help to trigger your ideas as you transition into new paragraphs and continue writing. Your outline will help to keep your writing focused and on target.

Ready?

Ready? Is it bubbling and ready to burst onto paper? Go for it! I'll see ya later!

Write Each Day!

If we were at a professional writer's conference or if we were reading a professional writer's magazine, we could be sure that we would hear one piece of counsel over and over again. That counsel is the one factor that separates great authors from those who never write. Yes, that counsel is to write each and every day! One of my favorite authors, John Grisham, claims this as his key to writing. Other great writers throughout time have attributed this as a secret to their success.

Does this scare you? Don't let it! There are many ways that you can write each day. On those days that things are just not flowing well for me, I love to get out a journal and just begin copying neat quotes by other authors. Usually it is not long before my juices are flowing and overflowing!

Another thing that I enjoy doing is making outlines. During those times that I sit down with a empty brain, outlining in my *Idea Notebook* helps make progress and usually inspires me. On days that I am ready to write, my outlines are finished and ready for me to write away!

At this time, the best thing for you may be just copying neat quotes each day. Keep those in a notebook or journal. This skill will do more for your writing than anything else (You are writing each day AND having to proof-read your copy against a model—great skills!). Write each day! It will make your writing great!

Making It Great by Proofreading



Got your manuscript? Ready to make it great? Well, I have to tell you about our next step. No, it is not to bind the book! ☺ The next step is one of the most important keys to making your book great. It is a skill that will help you the rest of your life in every area of your life—even those that do not require putting pen to paper. What could that be? It is checking back over what you have done. In writing, this skill is called “proof-reading.” Sound dull? Are you considering skipping this chapter? Before you do, let me share a few reasons that you **MUST** proofread your text...

- ♥ Proofreading polishes up your writing to make it shine.
- ♥ Proofreading tightens up your manuscript so it says what you really want to say in the best way possible.
- ♥ Proofreading gives you the chance to check for any errors, gaps, or structural problems.
- ♥ Proofreading gives you the opportunity to re-evaluate your choice of words and expressions.
- ♥ Proofreading allows one more time to check the tone of your book.
- ♥ Proofreading shows you what your manuscript needs to make it the very best ever!

Sold? Want to try to proofread your text, but have no idea of where to begin and how to proofread? Here are some tips to get you started. Take out your manuscript. Go back over it. Evaluate it as we go. Ready? Let's dig in...

- ⇒ **Remember your reader!** Know your audience. Who are you writing for? Does your manuscript speak to your reader? How do you speak to your reader? Does your writing teach what you know? Does your writing assume that they do not want to hear it—making it preachy and negative? (HINT! Your reader would not be reading what you write unless they wanted to know! They **ARE** your friend! ☺) Is your writing sweet? Relaxed? Fun? Happy? Positive? Encouraging? Inspir-

ing? Think about what you enjoy reading. Don't make it stiff. Avoid opinions and speculation. Rather, pass on your passion! Remember that your reader WANTS to know what you know or they would not be reading your book. Keep in mind that your reader may never read another book on your topic—make your book so fantastic that they leave the time with you KNOWING your topic!

⇒ **Check for gaps!** Go back over your text to check for gaps. Is there anything that you assume your reader knows? Terms? Information? Directions? Details? Make sure that the reader learns as much as possible about the topic. Share those neat details as if they have never heard about this topic and never will learn about it again. Is the text specific enough? Write what you know. Teach everything about the topic.

⇒ **Check for common errors.** Use a English Grammar Text to help you check back over your work. Make a checklist (or use ours!) to go back over your manuscript for errors. Look for obvious mistakes:

Spelling...

Punctuation...

Verb tense...

Sentence structure...

Grammar...

Check back over your work to hunt for your personal quirks—yes, we all have them! Ask a parent or friend to be honest about your quirks so you will know how to proofread the most effectively.

⇒ **Check facts.** Are they exact? Are they updated? Little things can frustrate our reader. Details are the worst! Misspelling a term commonly used by a marine in a book about the Marines could be very distracting. Failing to acknowledge an authority in your field could be very offensive (especially if they ever read your book). Watch the details. Check those little facts!

⇒ **Evaluate your choice of words and phrases.** Watch for repetitive words and phrases. Watch for weak words—choose “power” words

rather than "lazy" words. Also, remember to be REAL in your writing. Don't try to impress the reader with a bunch of words that "sound impressive." They really are not impressive. Usually they are very offensive and annoying. The best counsel that I have ever read in regard to this came from *Writing for God's Glory* by Jill Bond. She wrote, "Write to EXPRESS, not to IMPRESS." "Don't be a word snob." Excellent writing communicates the heart and mind of the writer to the reader.

⇒ **Get critiques along the way!** Do you know that one of the top ten reasons that most people do not write is because they do not have someone to help them critique their writing? Perhaps that is one reason that you may be hesitant to write? One of the best things that you can do to make your writing great is find others who can help to edit your writing. They will see things that you will not see. Every single one of us have writing quirks (you have probably seen LOTS of mine—well, don't tell me!). We benefit greatly from having others who can "see" errors or who know us so well that they can make sure that our writing shares our heart. Surround yourself with those who can help you edit your work. Ask them to write questions to help you clarify or explain more fully anything that you may be assuming. Ask them to look for spelling, punctuation, style and set up problems. Give them the checklist in this book and ask them to help you evaluate your book along the way. Don't be offended when they find errors, rather be thankful. Those who love you the most have the potential to help make your writing great!

How Did You Do?

How is that manuscript? Great? Do you like it better? Does it say what you really wanted for it to say? Aren't you glad you checked it? I LOVE IT!

Isn't this addictive? Now you can see how much better your manuscript is after proofreading! You are ready to move on! OH! Do continue to work on your manuscript. It takes MUCH proofreading to make it all that it can be!

Taking a Look at Great Books for Ideas...



Ok! Time to take a look at some great books.

Why? We are going to do a crash course study of great books to get ideas for what we want to include in our books. As we look at books, we can get a feel for what needs to be included in our own manuscripts. We will inevitably find some neat ideas that simply MUST be a part of our set up! Ready?

First of all, pull out your favorite books! What do you like? Style? Type of print? Size of print? The binding? Borders? Illustrations? Writing style? Page setup? Keep this in mind. If this is what you enjoy, your reader will too! You may want to give this style a try in your book.

Secondly, let's look at some other great books! Notice the same things. What do you like? What do you NOT REALLY like? Style? Type of print? Size of print? The binding? Borders? Illustrations? Writing style? Page setup? Get an idea of what you prefer for your book. Get an idea of what goes into a book. This is a crash course on publishing! Now, want some books to study and glean from? Here are some of our favorites compiled for you...

Tasha Tudor...

Special Note: Take a look at Tasha's writing style AND her darling illustrations. Many of her books were written when she was a mother. She wrote them for her children. Several of her books were written about her children, just the names are changed!

- ♥ The Doll's Christmas
- ♥ The Twenty-third Psalm
- ♥ A Time to Keep
- ♥ Give Us This Day
- ♥ First Poems of Childhood
- ♥ Pumpkin Moonshine
- ♥ Around the Year

- ♥ Corgiville Fair
- ♥ The Great Corgiville Kidnapping

Beatrix Potter...

Special Note: Beatrix Potter is another great author and illustrator that **MUST** be studied! If you want to study her life, a great biography has been written about her by Dorothy Aldis, *Nothing is Impossible*. One of our favorite studies throughout our homeschooling years was a study about Beatrix Potter, her life and all of her works. Elisabeth spent over a year checking out her books, reading each of them, and trying her hand at sketching "copies" of Beatrix Potter art prints. Our librarians were incredible resources for finding everything that we could have access to—even a wonderful video about her life. A mini-unit along this line would be great for prepping for your homemade book. Check out her books and any information that you can gather on her life. You will love it!

- ♥ Check your library for their collection of her books—they are sure to have lots!

Robert Louis Stevenson...

Special Note: Yet another great author that you just can't miss! Not only one of the most prolific authors in all of history, but Robert Louis Stevenson wrote some of the most diverse books you will find from one author. Our favorite of all time was his compilation of poems, *A Child's Garden of Verses*. Our favorite edition of this book is one that we purchased just because it had his poems AND Tasha Tudor's illustrations. It has been one of our most beloved books in our home for over a decade! A **MUST** to own! An **ABSOLUTE MUST** to check out in your study!

Other favorites to consider...

This is not to downplay any of the following authors and their work by not having specific details about them. These are as wonderful as the previously mentioned suggestions! Check them out during your research!

Louisa May Alcott
Martha Finley
Eric Carle

Homemade Books! Yes! You CAN Be a Writer Too!

Cynthia Rylant
HA Rey
Alice Dalgliesch
AA Milne
Dr. Seuss
Marguerite Henry
Don Freeman
Elizabeth Speare
Edith Holden
Laura Ingalls Wilder
Tomie de Paola
Margaret Wise Brown
Robert McCloskey
Jan Brett
Margery Williams
Virginia Lee Burton
Gary Paulsen



Your Favorites...

The Parts of a Book...What To Include in a Book



Ready for a crash course on book publishing? It is now time to get ready to publish your book. The best way to set-up your book is to study the parts of a book, find what should go into your book, and begin putting together a great book. Take a good look at the following parts of books. Do remember that some are optional and may not fit into your particular book. Use this as a checklist when planning and preparing your book.

_____ **Front and Back Cover**—Introduces and sells your book to the reader. Tips for creating your covers are later in this book.

_____ **Half Title Page**—The first page in a book. Usually includes only the book title. Can include the book title and the author's name.

_____ **Ad-card**—An Ad-card is a page that lists the author's previous books. It can state where ordering information for those books is included in the book. Also, this page can be used to credit designers/illustrators of the book.

_____ **Title Page**—Includes the title (in bold print), author's name (prominently on the page), publisher (If you publish your own book, DO name your publishing company and list it on the Title Page), editor, year of publishing, name of Foreward's author, company logo.

_____ **Copyright**—Usually on back of the Title Page. Include Copyright-letter c fully encircled © (See your computer file menu (top of your screen while typing your text or setting up your book—click INSERT, then SYMBOL, then ©, then INSERT.). You can type out the word Copyright or abbreviate copyr. when referring to copyright. Include on your Copyright page the following—copyright, name of copyright owner (you or your publish-

ing company), year first published the book and current edition, copyright limitations and exemptions if any (see different examples in books), Library of Congress Catalog in Publication (CIP—not likely with a child's book), International Standard Book Number (ISBN—also, not likely with a child's book), Library of Congress Catalog Card Number, a note describing where ordering information is located in the book, publisher's name and address.

— **Dedication/Acknowledgements/Special Thanks**—Can be one page or several noting any honors, appreciation, or acknowledgement to participants, contributors, or anyone else—family, friends, associates. Make catchy and memorable!

— **Introduction**—Shares the purpose of the book or what to expect from the book. Usually written by the author, another author, or by an authority in the field. Make short. Don't keep readers from the actual book text too long. Not necessary if you have a Foreword, Preface, Acknowledgements.

— **Foreword/Preface**—Similar to the Introduction, but tells about the author of the book. Usually written by someone else—another author, publisher, professional/specialist in the field. Tells why the book was written (motivation for writing the book), interesting background of the book, why the author is qualified to write the book, and how the book was written. If written by the author, gives the author the first opportunity to address the readers. They can—

- ⇒ Impress with credentials
- ⇒ List authorities from whom the research was gathered
- ⇒ Establish intimacy with the reader
- ⇒ Let personality show

Again, make brief, do not keep the readers from the actual book text too long.

— **Table of Contents**—Includes a listing of chapters, page numbers of chapters, and sections of the book. Shows the reader what they will be reading and where they can find the information in the book. Keep in mind that the chapter titles should be imaginative, expressive, and

captivating. Three to seven words. Be sure to include all sections of the book.

_____ **List of Illustrations**—Usually included on back of the Table of Contents.

_____ **Text/Content**—The book! 😊 See our tips for set up later in this book.

_____ **About the Author**—Include current picture and bio. If a student, be sure to include their age (you WILL forget!), accomplishments, interests, activities, etc. You may want to include a current signature.

_____ **Bibliography/References**—Includes a list of sources or books in category.

_____ **Appendix**—Includes supplementary material: articles, graphs, etc.

_____ **Glossary**—Includes definitions found or needed for book.

_____ **Index**—Includes a listing of words/topics covered within the book and where to locate information throughout the book. Insures the reader can easily find information. Helpful for research using a particular book.

_____ **Contact Information**—How to contact the author or publishing company. Include regular mail, email, phone, fax, and website.

_____ **Ordering Information**—How to get more books and resources—whether current title and/or other titles by author.

An Easy Guide to Binding Options...



Options abound for binding your books. The best way to choose is to research the options and pick your favorite style! Pick what works with your particular book and with your financial budget. Also, pick what will enable you to get your treasure into print. Ready to look at the options? That is what this chapter is for! Here we go...

- ♥ **Plastic Comb-binding**—See the binding on this book? This book is bound using Plastic Comb Binding. This method is one of the most commonly used methods available. Of all of the options, other than stapling (saddle-stitching), this method is probably the most economical option available! This method uses equipment that punches 19 rectangular holes along the binding edge. A plastic comb is inserted in the holes and closed holding the manuscript. The process only takes moments to complete. Plastic combs are available in a variety of colors and sizes. The combs can be coordinated with the cover to accent the cover design. Covers are also easy to design using this method. As you will note by looking at our cover, this book features a laminated cardstock weight cover with full color printing. Combs are available in 11" lengths that can be trimmed for smaller books.
- ♥ **Booklet-making/Saddle-stitching**—Have a book that is not quite large enough to use Plastic Comb Binding? A great option is Booklet-making, also called Saddle-stitching. This method is a very quick and easy technique, using staples to bind small booklets (usually 15 pages or less). To use this method, the only investment needed is a "long-arm stapler" and the paper for the project. A "long-arm stapler" can staple pages as large as 11 X 17 when folded in the center. An investment in a "long-arm stapler" invites production of books because the books are so easy to produce. The process is as simple as folding the pages in half (Or other folds—the sky is the limit! For instructions, just look at some of the websites we recommend later in this book!),

scoring (pressing the fold well), stapling the center (with the fold of the staple in the inside of the book), and trim, if necessary. Easy, fast, and affordable.

- ♥ **Velo-binding**—Another upcoming option for binding books is Velo-binding. With Velo-binding, you would use a strip binding system. The system uses a manual or electric punch to place a hard plastic strip on the edge. This strip is used to permanently lock every page in place, offering a very secure binding option. This method requires equipment specifically made for use with the VeloBind strips.
- ♥ **Wire-binding**—Another binding that you may have seen in books you have on your shelf. Wire-binding allows the book to “lie-flat” when open. This binding is available in two styles: Double Loop Wire and Spiral-O. Double Loop Wire, also known as Double O, double loop binding, or Twin Loop, is used with equipment that punches a square or round hole pattern and has a wire closer. Spiral-O is used with equipment that punches a rectangular plastic comb pattern and has a wire closure.
- ♥ **Plastic Coil-binding/Spiral-binding**—This binding is the same binding that creates spiral bound notebooks or cookbooks. These books also lie completely flat. The benefit of using this method is that the plastic coils are long wearing and keep their shape over years of use. This method requires a more expensive investment in equipment. Coils must be special ordered rather than being easily available in office supply stores.
- ♥ **Thermal-binding**—For presentation style resources, this option is a new option that may appeal to you. This method makes a presentation into a perfect bound book by using specialty covers and a Thermal Binder. The covers are manufactured with an adhesive applied in the spine of a soft or hardcover, the Thermal Binder uses heat to melt the adhesive and bind the pages to the spine of the book. The drawback of this method is that covers must be special ordered for the books. Although the equipment is very reasonable, the specialty covers are still very expensive and difficult to customize.
- ♥ **Thermal Tape-binding**—This binding is similar to Thermal-binding,

but only applies a thin-linen strip to the edge of the document rather than a whole cover. Books look professional and very attractive. The process of binding is very easy since it does not require punching or stapling of the document, high quality linen cloth binding strips are thermally applied to the spine of the document using a tape-binding machine. The down-side to this process at this time is that the equipment is very costly and supplies can only be purchased through a distributor (most are in different parts of the country).

- ♥ **Perfect-binding/Paper-back**—This process is most commonly used by professional printers. Now, you may find printers that can print smaller print-runs (numbers of books) on demand (called POD—Print-On-Demand). This may be an option for some of you with your books.
- ♥ **Hard-back/Hand-sewn Binding**—This method was used for any books that you may own that are hard-cover/hard-back books. There are many great resources that teach how you can hand-sew your own books with hard-covers. See the list of resources at the back of this book. Our favorite is Lisa Cannon's book/video/kit called *Binding Books Beautifully*. She includes everything that you will need to get started today. Her books are simply stunning. Another great resource is Valerie Bendt's book *Creating Books with Children*. You can also find some wonderful help online at some of the websites that we have listed in the back of this book.
- ♥ **3-ring Notebook Binding**—Notebooks make great books. They are an excellent way to produce homemade books. All that is needed to produce a book in this format is a 3-hole puncher (available at any office supply store), a nice quality 3-ring binder (see information later in this book for choosing a 3-ring binder) and your manuscript. If you want to produce your homemade book as a Notebook Manual, all you will need to do is design your cover (to slide into the cover of your binder), the guts of your book, punch your holes, and bind. Set up for the manuscript is the exact same as set up for any other binding style. Binding is as easy as 3-hole punching the guts of your book and adding to your binder. For those wanting an economical way to produce books, this is a great option!