



After writing and publishing poems, quotes, fiction, non-fiction, articles and blogs about my personal experiences, business ventures, cultural thoughts, social issues, and financial topics for almost 20 years now, I've learned a lot of different ways to approach the written word and share my emotions, values, norms, views and so on to others.

Below is a general list to setup a book from beginning to end:

- **Title of book** - sets the theme for the reader to have an idea of subject matter.
- **Cover page** - helps to illustrate an image behind book concept.
- **Copyright & Disclaimer** - is on the next page to indicate ownership of content by author.
- **Table of Contents** – is a breakdown of chapters and pages of book.
- **Preface** – introduces reader to subject matter to be read within book.
- **Body of work** – is where all information pertaining to book content can be found and read.
- **Acknowledgements** – is a page or section dedicated to individuals and groups that played a direct or indirect role in book publication.
- **About Author page** – describes the writer from an up-close and personal perspective.
- **Besides the above, a heading & page numbers are useful to have throughout book.**

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