

Textbook Features

There are many options available for textbook features. These can make for a visually interesting text and give helpful, bite-sized pieces of information or advice suitable for a Twitterized culture. It can be very easy to clutter a text with too many such features, however, which actually distract readers and fight against learning. So balance is important and each element should be chosen with care. Authors should consult with their editor regarding the number of features and the overall balance of features to main text.

Please note that when drawing from works created by others (photos, maps, charts, graphs, etc.) the normal permission guidelines will need to be followed. Authors are responsible for fees associated with such use. (Please see IVP's permission guidelines at www.ivpress.com/authorsupport/permissions.php.)

Possible Textbook Features

- Maps
- Key Words defined
- Discussion Questions
- Essay Questions
- Sidebars (on special topics or important people)
- Further Reading (not a bibliography but student oriented reading suggestions)
- Marginalia
 - running glossary
 - interesting, nonessential facts or trivia
 - essential key information
 - key cautions or warnings
- Pictures (color or gray scale)
- Captions (prepare a file with captions separately. For additional information on captions and credit lines, please refer to the *Chicago Manual of Style, 16th Edition*, 3.21 – 3.36.)
- Call outs (brief, pithy quotes from the text or interesting quotations from other sources)
- Tables (each should be numbered and referenced by number in the text)
- Figures (each should be numbered and referenced by number in the text)
- Diagrams (each should be numbered and referenced by number in the text)
- Summary of Key Ideas from the Chapter
- Glossary (an end-of-book or beginning-of-book feature)
- Indexes

Not all types of features should be used in every book. Authors should select from this list in consultation with their editor.

If you include a feature within the body of your text, to make clear where a feature begins and ends, if there is the possibility of confusion, use the form:

[Begin Sidebar]

and

[End Sidebar]

Numbering Features

Once a book is typeset, any textbook feature may need to move to another location on the page. The author should not assume that “the next table” will immediately follow that text. The table could fall before that text. So all tables, figures and diagrams should be numbered and referenced by number in the text (e.g., “Table 7 shows the relative costs of three automobiles.”). If there are many tables or figures, use the form “Table 6.3” to indicate the third table in chapter six. Otherwise they may be simply numbered consecutively throughout the book.

To indicate location of a photo or other feature, use the form:

[Figure 1.1 about here].

Generally it is best not to imbed Textbook Features in the manuscript as the files can become quite large and hard to edit.