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100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

Parts is Parts

By Peggy Hazelwood

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When you write a book, or even a report or paper, sometimes a detailed plan can make all the difference between doing a thorough, well thought out job and making a mish mash of all the parts and pieces.

Presenting a simple, easy-to-follow book will allow your readers to concentrate on what you're saying instead of struggling with following the parts of the book.

Open any nonfiction, how to book and follow along with these parts. Most of them are found in most books:

Cover

Front Matter – includes some or all of these parts: Title page, Copyright page, Dedication page, Preface, Introduction, Table of Contents. Title Page – includes the same information as the cover but in a word processed version, usually without graphics.

The page number for the Title Page is Roman numeral one (i), but the page number does not appear on this page. The back of the Title Page is page number Roman numeral two (ii), but again it's not numbered. It is blank.

Copyright, Dedication pages, etc. – continue numbering using Roman numerals, front and back. Again, these pages are unnumbered.

Preface or Introduction – if applicable, add the Preface or Introduction here and use the next Roman numeral available and begin numbering the pages. That is, the page numbers first appear here if you have a Preface or Introduction that is part of the Front Matter.

Table of Contents (TOC) – use the next Roman numeral and continue numbering these pages. The TOC might include a List of Acronyms and Abbreviations, Chapter 1, Chapter 2, etc., Appendix A, Appendix B, etc., List of Illustrations, depending on your document.

Do not list the Preface or Introduction on the TOC. (Anything that comes before the TOC does not get listed on the TOC.)

Chapters – appear next and always begin on a right-hand page. Begin page numbering using Arabic numbers (1, 2, 3, 4, etc.) paginating front and back pages.

New chapters begin on a right-hand page using an odd number. For example, Chapter 1 would be paginated 1 through 10. Chapter 2 would be paginated 11 through 28, and so on. If Chapter 2 ends on page 27, leave page 28 blank. It is the back of page 27. Chapter 3 then can begin on a right-hand page with an odd number.

Bibliography or References – continue page numbering like a new chapter.

Appendixes – continue page numbering each appendix like a new chapter.

Back Cover

This list of parts of a document is a guideline. You may not use them all. You may have more parts than I've listed here. But when you begin the layout of your pages, following this guideline will ensure your readers can follow your thoughts, the real reason for writing your book!

Peggy Hazelwood is a writer and editor who runs the Albooktross Electronic Bookstore at <http://www.albooktross.com/>. She also publishes the twice monthly Albooktross Web-foot News full of book news. Subscribe by sending an email to albooktross-subscribe@smartgroups.com

Used Car Parts Can Have Great Value

By Rich Hudson

Doing occasional tune ups and taking care of your car is nothing new. You will always need to maintain your car even if it's old or brand new, with oil changes and checking the engine. So it would be better for you financially to choose good quality second hand parts.

Getting used car parts is like looking around for a second hand car. You should look for the parts in the same places you would normally to get a second hand car. You can look for the parts in the classified ads, check different shops that would sell the parts or the easier way would be to go and surf on the internet. It would save you time and effort.

There was time when these parts could only be found at the dealerships and mechanic stores. Now searching for used parts isn't that's hard as long as you remember a few things. You should know exactly what you need, what part goes with your car etc....Once you know what part you need you can figure out how much you are willing to pay for the part. Some parts don't have to be the original. There are parts that can be bought at surplus or a compatible part from another car make and model enabling can be used making a person save money for other things.

Once you get all the information you need you can check out either local shops or dealers. You can also go check out junk yards, because a lot of parts there can be used again. Or searching the internet where you could also order the parts and it would be delivered.

So don't make excuses about fixing something on your car, the faster you do it the better the outcome. Don't wait till its too late.

Rich Hudson is a successful freelance author that writes regularly for

. His articles have also been featured on related sites such as

and



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