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Chapter Three: Headings and Quotes

"Either write something worth reading or do something worth writing."
- Benjamin Franklin

Tip: Adding a relevant quotation by a well known person at the beginning of each chapter can be though provoking and provide credence. Quotes are allowable to reprint when attributed to the originator so include the person's name. Select a quote that expresses the theme of your chapter.

Headings:

Chapter titles are Heading 1 style.

You can use the following styles for subheadings in your chapters:

Heading 2

Heading 3

Heading 4

See the Table of Contents (Chapter Three) for how these headings appear in a tier formation.

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Chapter Four: Pictures

Pictures can greatly enhance your reader's experience and are easy to insert anywhere in this template.

Chapter Five: Tables

Some people conceive concepts and learn better from visual aids. Tables present information in a different way and can make your points easier for people to understand.

Sample Table:

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—				
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—

Chapter Six: Graphics

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Chapter Eight: Marketing Your Books

Every book needs some sort of marketing, even if you are creating a book that you will give away for free. **We are always looking for an edge in marketing.** We only suggest or promote products and services that are "the real deal."

Find out why no matter how you are selling your book, how a book or author website can make all the difference in your success.
See: http://www.booktemplate.org/why-do-you-need-a-book-website

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Chapter Nine: Additional Chapters

To create additional chapters type the chapter name at the top of the page where you want to begin and format the chapter name as Heading 1.

Appendix

The appendix contains relevant lists and resources such as reference books, reports, website links, associations, conferences, video links, forms, and so on. The appendix can be multiple sections. An appendix can add value for your readers and contain live affiliate links in eBooks.

Resources

As with all sections you can omit this one or delete the description and create your own appendix.

Glossary

The glossary is an alphabetical list of terms and definitions specific to your subject matter. This is another section that is ideal for live reference links and affiliate links.

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BOOKS:
One Author:
Tomlin, Terrance. To Be Happy. New York: Simon and Schuster, 1988.

More than One Author:
Cooper, Doris K. and Timothy M. Cooper. My Last Day of Being Fat. Townville, PA: Troubadour Press, 1991.

No Author Given:
The Earth as I See It. Washington, DC: National Geographic Society, 2002.

PERIODICALS:
Smith, Sally. "A Dogs' Life." Newsweek 4 Oct. 2001: 65.

"A Walk Across the Antarctic: Part II." National Geographic August, 1988: 52.

PERIODICALS ONLINE:
Walls, Horace. "Horse Racing" Newsweek 28 December 2004. Telecom, 18 March 2007
<http://fasterhorses.telecomgroup.com>.

NEWSPAPER:
Collins, Bryan. "Single and Happy." New York Times 21 November 2007: 20.

"Low Cholesterol Life." Providence Journal-Bulletin 17 May 20010: A6.

ENCYCLOPEDIA ARTICLES: Print and Online:
"Animal Study." World Book Encyclopedia. 2001 edition.

Penn, Joseph. "The Green Home." Book of Popular Science. 2005.

"Wyoming." World Book. 2 May 2006. <http://www.worldbookonline>.

PAMPHLET: (Usually the same as book with no author given)
Healthy Breathing. Providence, Rhode Island: American Lung Association, 2011.

TELEVISION PROGRAM:
"Inside India." WSFE, Channel 17, Providence, Rhode Island. August 21, 2005.

INTERVIEW:
Plain, Sarah. Telephone interview. April 4, 2010.

ONLINE SERVICES and the WEB:
 Gordon, Daniel. "Green Rain." 20 March 2007
    <http://www.evergreensources.com/pollution/greenrain.html>.

"Plant Care." 28 February 2008.
<http://www.sciences.com/scidata/plantcare/edu.html>.

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