



**M:** 0430 347 471

**E:** [lisa@thewordnest.com.au](mailto:lisa@thewordnest.com.au)

**W:** [www.thewordnest.com.au](http://www.thewordnest.com.au)

## What's the difference between the Foreword, Preface & Introduction?

### The Foreword – Why the reader should read the book

- Introduces the larger work and /or the author.
- Doesn't add any additional information to the book's subject matter.
- Is usually written by someone other than the author like a celebrity or an expert.
- Is a means of validating the book's existence.
- Adds credibility, reinforcing that the writer knows his / her stuff.
- Can include personal anecdotes about the subject matter and / or the author.
- Is a major selling tool and aims to make an emotional connection with the reader.

### The Preface – How the book came about

- Stands outside the book proper and is about the book.
- Allows the author to explain, briefly, why they wrote the book or how they came to write it.
- Helps to establish the author's credibility, showing their experience in the topic or professional suitability to address such a topic.
- Gives the author the opportunity to acknowledge those who inspired or helped them (though these are often put into a separate Acknowledgements section).
- Can indicate who the book is for.
- Can recommend how to use the book i.e. read it twice, use a journal.

### The Introduction – About the content of the book

- Introduces the overall themes of the book.
- Provides a framework for what's to follow.
- Establishes definitions and methodology that will be used throughout.
- Often includes what you'd put in a Preface (as some readers don't read Prefaces).
- Tells the reader what they can expect to be revealed if they continue reading.

**Remember** - the most successful nonfiction books are focused on **one BIG idea**. Commonly there is a core concept that can be **summarized in a few words** (such as the title and subtitle). Readers like easy answers and step-by-step solutions, so keep your message simple and practical.

If you're serious about writing nonfiction, ask me how I can help. Call Lisa at The Word Nest on 0430 347 471. I look forward to helping you towards publication!