

BUILDING YOUR BOOK

AN EXPLANATION OF THE LEVELS

1. **CONCEPT** - At the top of your pyramid is the single concept that will drive the direction and content of the book.
2. **OVERVIEW** - The next level down is fleshing that concept out into an overview – a description of your work that might include what you hope to achieve, or what you hope it will offer readers. Think of it as the ‘blurb’ for the back cover of the book when it’s published.
3. **SECTIONS** - The next level is dividing the book into sections. Using your overview, break your thoughts down into 3-4 sections that must be included to ensure you cover the subject matter adequately: in a history, it will most likely be a chronological order of events, but perhaps with overarching themes within the chronology. You may retain these sections in the final book, or they may simply be the scaffolding upon which you structure your thoughts, then dispense with them in the final work.
4. **CHAPTER NAMES** - Next is the more detailed scaffolding of the chapters you envisage will be needed to tell the story. Structure these logically so your readers will be able to navigate the book and understand your story.
5. **CHAPTER DESCRIPTIONS** - The base layer is fleshing out the detail for each chapter in around half a page of bullet points – if you can do more, then do so, but remember not to get bogged down in too much detail. Restrict yourself to a maximum of one page.

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