Purpose

A bibliography is a list of books and their authors used to gather information for a report.

Example
Bold Print

Purpose
Bold print calls attention to new and important words that can often be found in the glossary.

Example
Bullets

Purpose

Bullets organize information in a list.

Example
Caption

Purpose
A caption is the words next to or underneath a picture that explain what it is or is about.

Example
Colored print calls attention to new and important words that can often be found in the glossary.
A diagram is a drawing that shows the parts of something.
A fact box gives additional information about a topic.
A glossary alphabetically lists new or important words and shows or tells what they mean.
A graph shows information in a visual way so that it is more easily understood by readers.
A heading tells the reader what the section is about.
Illustration

Purpose
An illustration is a hand-drawn picture that helps the reader visualize the text.

Example
Index

Purpose

An index is an alphabetical listing of the subjects, people, and places found in the text.

Example
Italic print is slanted text that identifies new or important words.
A map is a picture that shows the location of things or places.
Parentheses are curved marks used to identify additional information in a sentence.
A photograph is a picture made with a camera that shows how things look in real life.
Pronunciation Guide

Purpose

A pronunciation guide tells the reader how to say a new word.

Example
A sidebar gives additional information related to a topic or picture. It is usually located at the side of the page.
A subheading helps the reader "chunk" the text into smaller parts that are related to the heading.
Purpose
A table of contents gives the heading and beginning page number of each section in a book.
A table is a chart of information presented in a visual way. It is often used to compare things.
Purpose

A timeline is a chart that helps a reader see important events in order.
The title is the name of the book.