

Indexing Guidelines

Time to start thinking about the final piece of your book, the index—sometimes the most dreaded responsibility. The index of your book should help the reader acquire as much information as possible about the contents of your book, without even having to look through the book itself. Remember that researchers often turn to the index of a book first; and the index must be as useful for them as it is for those who have read the book through and are familiar with its coverage and vocabulary. You want to offer the reader a quick glimpse at every important topic covered in your book, in the first glance. Thus, it is essential to make the index self-explanatory by choosing as subject entries the terms most likely to be familiar to researchers, adding cross-references if necessary for the particular terms used in the book. So, while you are going through and creating your index, keep the average reader in mind—lead them through your book! Although you begin with a blank slate—which can be very intimidating—always remember you wrote this book, you know every aspect of it better than anyone else!

So, let's start indexing . . .

***IF you are planning on using a Microsoft Word or any other program's indexing feature, please refer to the end of this file for some helpful hints.**

There are two extremes in indexing: the first includes every word, person, or idea spoken about in the book and leads the reader on a page-by-page tour. The second assumes the reader will already know everything about the subject or will be reading the book cover to cover (unfortunately, it's just not always the case!). We're looking for something in between those two things. The quick list below will give you the basics; after reading these instructions, we hope you will be looking forward to getting started and preparing a master index!

An index should contain:

- names (first and last), places, ideas, and titles of works about which substantive information is given in the book.
- notes that contain expository matter, and not simply bibliographic citations

An index should **NOT** contain:

- names, places, subjects, or titles that are mentioned peripherally
- incidental references to names or things that are discussed fully elsewhere
- information in the book's frontmatter (preface, acknowledgments, foreword)
- information in the book's backmatter (notes, glossary, appendixes, bibliography)
- chapter authors or contributors to the book.

General Guidelines

☞ Your index should be double-spaced, including all turn lines and subentries. Leave extra space between the entries of each letter of the alphabet. Plan to send in both a hard (paper) copy and a disk copy of your index.

☞ Be sure to list page numbers in ascending order.

☞ Add subentries to the entries, again with the reader's ease in mind: it is cumbersome to have a long list of page numbers with no qualification and it is equally cumbersome to have a description for each page number. ☞ *Helpful Hint: Generally, more than six or eight page numbers should not appear in an entry without subentries but fewer than that need not be grouped (see examples below).*

Although it provides a great deal of info, this entry has far too many small bits of information.

House renovation: balancing heating system, 65; building permit required, 7; called "rehabbing," 8; correcting overloaded electrical circuits, 136; how wallboard is finished, 140-44; installing readymade fireplace, 191-205; painting outside of house adds value, 11; plumbing permit required, 7; removing paint from doors and woodwork, 156-58; repairing dripping faucets, 99-100; replacing clogged water pipes, 125-28; replacing old wiring, 129-34; separate chimney required for fireplace, 192; straightening sagging joists, 40-42; termite damage to sills a problem, 25

VS.

House renovation: electrical work, 129-34, 136; heating and plumbing work, 65, 99-100, 125-28, 191-205; legal requirements, 7, 135, 192; painting and decorating, 11, 156-58; structural problems, 25, 40-42; wall and ceiling work, 140-44, 160-62

Grouping subentries proves to be much more useful to the reader.

- ☞ First names of persons should appear in the index even if the persons are mentioned by last name alone in the text. If you cannot provide full name, please use first initial.
- ☞ Acronyms that appear in full capitals should be alphabetized as though spelled with upper and lower case. If the acronym is not likely to be known to the user of the index, the full name should follow the acronym in parentheses.

farming, and government control, 78-81, 99-102, 102-06
 FBI, 32, 45-47; role of, 68-70
 federal funding, school programs, 103, 198

- ☞ If useful for the reader, place the last names of authors in parentheses following titles of works that appear as entries.
- ☞ Subject entries should be substantive; occasionally it is appropriate for adjectives to appear as entries. ☞ *Helpful Hint: Never should the entry function as both a noun and as an adjective in relation to its subentries.*
- ☞ Company names should appear in full, uninverted: for example, E. F. Hutton Co., G. C. Kulman Car Co. When the first word or words are arbitrary and not likely to be known to the reader, list under the key word and invert: for example, Illustrators, New York Society of.
- ☞ In long entries that consist of a person's life and works, it is sometimes appropriate to list the works after the other subentries, alphabetized separately.

Carston, Julia: early education, 45-47, 51; graduate studies, 55, 59, 66; marriage, 42; publishing career, 112; writing, 112-23. Works: *A Case for Socialism*, 34; *Education in Hungary*, 46-47, 49; *The Myth of Government Control*, 88

☞ In most cases where sub-subentries are necessary, it is possible to repeat the subentry with each in order to retain the paragraph style.

Men: dilemmas of identity of, 257; feminist, psychology of, 121; feminist, and provider role, 124-25; parenting shared by, 96-97

☞ Abbreviate inclusive numbers according to these principles:

Give complete numbers when both are under 100.

3–15, 24–27, 54–55

Give complete numbers when the first is an even multiple of 100.

100–103, 1500–1567

Give complete numbers when both are four digits or more and all digits except the first one change.


2378–2454, 76423–77134


Give only the changed digit for the second number when both numbers are between 101 and 109 and multiples thereof.

205–8, 2307–9

Give at least two digits of the second number even if they do not change when both numbers are between 110 and 199 and multiples thereof.


110–15, 110–26, 2378–79

These principles are based on how the inclusive numbers would be read aloud. For further help on this subject, please consult the *Chicago Manual of Style*.  *Helpful Hint: Always give the specific inclusive page numbers; avoid the use of f. and ff.*

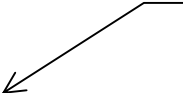
 Use passim sparingly and only with a run of pages that is longer than a few pages but shorter than a complete chapter or book:

35–48 passim

Alphabetization

 Alphabetize entries letter by letter, ignoring spaces, apostrophes, and hyphens between words. Stop alphabetizing when you come to a comma or colon that marks the end of the entry or the end of the uninverted portion of the entry; an entry that is identical to another up to the comma or colon but that continues beyond it follows the entry with the comma or colon. Note the following sequence:


Crime, 15–16
Crime, news of, 17–25
Crime prevention, 34–35
Criminal justice, 367–71
Criminal Justice, 304
Criminal Justice Abstracts, 306
Criminal Justice: Bibliography, 304
Criminals, 32–46



Note that commas and colons that are in titles of works are ignored in alphabetizing.

When a person, a place, a subject, and a title are identical up to the comma or colon, the entries should appear in that order. See *Criminal justice*, above; and note the following sequence:

Hudson, Henry, 54
Hudson, William Henry, 78
Hudson, Colorado, 84
Hudson, school of artists, 129
The Hudson, a River of Glory, 302



Note that initial articles in titles of works can be inverted or not, but they are ignored in alphabetizing in either case and should be treated consistently throughout an index.

When inversion is necessary, for example, in personal names, the inverted part should appear as close as possible to its uninverted position, thus:

Alder, John, Jr., 87
NOT Alder, Jr., John

☞ Alphabetize subentries by the first important word; ignore initial articles and prepositions. It is not necessary to give prepositions for all subentries to show the relationship to the entry; give prepositions only where there might be confusion, for example, Media, control (of or by?).

It is preferable occasionally to arrange subentries for certain entries in chronological order, even though other subentries throughout the index are in alphabetical order, as the following examples show:

Religion in France: under Louis XIV, 46; under Louis XV, 47–49; under Louis XVI, 29, 50–55

Family, ideal of, 18, 47; seventeenth-century, 19–21, 47; eighteenth-century, 21, 47–48; nineteenth-century, 49–55

Punctuation

☞ Use commas for inversion in entries and subentries, between entry names and page numbers, and between page numbers if more than one is listed.

Graham, John R., 63–64, 69
Reading, 14, 28; role of, in higher education, 20–30

☞ Use semicolons between subentries.

Feminism, 60–65; historical perspectives of, 44, 46, 53–54, 60; liberalism of, 55–57, 74;
republicanism and, 82, 85–88

☞ Use colons between entries and their first subentries if no general page numbers intervene (but use commas when there are no general page numbers and only one “subentry”; the whole constitutes the entry and the choice of key word determines the placement).

Development disabilities, and mental retardation, 310–11
Educable mentally retarded, instructional materials for, 415–16
Family: historical studies, 218, 219, 224; international planning programs, 30, 226; mental health,
226; theories on, 216–19

☞ If a note at the bottom of the page is indexed, the letter “n” should appear after the page number. If a note in an end-of-chapter, notes section or a notes chapter is indexed (that is, in any case where there is more than one note on a page), it is necessary to give the note number following n. and the page number.

Berger, Peter, 19 n
Brombert, Marie, 45 n.13
Philanthropy, 77–78 n.36, 79 nn.2, 4

Note that there is no space between n. and the note number and that two note numbers (or more) on the same page are listed after nn.

Cross-References

☞ Use synonyms of words central to the discussion of the book as cross-references when the reader will not necessarily know which terms are listed.

Third Estate. *See* Bourgeoisie

☞ *Helpful Hint:* It is not necessary to list commonly known synonyms as cross-references but only those whose usage is peculiar to the book; thus an entry such as “America. See United States” is not necessary.

When there are fewer than about six page numbers, it is easier for the reader if the numbers are listed with both entries than if the pages are listed with one entry and the other is a cross-reference.

Monopolies, 100–107, 119, 223
Trusts, 100–107, 119, 223

NOT Monopolies. See Trusts

☞ Use cross-references when additional, related information can be found through another entry.

National Socialism, 102–7, 114. See also Fascism; Nazism

☞ Cross-references should give the exact name of the entry and should be inverted if the entry is inverted. Cross-references should follow the capitalization style of the entry.

If the entry to which cross-reference is made consists of an acronym with full name in parentheses or a name with some explanation in parentheses, then the cross-reference need not give the parenthetical information if no possibility of confusion exists.

BMI (Broadcast Music International), 224, 359–60. See also ASCAP

If a long list of names would be necessary, and if they would come to the reader’s mind easily, then a general cross-reference can be made.

Allies. See names of specific countries
Antivivisectionism, 3–4, 8–10. See also names of specific organizations

☞ Cross-references are sometimes necessary from a subentry to an entry or to another subentry or from an entry to a subentry.

Veterans, 35; of the Vietnam War, 58–60, 63–66 (see also Vietnam War); of World War II, 57–58
Vietnam War, 129, 149–51, 157. See also Veterans, of the Vietnam War

Cross-reference to a subentry can also be made without naming the subentry exactly, but only when there is no possibility of confusion.

Public opinion. See under names of specific countries
Switzerland, 99, 149, 155; education, 150–54; public opinion, 155–67; work, 98–99
Work, 68–80. See also under names of specific countries

☞ Multiple cross-references are listed in alphabetical order and are separated by semicolons.

Turkey, 24–25, 148, 153–56. See also Lausanne, treaty of; Sèvres treaty of

☞ The directional words *See* and *See also* appear in italics, and nonspecific cross-references also appear in italics (for example, *names of specific countries*). Periods precede the cross-reference (except with cross-references from subentries; see under *Veterans*, above). *See* and *See also* have initial capital letters (except with cross-references from subentries). *See* is used when no page numbers are listed for the entry or subentry (see under *Third Estate*, on p. 4 of these instructions).

See also is used when *additional* information is listed in another entry or subentry (*see under* BMI, above).

Other Considerations

- ☞ For reference books, it is sometimes appropriate to set off page numbers in the index that refer to the main entries of the book, with a note to explain what the bold or italic page numbers mean.
- ☞ Some books require (by complexity and/or by contract) separate indexes of authors, titles, subjects, cases, or first lines of poems. These should all follow these rules.
- ☞ Some indexes require a style other than paragraph style because of their complexity (that is, the indented style or the style that uses dashes and paragraphs).
- ☞ For detailed treatment of personal names in foreign languages and how to list them in an index, see *The Chicago Manual of Style*.

Using Indexing Programs

Ideally you should go through your pages and index them the “old fashioned” way—highlighting the terms you’d like to include as you go through and then compiling them into an index format. Many programs now include an Indexing Feature that scans the entire text document for you and creates an index. A wonderful idea...in need of some fine-tuning! Below are some examples from a Word generated index, which the author did not proof:

1st reference is author's last name, 2nd is to catching a ball

Baldwin, 78, 80-80, 276
Balkans, 74
Ball, 16, 190
Ball, 21, 98
Ballinger, 286

Note that last names are not included, as they were not input by author

Every mention of word “change”? How helpful is this for reader?

Change, 1-3, 17-19, 22-25, 29, 34-37, 39, 42, 49, 55-56, 58, 75-76, 78-79, 86, 94, 99, 104, 106, 108, 111, 114, 120, 123, 129, 134-136, 139, 143-145, 152-153, 155-156, 165, 169, 171, 176, 179-180, 186, 190, 196-197, 204, 206-207, 209, 214, 219-221, 223, 235, 254-255, 262-263, 267, 273, 275, 277, 279-285

Discontinuities, 286
Discontinuity, 19, 114
Discontinuous, 16, 19, 123

“Discontinuous” what? Plus, why have three entries for the same word?

Repeated entries are very common—computer sees two different words.

Metaphor, 9, 23, 26, 48, 50, 53, 156, 162, 170, 193, 205, 222, 235, 239, 245, 278
Metaphoric expressions, 264
Metaphorical applications, 54, 56
Metaphors, 9, 23, 26, 48, 50, 53, 156, 162, 170, 193, 205, 222, 235, 239, 245, 278

When using an indexing program, please use it as a base for the index that you are going to create. As with writing a book, you would never turn in your first draft, so be sure to go through your index a few times before handing it over! As you look at the index that has been created for you, you will see that although every vocabulary word has been included, not a single concept or

idea has been grasped by the word search tool. You've probably spent a good portion of time writing this book, so make sure that all those ideas that made you think there should be a book on this subject are included in your index!

A great reference to use before you start using the indexing program is the *Word 97 Bible* [by Brent Heslop and David Angell. Foster City, CA: IDG Books Worldwide, 1997], pp. 744-759.

If you cannot find a copy of this book, but are interested in reading up on it, ask your production editor, and they will supply a photocopy of the necessary items.

Sample Page of a Correctly Typed Index

This page shows how your index should look when it is sent in to us (double-spaced). Please send us both a hard (paper) copy and a copy of the computer disk.

Index

ABB Asea Brown Boveri Ltd., 7, 67, 173–75; acquisition of Westinghouse, 73, 76; Cincinnati

Milacron, sale of robotics to, 121; Japanese robotics market and, 124; rank, global, 148

Abegglen, James, 101

Acer, Inc., 35

Aeritalia, subsidiary of Istituto per la Ricostruzione Industriale (IRI), 51, 59

Airbus Industrie, 4, 47, 50–53

Aircraft: commercial transport, 6–7, 47–63; shipments, 50; subsidies, Japanese, 58–59;

supersonic, 57–58. *See also* Concorde

Allis Chalmers (AC): construction machinery sale, 100; electrical equipment sale, 71

Atomic Energy of Canada, Ltd. *See* Canadian Atomic Energy Co.

Australia, 59, 74–75, 142–43

Automobile industry, 9; voluntary export restraint agreement, 18

Baily, Martin Neal, Jr., 68

Bangladesh, 156–58, 200–201

Bretton Woods, breakdown of fixed exchange rate system, 108–9

The Brookings Institution, 16, 145, 159 n.41

Brown Boveri, joint venture with Asea, 71, 73. *See also* Cummins Engine Co.; Fuji Photo Film

Co.; Machine tools, Brown Boveri and