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INDEXING GUIDELINES

GENERAL POINTS

- The first thing to consider is what to index. If you as a reader would be likely to look something up, include it in the index. If not, don't include it. If it's a 'maybe', put the item in.
- Try to avoid long strings of numbers. Break down every main idea into the individual details readers are likely to look for; they will seldom look in the index for the subject of an entire section or chapter, which appears in the table of contents.
- Think about the level of detail you want to include before starting (you may want to start off indexing everything you think may be necessary, and going back to cull a bit later). Alternatively it might help to create a skeleton list of main headings before you start, and add to this as you go along.
- Always look for the key word and index every item under its key word. Frequently, an item contains more than one key word. In such cases index the item under each key word.

WHAT TO INDEX

- Focus on the indexing of names, less on themes.
- All text should be indexed.
- Secondary references/notes should not be indexed.

HIERARCHY

- As a general rule, there should be no more than two levels of index headings. Sometimes three may seem unavoidable; but try and keep it fairly straightforward. Perhaps the third level is something that really should be given its own index heading.
- Place sub-entries on a new line. Do not run them on with a semi-colon between them.

LENGTH

- The index for each volume should come to roughly 16–18 single spaced manuscript pages (font size 12).

STYLE

- Number spans should be reduced where necessary, e.g. 46–7, 128–30. Please note that teens should not be reduced, e.g. 114–15.
- Put a comma between the subject and the number span.
- Alphabetize items beginning with Mc or St as though the full form – Mac or Saint – were used.

- Alphabetize subentries according to the first principal word, ignoring any preceding prepositions and articles.
- Use lower case for the first word of each entry unless it is a proper noun.
- Edit the entries to make them as concise as possible, striking out prepositions that are not absolutely necessary to the meaning.
- Combine similar entries and provide cross references where necessary.

CLASSICAL NAMES AND TITLES

- If you are unsure which name to index a person under, check in a biographical dictionary. You can always add a cross reference under the alternative name/title (see the example below).

CROSS REFERENCING

Using cross references avoids unnecessary repetition. Use the following format:

- St John, Henry *see* Bolingbroke, Lord
- table, 5, 12, 74
see also furniture

SUBMISSION

Provide the index electronically as a Word document when you return your proof corrections. Set with one column to a page, single-spaced. Please check the accuracy of the index before submitting.

EXAMPLE

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