

Indexing guidelines

1. 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.

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.

what to index

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 when you're in the swing of things). Alternatively it might help to create a skeleton list of main headings before you start, and add to this as you go along.

Focus on the indexing of names, less on themes.

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.

- 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.

Cross references can be used, as follows:

table *see* furniture

table *see also* furniture

length

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

style

1. Numbers should be reduced where necessary, eg 46–7, 128–30. Please note that teens should not be reduced, eg 114–15.
2. Alphabetise items beginning with Mc or St as though the full form – Mac or Saint – were used.
3. Alphabetise subentries according to the first principal word, ignoring any preceding prepositions and articles.
4. Use lowercase for the first word of each entry unless it is a proper noun.
5. Edit the entries to make them as concise as possible, striking out prepositions that are not absolutely necessary to the meaning.
6. Combine similar entries and provide cross references where necessary. Using cross references avoids unnecessary repetition.

submission

Provide the index on disk and hard copy. Set with one column to a page, single-spaced. Please check the accuracy of the index before submitting. There is no need to code the index; please submit it as a Word (or similar) document.