AUTHOR GUIDE TO COMPILING AN INDEX - 2017

You don't have to wait for the numbered page proofs of your book to arrive – start to think about entries when you have completed the *final* draft of your typescript. The index is always the last part of the book to be put together and submission of your final copy will be subject to a tight deadline. Preparing it now may save you time later on.

If you are unable to make a start at this time, the following notes may be used at proof stage.

Go through a copy of your typescript, highlighting words you want to include. Make a list of these words, either using a computer or writing on index cards (a separate card for each word would be most useful). A good place to start is from headings and subheadings, and move on from there.

At this stage, keep the list in the order in which the words fall chapter by chapter. If you are using index cards, number the cards consecutively as you go along. It will save you time later if you *do not alphabetize them* now.

Keep the highlighted typescript and your list to one side until you receive a set of numbered page proofs.

On receipt of these, you should return to your already-prepared list of words. Use the numbered proofs to go through your book chapter by chapter and insert the page numbers against each entry on your list. (You can use the 'Find' function to locate words within the proof PDF.)

The gap between compiling your original list and adding page numbers will help you to evaluate your designated entries once more. Have you missed anything obvious? Are your cross references accurate and relevant? Revisit the questions under the heading 'Choice of Entry'.

When you are satisfied that your index is complete, put it into alphabetical order.

Choice of entry

Ask yourself the following questions for each entry:

a) Is the entry a term readers are likely to look up? If there is an alternative, consider whether you should use it instead or include it as a cross reference (notes on cross-referencing follow).
b) Is the entry helpful to the reader?
c) Is it necessary?
d) Is it relevant?

The answers to these questions will help you to keep your index concise.

Passing mentions and citations should not normally be indexed, nor should preliminary pages such as the Table of Contents or Acknowledgements. Notes are generally not indexed unless they contain information significant to the text.

In short, it is the pages that contain significant discussion and mention of important themes, authors, titles, etc., that should be referenced. Referencing every single item can actually damage the usefulness of the index.

Formatting

- Please supply your index by email in either Word or RTF format. The file should be marked with your name and book title.

- This document should be presented double-spaced in single-column format.

- Each new entry should begin on a new line.

- Please indent turnover lines, but do not use any other kind of special formatting (i.e. tabs, columns).

- Leave an extra line space between alphabetical groups.

- When indexing text within tables, put the number span in bold.

- When indexing text within figures, put the number span in italics.

- If you do decide to index text within notes, put 'n' plus the note number after its page reference, e.g. 48n2.

Spelling and punctuation

- Place a single space after the main entry and before the first page number: note that there is no punctuation here, just the single space. For example:

   Wodehouse, P. G. 45, 54

- Where there is more than one page reference for an entry, place a comma and a single space after each page number, e.g. 45, 54, 97–8, 102.

- Individual terms (i.e. anything that isn't a proper noun) should not have initial capitals, unless this is how the term appears in the text.

- Words should have the same spellings and accents as the text, e.g. if a word is presented in italics in the text, the corresponding entry should also be in italics.

- If a contributed volume has variant spellings of the same word across different chapters (e.g. armour/armor or a word with an -ize ending in one chapter and an -ise ending in another), the spelling of the index entry should follow the spelling style used in the front matter.

- Variant word forms are normally brought together under a preferred term to avoid them being dispersed under more than one heading throughout.

- Please space and punctuate authors' initials in the same style as they appear in the proofs, e.g. Wodehouse, P. G. or Wodehouse, P.G.

- Number span style should match the manuscript. Note that if you are using minimum number spans, teen numbers should not be elided (for example, 16–17 not 16–7 or 213–14 not 213–4).

Subentries

- When an entry contains more than six page references, or a reference spans more than nine consecutive pages in the text, it should generally be broken down into subentries. On the other hand, there should not be a subentry for every page number.

- If the main entry has no page references, the first subentry should appear after a colon.

- If the main entry has page references, the first subentry should run on the same line after a semicolon. For example:

   climate system 39; and hominid lines of evolution 233

- Subsequent subentries should be separated by a semicolon and run on the same line. For example:

   energy: conservation of 11, 13; dissipation 48, 51, 77

- Excessive subentries should be avoided.

- There should be only one level of subentry.

- Prepositions (in, at, of, etc.) should be ignored when alphabetizing subentries. For example:

> church: altarcloths 19, 36–7; as building 4, 12–13, 67–73; as meeting-place 6; pews, material used in 26, 202–3; in village community 62

Cross-referencing

This is a useful tool and may be used to help guide readers to related entries within the index.

- *See*

  If the entry is purely a cross reference, the entry is followed by a single space, the word '*see*' in italics and the cross reference. For example:

  > sensitivity *see* tolerances

  Note that under the entry for 'tolerances' there is *no* cross reference back to 'sensitivity'. Page numbers should not be stated where '*see*' is used.

- *See also*

  This should be used to direct the reader to additional related information. For example:

  > analog fabrication 71–6, 77; preshaped resist 72, 73–4; *see also* continuous relief micro-optics; continuous relief macro-optics

  Page numbers should not be stated for the terms that follow '*see also*'.

Alphabetizing

The alphabetical position of the entry in the index is governed by the choice of the first word of the entry. Normally these words are nouns, rather than adjectives or verbs, and they should have the same spellings and accents as they do in the main text.

- There are two general formats – letter-by-letter and word-by-word. Whichever you use it is important to follow one format consistently.

Letter-by-letter	Word-by-word
soul	soul
soulard crab	soul brother
soul brother	soul food
souletin	soul kiss
soul food	soul mate
soulful	soul music
soul kiss	soul sister
soullessness	soulard crab
soul mate	souletin
soul music	soulful
soul sister	soullessness

Here are a couple of quick answers to some frequently asked alphabetizing questions:

- Entries starting with numerals can be alphabetized as though spelled out (e.g. 10 Downing Street alphabetized under T) or they can be grouped together in numerical order at the start of the index.

- Abbreviated words, such as Mc and St, can be treated as though spelt in full: Mac, Saint.

- Groups of letters, such as HIV, can be ordered as a series of single letters:

> health belief model 48
> health education: campaigns 14; models 47, 52
> HIV 67, 89–90; changes in response 68; epidemiology 45; holistic therapy 65

However, the rules for alphabetization are not clear-cut. If you are following a different indexing style that would place abbreviations and initialisms differently, then that's fine as long as you are consistent.

Proper names

- References to proper names should be made as separate entries, not as subentries:

> Faraday, M. 328
> Faraday's law 401, 421

- People's names should be indexed under the first letter of the surname but institutions, Acts of Parliament, book titles, etc., should be placed according to the first word after the article:

> Planck, Max
> *but*
> Max Planck Institute

- Compound names of people should be indexed under the first part of the surname, whether hyphenated or not.

- Guidance on alphabetizing surnames starting with a preposition (van, de, Von) does vary but these should generally be indexed according to capitalization of the preposition:

> Van Damme, J. C.
> Damme, J. C. van

However, the preferences of the person being referenced should also be taken into account so a good rule of thumb would be whether you would include the preposition when referring to that person by surname only: Ludwig van Beethoven would be found under 'B' for Beethoven, but Vincent van Gogh would be found under 'V'. This gives your reader the best possible chance of locating the index entry they want.

- Titles should be placed according to the first word after the article. E.g. *The Spy Who Loved Me* should be listed under S rather than T.

Chemical entries

- The prefixed number or letter should be ignored, e.g. the '2' in 2-butoxyacetic acid, the 'n' in n-hexane, and both 'Ns' is N-methyl-N-nitrasurea, do not govern placement of the entry. These entries should be listed under: 'b', 'h' and 'm' respectively.

Example of an index

Achilles 26–7
Allison, M. 243–6, 249
alternate personalities: animal personalities 84, 126; blending of 79–80; complexity of 58–60, 64–5,
    212–16, 244; cultural specificity of 37–8, 189; grounding behaviour 43, 63; number of 43, 58–9,
    125–31; overlapping of 105–6; and post-hypnotic suggestion 47–8; *see also* primary personality
amnesia 28, 108–10, 114–15, 120–2; in alternative personalities 40–1; and artificial intelligence
    164–8
Aune, B. 156, 254
automatic writing 25–8, 34–6, 76, 97–100, 104, 113, 121–2, 143, 227, 250

Bartis, P.B. 116–18
bath experiment *see* experiments
Beverley, J. 125–6, 131, 137
brain bisection 6, 18–19, 24, 46–8, 136–9

How do I calculate how many pages an index be?

Take the total number of pages at page proof time, and multiply it by 0.035. Examples below:

100 ppgs by 0.035 and you have 3.5 pages, round up to 4 pages for the Index
200   7
300   10.5   11
400   14