

## **Guidelines for the Preparation of Indexes**

The index is an important part of all our books. Its function is to provide the reader with a guide to the page numbers on which he or she will find relevant information. Passing mentions of subjects that offer nothing significant to the reader should be excluded.

Your index should consist of headings and, where appropriate, sub-headings. The headings should be in strict alphabetical order with page references in strict numerical order. Sub-headings should also be in strict alphabetical order, excluding prepositions, indefinite and definite articles, each one starting on a fresh line and indented two character spaces from the left margin. Where page references run onto a fresh line, the new line should be indented four character spaces.

Punctuation is unnecessary between the last word of a heading or sub-heading and the page reference. However, dates immediately preceding the page reference should be in parentheses. Page references should be separated by a comma then a space. No punctuation is necessary after the last page reference.

Where a reference covers consecutive pages, number spans should be condensed, except following zero and in the sequence 10–20, for example 21–6, 203–5, but 11–12, 20–21, 200–205, 211–12. If number spans differ to the house style, follow the style used within the text for consistency.

Conventions in the typeset text and spelling conventions of the text should be observed in the index. For example, UK should not be indexed as U.K.; Post Keynesian should not be indexed as post-keynesian; organization should not be indexed as organisation. Headings other than proper names should generally begin with a lower case letter unless alternative conventions have been specified.

‘See’ cross references should be made, where necessary, to preferred headings, and should run on from the heading. ‘See also’ cross references should be made to related headings unless the page references to both headings would be identical. ‘See also’ cross references should be treated as sub headings.

Semi-colons should be used to separate headings where two or more are listed as cross references.

Any names in the note sections should be indexed if not mentioned elsewhere in the text. The preliminary pages, references and bibliographies are not usually indexed.

As a general guide, the number of pages in the index is usually equivalent to 3–5% of the number of pages of text. Remember, though, that indexes are typeset in double columns so this effectively doubles the number of lines per page.

Your editor will be pleased to advise on any matters relating to the presentation of your index but for more detailed advice on indexing practice we recommend that you consult the following publications.

M.D. Anderson (1971), *Book Indexing*, Cambridge: The University Press.

British Standards Institution (1988), *British Standard Recommendations for Preparing Indexes to Books, Periodicals and other Documents*, BS 3700.

G. Norman Knight (1979), *Indexing, the Art of*, London: George Allen and Unwin.

### **Sample Index**

'Commod Control' proposal 26, 27–8  
commodity prices  
  and debt problems 19–25, 27, 28  
  proposals for control of 26–8  
  terms of trade and 3, 4–11  
communist countries *see* Eastern Europe  
Comoros 24  
competition *see* privatization  
competitiveness, measures of 180–81  
Congo 22  
consumption  
  and Collor Plan 57–8  
  in USA 167–70  
contractual systems  
  and inflation 69  
*see also* indexation and inflation; privatization;  
  public sector service provision  
corruption 36, 215–16  
Costa Rica 19, 22  
Cruzado Plan (Brazil) 43, 48, 56, 58  
currencies *see* exchange rates  
Cyprus 19, 23  
Czechoslovakia 145, 147, 148, 151

debt problems of developing countries  
  and capital flight 31–7  
  and commodity prices 19–25, 27, 28  
  in E. Europe 146, 147, 148, 151–2,  
  153–5

## FAQs

### **What does a professional indexer do?**

A professional indexer compiles an ‘analytical’ index – not just a list of keywords. There are no quick fixes for the kind of intellectual analysis required in order to produce the most efficient ‘finding’ and ‘navigation’ tool for a printed or electronic publication. An indexer considers the terms the readers are likely to use and relates them to the language chosen by the author. An indexer analyses the meaning and significance of the entire content in detail, and identifies tangible concepts from the woolliest of descriptions. An indexer knows, for example, that tigers aren’t always tigers – they may also be referred to as ‘big cats’, ‘endangered species’, ‘maneaters’, ‘top predators’, ‘*Panthera tigris*’ and ‘poaching targets’. And an indexer, unlike keyword-based systems, will ignore such phrases as ‘unlike tigers’ and distinguish between Sumatran and Siberian species.

A professionally trained indexer will therefore:

- Connect all the terms used by the author and all those likely to be sought by the reader with a web of cross-references so nothing is missed, no matter where the reader begins to search.
- Use subheadings to add levels of detail, making retrieval faster and more specific, and preventing readers from having to wade through long strings of page numbers to find what they want.
- Use qualifying notes to resolve ambiguities.
- Distinguish between material in footnotes, illustrations and tables.
- Make sure the index is clear, comprehensive and internally consistent.
- Tailor the index to fit the available space and conform to your house style.

### **What is an index?**

An index is an ‘ordered arrangement of entries ... designed to enable users to locate information in a document or specific documents in a collection’ (ISO 999, 1996). A document may be a book, an issue or volume of a magazine or journal, audiotape, film, computer file, or any other information source.

### **How do you go about indexing a book?**

Some indexers work from page proofs and like to mark the text (with a highlighter or by underlining) as they read through, before making entries; others read right through first but don’t mark as they go. Many indexers no longer work from printed page proofs, preferring instead to read pdf proofs on-screen, often using a separate monitor. Indexers use specialized software, which helps to automate the more mechanical aspects such as sorting index entries, enabling them to concentrate on the intellectual task of analysing the text.

### **Do you have to read the whole book?**

Yes, although for some simple texts you may not need to read right through before starting to index. It's preferable to read a book once straight through to get an idea of the topics, then again when indexing. Production schedules rarely allow enough time to read a book thoroughly before starting to index.

### **Do you have to know a lot about the subject matter?**

It's essential to understand the subject matter, so that you are familiar with the terminology and concepts and more aware of the nuances and relationships between topics. If you have a wide general knowledge you may be able to index books on a variety of subjects aimed at the general reader, but specialist books require specialist indexers.

### **Isn't indexing boring and mechanical?**

Indexing is not merely a listing of words but a creative process interlinking concepts and constructing a logical hierarchy, sometimes with many levels. It involves considerable and sustained mental effort, so it is certainly not mechanical and therefore not boring.

### **How do you decide what terms to use in an index?**

Generally you can pick out important words or phrases used in the text on a first reading. Part of the indexer's skill is to recognize general topics and find appropriate wording that may not be obvious from the text. Minor topics can be included in more general ones with a 'see' reference to the indexed term. This can be done as the index progresses, or a fuller index can be condensed in this way at a later stage.

### **Why are there sometimes long strings of page numbers in an index?**

There shouldn't be. The entries should be broken down into subentries so that different aspects of the topic within an entry can be selected, thus giving more targeted information.

### **Isn't it difficult to index a book where several authors each write a chapter?**

It can be. The difficulty lies in the different densities of text, inconsistencies of terminology, and repetition or overlapping coverage. One chapter may be very factual and yield lots of indexing terms, whereas the next could be full of theories and concepts. Firm briefing at the commissioning stage and careful editing can minimize the use of different language for the same concepts, and different or repetitive treatments of a subject, but there may still be problems for the indexer.

### **Are illustrations and tables in documents indexed?**

Yes. Illustrations such as photographs, diagrams and tables should all be indexed because it is useful for the reader to know that something is pictured or listed in a table, and sometimes the illustration or table includes extra information that does not appear in the text.

# Creating an index in Microsoft Word

You can create your index using the built-in tools for Microsoft Word. Index entries can be created for:

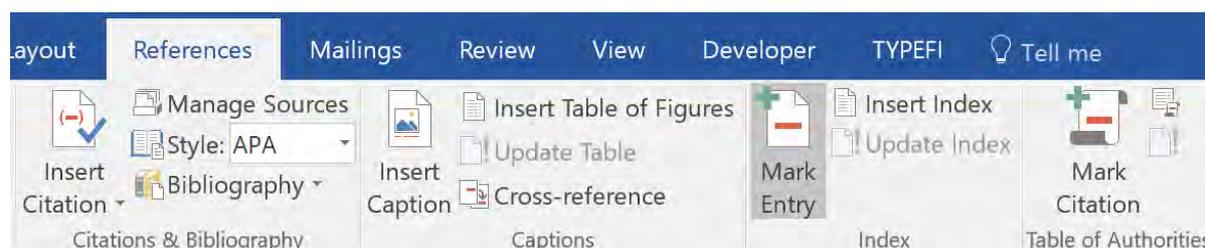
- Individual words, phrases, or symbols;
- Topics that span a range of pages; and
- Cross-references that point to related entries, such as *Fauna*, *See Animals*.

When you select text and mark it as an index entry, Microsoft Word adds an XE (Index Entry) field that includes the marked main entry and any cross-reference information.

```
{XE "Machiavelli:The Prince"}
```

## Add index entries

To create an index entry, click **Mark Entry** in the *Index* group on the *References* tab.



## Mark words or phrases

To mark words or phrases:

1. Select the text you want to mark, or click where you want to insert the index entry.
2. On the *References* tab, in the *Index* group, click **Mark Entry** to open the *Mark Index Entry* dialog.
3. Edit the *Main entry* and customize the other settings as needed.
4. Click **Mark**.

Mark Index Entry ? X

Index

Main entry: Machiavelli

Subentry: The Prince

Options

Cross-reference: See

Current page

Page range

Bookmark: [dropdown]

Page number format

Bold

Italic

This dialog box stays open so that you can mark multiple index entries.

Mark Mark All Cancel

**Tip:** To create a third-level index entry, enter the subentry text followed by a colon (:) and then the third-level entry text.

## Mark topics that span a range of pages

To mark a topic that spans a range of pages:

1. Select the range of text that you want to mark.
2. On the *Insert* tab, in the *Links* group, click **Bookmark**.
3. Enter a unique name for your bookmark and then click **Add**.
4. On the *References* tab, in the *Index* group, click **Mark Entry**.
5. Enter your topic name in the *Main entry* field.
6. Under *Options*, select *Page range* and then select the bookmark you created earlier.
7. Click **Mark**.

## Editing an index entry

When you mark text as an index entry, Microsoft Word creates it an **XE** field. The XE field appears between curly braches ({}). When you view the XE fields in your document, it looks like this:

```
{XE "Text" [switches]}
```

**Tip:** If you don't see the XE fields in your document, click **Show/Hide ¶** in the *Paragraph* group on the *Home* tab.

## "Text"

"Text" is how you want your index entry to appear in the index. For example, entering "Machiavelli" as a Main entry in the Mark Index Entry dialog creates this XE field:

```
{XE "Machiavelli"}
```

If you have added a Subentry to your index entry, each level is separated by a colon (:).

```
{XE "Machiavelli:The Prince"}
```

To override the default sort order of an index entry, add a semi-colon (;) after your subentry and then enter the custom sort text.

```
{XE "Machiavelli:The Prince;Prince, The"}
```

**Tip:** To include a colon within an index entry, escape it with a backslash. For example, enter "Luke 9/:21" to create the index entry *Luke 9:21*.

## Switches

These optional switches may be used to change how an entry appears in the generated index:

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<code>\b</code>	Emphasizes the page number of the entry with +bold (can also be used with <code>\i</code> ); added by selecting "Bold" as the <i>Page number format</i> in the Mark Index Entry dialog.
<code>\i</code>	Emphasizes the page number of the entry with +italic (can also be used with <code>\b</code> ); added by selecting "Italic" as the <i>Page number format</i> in the Mark Index Entry dialog.
<code>\r bookmark</code>	Inserts a range of pages according to the named bookmark; added by selecting "Page range" under <i>Options</i> in the Mark Index Entry dialog.
<code>\t "text"</code>	Inserts text instead of a page number (the text must be enclosed in quotation marks); added by selecting "Cross-reference" under <i>Options</i> in the Mark Index Entry dialog.

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