



Intellect Indexing Guide

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Introduction to the Indexing Guide

The purpose of this document is to help you as you compile your index. This guide offers you all the basic information you will need when preparing your index, and presents you with the choices you will need to consider.

The style rules given in this guide match Intellect House Style. If your book is in another style, please ensure your index follows that style where it contradicts with this guide.

In general, we would suggest that your index uses letter-by-letter alphabetization, indented subentries and that it does not split names and subjects.

Hiring an indexer

This guide is for authors and editors wishing to create their own index, but you may wish to consider hiring a professional indexer to index your book instead. Professional indexers have experience creating indexes that are user-friendly for the reader, and you can find an indexer with experience in your field, if you wish.

You can ask your production editor about Intellect's list of trusted freelance indexers, or you can visit the Society of Indexers website (<https://www.indexers.org.uk/>) to find your own indexer and check recommended pricing.

Please note that authors and editors must finance a professional index themselves.

What is an index?

- Indexes are made up of individual entries, each comprising a headword, and some indication of where that word may be found in the text.
- An index appears at the end of a book, after the References and Notes on Contributors.
- An index should be roughly 3% of the book's length – e.g. a 200-page book would have an index six pages long.

General rules

- Entries should be concise and consist of nouns (modified if necessary by adjectives, verbs or other nouns); they should start with a capital letter only if the word is capitalized in the text.
- When compiling your entries, consider whether each instance is a passing mention or part of a significant discussion – will it help your reader to be directed here?
- Book titles, etc. are listed under the first word after 'The', i.e. *Testaments*, *The*.
- Saints and other ancient figures should be indexed under their forenames.

- Personal names are given in inverted form, i.e. surname first. Only significant people should be indexed, not necessarily everyone mentioned in the book.
- If you cite illustrations in the index, these entries should be distinguished by typing the page number/s in italics. You should also provide an introductory note at the start of the index to explain this.
- Likewise, cite tables using bold page numbers, and include this in the introductory note, if applicable.
- Cross references fall into two categories: those indicated by 'see' direct attention from one possible entry to a synonymous or analogous one; those indicated by 'see also' extend the search by directing attention to one or more closely related entries or subentries. Note the italics.
- Numbers and special characters should go at the top of the index, above entry 'A'.
- If you are referring to a note it should be formatted as PAGE_nNOTE e.g. note five on p.119 would be 119_n5 in the index.

Punctuation, grammar and spelling

- When compiling your index ensure that you check hyphenation, italics, capitalization, spelling and punctuation for consistency with the text.
- Entries should be alphabetized using the letter-by-letter system (i.e. proceeding across spaces, and with separated and hyphenated words being treated as one word).
- There should be no punctuation between the entry and the first page number, e.g. income 12, 14–22, 45.
- Page ranges should be separated with an unspaced en-dash. Up to 100, both numbers appear in full, but after 100, only the last two figures of the second number are shown, unless more are changed, e.g. 19–20, 116–24, 198–201

Things to avoid

- Do not index anything in the Table of Contents or References. Do not index citations.
- Generally, do not index notes and appendices unless they contain information that is not given anywhere else.
- Do not index prefaces, unless they contain key discussion.
- An array of unqualified or undifferentiated page numbers several lines deep is unhelpful to readers; it is far better to break these down into subentries, e.g.
 - habitat loss
 - from development 83–85
 - from erosion 125–29

Preparing your index

Start by identifying the key themes and words running through your book. Go through each chapter and highlight each key word, theme, author and work, or anything else that is integral to your book. These will form the words of your index. While doing so, think about what a reader is likely to seek, and remember that not everyone reading will be an expert.

Create a list of all the words for your index in a separate document.

If you are going to put an index together manually this may be a good time to create a table.

China	7, 10-13, 12, 156
Chinese Room Argument	150-51
<u>Cholan</u> , Mexico	41
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<u>chữ Nôm</u> (Vietnamese characters)	10
<u>cities</u> , as palimpsests	136
<u>civic symbols</u>	94-95

If you are already at second proof or later, you can also add the page numbers. If not, you will need to add the page numbers to your list only when you are confident that you will make no further major changes to your proof (check with your production editor).

Subheadings/subentries

Once you have your list, you need to decide whether you want to include subheadings and -entries within your index. Subheadings are not essential within an index, but can be helpful if you have a lot of words that are cross-referenced.

If you do decide to use subheadings, go through your list of words and decide if any of them could be grouped together under a subheading. Decide on your subheadings and then write them along with their 'entries' in a separate document. Remember that your subentries also need to be alphabetical. Right-aligning them in the new document can help you differentiate them from your subheadings.

China	7, 10-13, 12, 156
<u>Dongba</u>	44, 45
<u>emoticons</u>	62-63
<u>logographs</u>	8
<u>Naxi</u>	44, 45
<u>radicals</u>	10

Creating your index

1. To begin, make a heading for each letter of the alphabet on a spreadsheet document (such as Excel). Use the left hand column for your letter entry.

- Using your word list, list each of your words under its respective letter heading, with its related pages listed parallel in the right-hand column. Make sure to mark off each word as you add it to the table. Do not add in subentries at this stage, if you're using them. Leave a line between each entry.

A		
AI (artificial intelligence)	141, 145-46, 149-51	
Akkadian	10, 14, 15, 16, 156	
B		
Barthes, Roland	120-22	
C		
China	7, 10-13, 12, 156	
Chinese Room Argument	150-51	

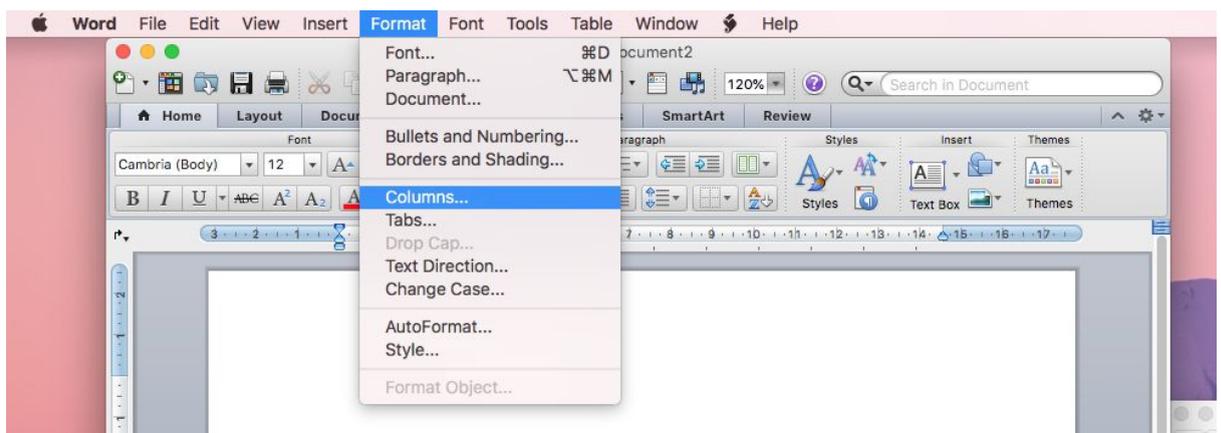
- When writing in your headings and entries, keep them all in the same two columns; do not be tempted to use the columns right of the page numbers, as this will make things harder for you later when you come to putting your index together.
- Look at the first letter of your index and alphabetize the entries for this letter. Repeat this stage for each letter.
- If you have decided you would not like to include subheadings skip to point 7. If you are using subheadings now is the time to copy your subentries (and their page entries) into your Excel spreadsheet, under the headings. Make sure it's clear that these are subentries – an effective way of achieving this is not leaving a row between each entry and aligning them to the right. First, you may need to insert new rows into your spreadsheet – just right-click on a cell and select Insert:

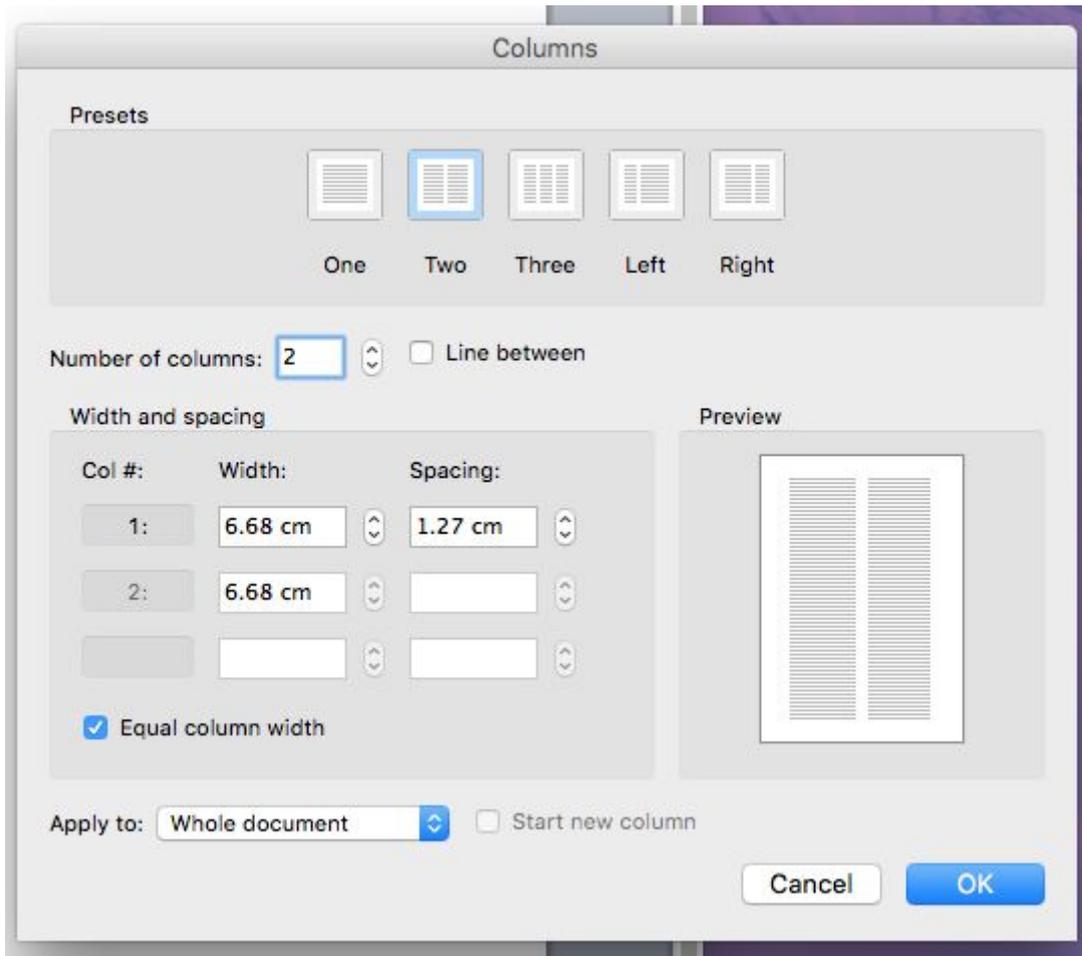
C		
China		7, 10–13, 12, 156
Chinese Room Argu		

Cut	⌘X
Copy	⌘C
Paste	⌘V
Paste Special...	⇧⌘V
Look Up	▶
Translate...	
Insert...	
Delete...	
Clear Contents	
Filter	▶
Sort	▶
Insert Function...	
Insert Comment	
Delete Comment	
Format Cells...	⌘1
Pick From List...	
Hyperlink...	⌘K
Insert Page Break	
Reset All Page Breaks	

B		
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- Open up a Word document. Go to 'Format', 'Columns' and select two. This is so you can easily format and structure your index.





7. Back in your electronic spreadsheet document, highlight all of your text. On a Mac, press Cmd + A to do this, and on a PC, use Ctrl + A. Copy and paste it into your Word document.
8. Within the Word document each section will appear to still be in its table/gridded format as it was in your spreadsheet document, and that's fine.
9. Your basic index is now complete.
10. Please ensure your index is submitted in Times New Roman, 12pt, and that any italics that you included in the spreadsheet (e.g. to indicate figures) have transferred to the Word document.

Sample index

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Page numbers in italics indicate black and white figures: colour figures are referenced by their figure number and appear in the unpaginated section between pages 90 and 91.

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