



Intellect

Short Guide to Indexing

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Introduction

The purpose of this document is to help and advise you as you compile your index. This guide offers you all the basic and relevant information you will need when preparing your index, and presents you with the choices you will need to consider, as well as some helpful hints and tips along the way.

Creating an index is a very individual process; the individual must decide the best way to style and create their index, in correlation with their way of working. It is because of this that this document lays down the possible decisions you will face, in order for you to produce the index that is best fitted to yourself and your work.

General rules

- 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 generally appears at the end of a document or book.
- It is separate from the table of contents, bibliography, etc., and does not include pointers for the reader to these sections.
- Illustrations may have their own index, or be distinguished within a general index by typing the page number(s) in italics.
- Since an index requires proof pages before it can be started, it should be left till the second proof stage of the production process.
- The length/detail of an index depends very much on the size and complexity of the work, and the requirements and expectations of readers.

House style

- When compiling your index ensure that you check hyphenation, italics, spelling and punctuation for consistency with the text.
- 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.
- Entries should be alphabetized using the letter-by-letter system (e.g. proceeding across spaces, and with separated and hyphenated words being treated as one word).
- Book titles, etc. are listed under the first word after 'The'.
- Saints and other ancient figures should be indexed under their forenames.
- Personal names are given in inverted form, i.e. surname first.
- There should be an en space between the entry and the first page number, e.g. income 12, 14–22, 45.
- An array of unqualified or undifferentiated page numbers several lines deep is unhelpful to readers; it is far better to break these down, e.g.

habit loss:

from development 83–5

from erosion 125–9

- Cross references fall into two categories: the first, introduced by *see*, directs attention from one possible entry to a synonymous or analogous one; the second, introduced by *see also*, extends the search by directing attention to one or more closely related entries or subentries.
- It is usual to mark figures denoting references to illustrations in italic or bold, and provide an introductory note at the start of the index: *Italic/bold numbers denote reference to illustrations.*

Hints & Tips

- It is a good idea to practice a small index before you begin your final index. Take a couple of pages from either your book, or another text and practice making an index both manually (see page 7) and using Word (see page 9). This way you can see which technique works best for you and your index.
- For reference entries in your index, it is important to make a clear distinction between their volume/edition number, and its correlating page number; this can be done by listing the volume/edition numbers in Roman numerals.
- Throughout the process of making your index, but particularly at the beginning when selecting your key words, remember to ask yourself ‘what is my reader likely to seek?’ Remember some readers will be unfamiliar with the subject.
- If at all possible get someone unfamiliar with the work to check through the index for any mistakes or inconsistencies; and also use the index to see if it is understandable, and check that it works.
- This guide explains how to use the Microsoft Word programmed to generate an index automatically, however there are numerous amounts of software out there that you could try. Below is a list of software (please note this list is not exhaustive):

Macrex was the first back-of-the-book indexing software package available for professional indexers. Today, **Macrex** handles back-of-the-book indexing, periodical indexes and web indexing.

Cindex provides standard features for indexing books, newspapers and periodicals. These features include sorting, cross-reference checking and formatting. With **CINDEX** you put the entries on what looks like an index card. The cards can be defined in a format to suit the work.

Sky Index also provides standard features for back-of-the-book indexing. Advanced features include auto-complete and ‘drag-and-drop’ embedding into Microsoft Word documents. The entry sheet looks just like a spreadsheet with each row on the grid as an index entry, making your progress easily visible.

Preparing your index

This is your work and therefore you should identify clearly the key themes and words running through it; if you have several contributors this may be slightly harder, but you should still have a grasp of their essential ideas. Go through each chapter and highlight each key word, theme, author/work, or anything else that is integral to your book. These will form the words of your index.

As you go through your text and highlight the key words, create – in either a separate document or on a blank sheet of paper (whichever you find easiest to work from) – a list of all the words you will have within your index.

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

<u>the other</u>	1,4,6,9,13,24,
<u>evolution</u>	1,5,8,7
<u>moral</u>	3,6,14,16,28,34
<u>growth</u>	5,7,13,17,23
Victorian	4,6,16,17,22,26,
Darwin	5,7,13,15,22,23,
<u>teaching</u>	3,9,23,25,

Make a list of each word and the page it features on. This is also a good time to do a proofread of your text and correct any initial errors.

Once you have gone through and made a list of all of your words, it's time to decide whether you would like to include sub-headings within your index. Sub-headings 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 sub-headings, go through your list of words and decide if any of them could be grouped together under a sub-heading. Decide on your sub-headings and then write them along with their 'entries' in a separate document.

An important thing to bear in mind with 'sub-headings':

When you create sub-headings for your index using Word, it can become complicated if you wish to have multiple entries listed beneath a single word, or if you want to have the sub-heading listed as a single entry as well. This is because when the sub-heading and the entry are listed together Word will register the page numbers, but it won't do this if they are listed singularly. For example, if you wanted to have:

skills
 organizational 36


Word would register each time, 'skills' and 'organizational' were listed together; however, it would not recognize 'skills' when it is listed without 'organizational' within the text. **For this reason we recommend that if you would like to include sub-headings in your index you use the manual method (see page 7), or at least the manual method for this part of the index.**

Creating your index manually

1. If you have made a table of words as you went through your text then move on to point 2. If not, write down all your key words and then go through each page writing its number next to each key word that is featured. (Each word only needs to be marked down once per page.)
2. It is now time to start putting your index together. Probably the easiest way to begin is to make a heading for each letter of the alphabet, on an electronic spreadsheet document, (such as Excel). Use the left hand column for your letter entry.
3. For simplicity it is a good idea to select 'View' > 'Normal', and **not** 'Page Layout' when working on your spreadsheet.
4. From the list you created when going through your text, list each of your words under its respective letter heading, with its related pages listed parallel in the right-hand column; when formatting this it might be a good idea to leave a row between each entry, and align the page numbers to the right. Make sure to mark off each word as you add it to the table. (Depending on what works best for you, you can either go through the list chronologically as it appears, or letter by letter; either way it is vital that you mark each letter off as it added to the index.)

5.

A		
Alice in Wonderland	3,4,8	
animal	2,8,10,12	
B		
black ape	8,10,15	
C		
Carroll, Lewis	3,4,7	
D		
Darwin, Charles	4,6,12,15,	
E		
evolution	4,12,15	

6. 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.
7. Look at the first letter of your index and alphabetize the entries for this letter. Repeat this stage for each letter. You should be able to do this easily by highlighting each section, and selecting  (It is best to do it a section at a time and not all together, as words can become disjointed from their lists, and any spacing and formatting will be lost.)
8. If you have decided you would **not** like to include sub-headings go to point 9. on this page. If you would like to use sub-headings now is the time to copy these (and their page entries) into your Excel spreadsheet, but make sure to insert them correctly within the alphabetized order. When formatting these it is a good idea to make clear that this is a sub-heading and not another entry – an effect way of achieving this is not leaving a row between each entry, aligning them to the right, and using italics.

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

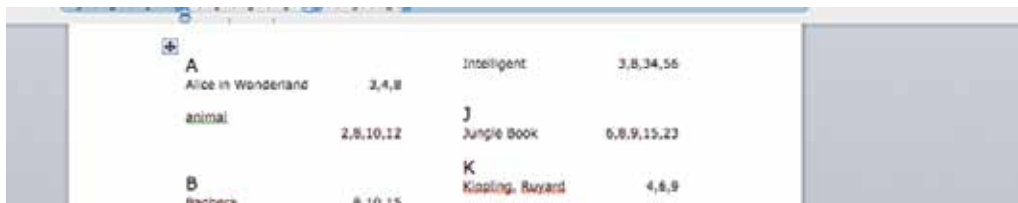
D	
Darwin, Charles	4,6,12,15,
The Origin of Species	7,12,15
E	
evolution	4,12,15

- Back in your electronic spreadsheet document, scroll down and highlight **all** of your text. 'Copy' and 'Paste' it into your Word document.
- Within the Word document each section will appear to still be in its table/gridded format as it was in your spreadsheet document. Don't worry it will not be printed



in this way. To double-check this go to 'File', 'Print Preview', or go to 'Table' and uncheck 'Gridlines'. Make sure all sections and entries have been copied over into the Word document.

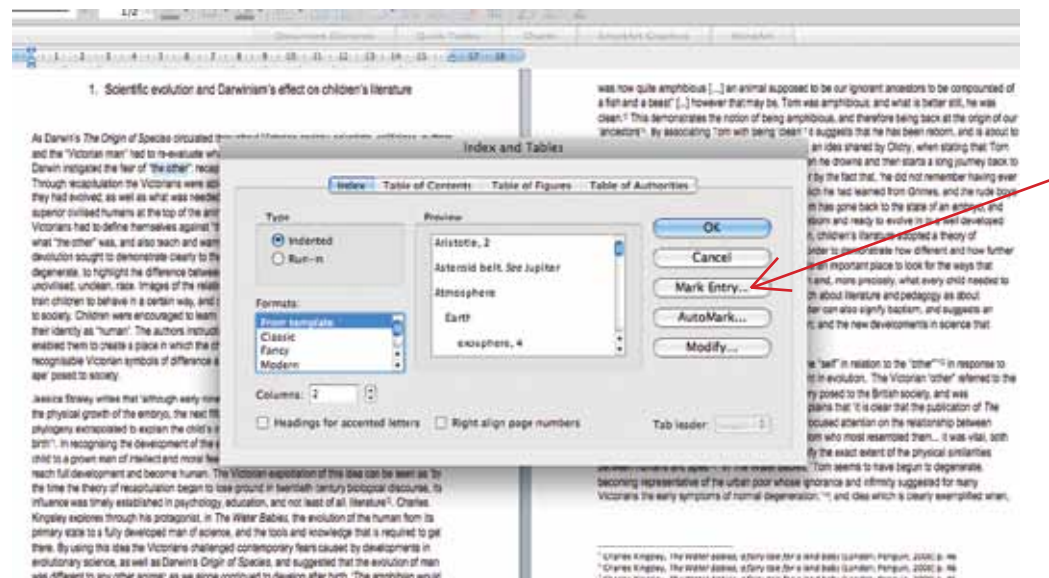
- Your basic index is now complete.
- Now is the time to format your index. It may be a good idea to save the document again under a different name while playing with style and format. (Formatting decisions to consider: size/font of headings; underlined; size/font of entries; any use of *italics* or **bold**).



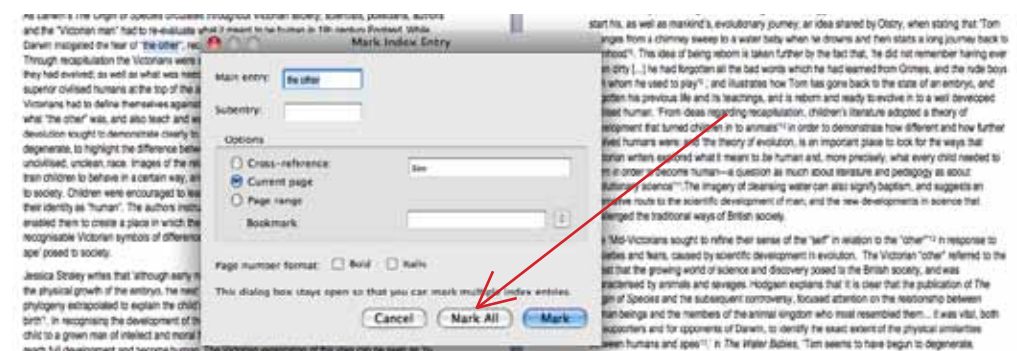
- Go through and proof your index and check for any mistakes or inconsistencies.

Creating your index using Word

1. If you have already made your list of key words go to point 3. on this page. If not go through each chapter and highlight each key word, theme, author/work, or anything else that is integral to your book.
2. Create - on either a separate document or a piece of paper (which ever you will find easiest to work from) - a list of all the words you will have within your index.
3. If you have decided to use sub-headings within your index then write down the key words you will use for your sub-headings on a **separate document**, and then cross them off your original list.
4. Begin by highlighting the word for your first entry. For example 'the other'.
5. Go to the top tool bar and select 'Insert' and then scroll down to 'Index and Tables'.
6. The Index and Tables box will open. Click on 'Mark Entry' on the right-hand side.

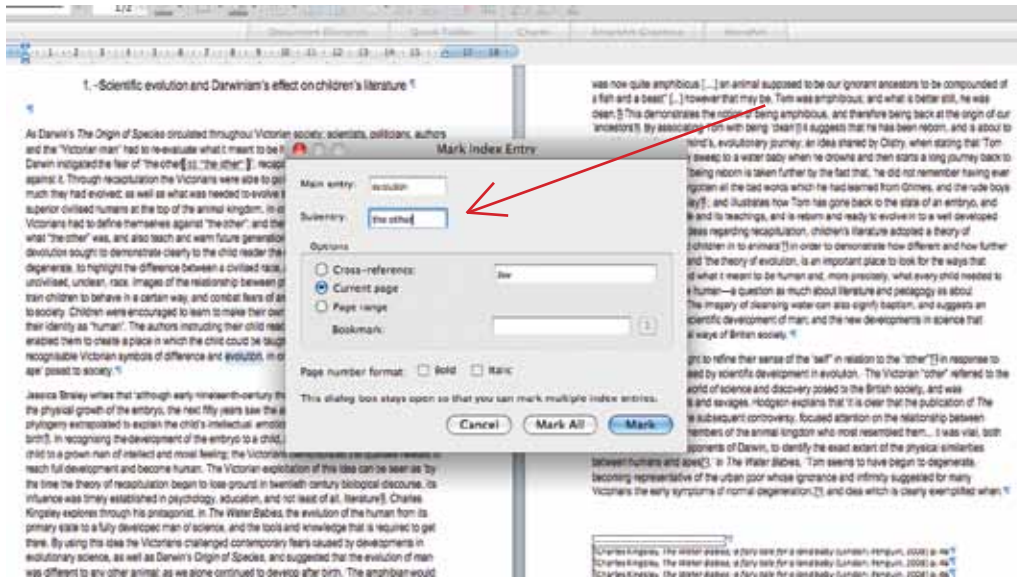


7. Then finally 'Mark All'.

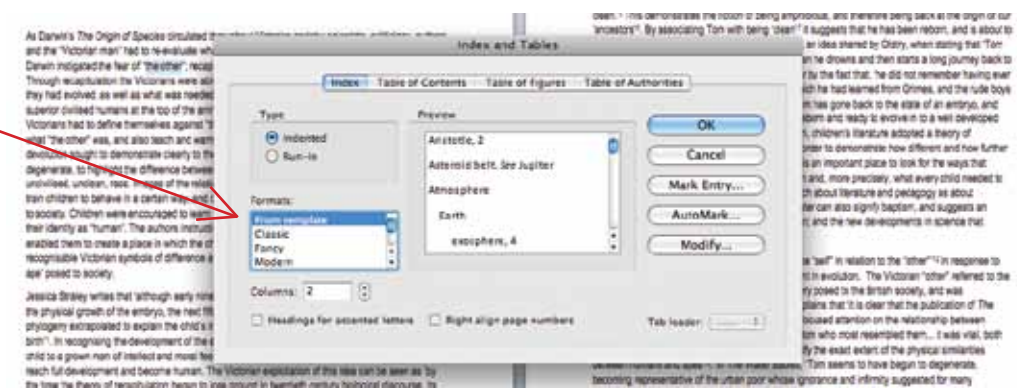


By the side of each 'entry' a code will appear (i.e. $\{XE\}$ "the other" $\}$). This will reconfigure your page for now but do not worry because at the end this will be reset so all of your page numbers/notes/references will correlate again.

8. Complete this step for all of your 'entries'
9. If you have decided **not** to use sub-headings, go to point 12. on this page. If you want to include sub-headings then highlight the first word you would like to use for your heading, and follow the steps as if you were creating an entry.
10. BUT before you 'Mark All' please type the entry you would like to appear under this heading in the sub-heading box. For example, using 'the other' as your heading (main entry) type 'evolution' into the sub-entry box).



11. Then select 'Mark All'.
12. You need to repaginate your work before you finish. You can do this by clicking the 'Show/Hide' button on the toolbar.
13. Go to 'Insert', 'Index and Tables', and select from the 'Formats' on the right hand side, to style your index.



14. These can be changed and you can play around with the look of your index this way. Your index is now complete.
15. Go through and proof your index and check for any mistakes or inconsistencies.

Afterword

We hope that this guide will help to make the production of your index as smooth and as simple as possible.

If you have any questions about the preparation and production of your index then please contact your production manager, who will be happy to help.

With best wishes,

The Production Team



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