

General Indexing Instructions

Cambridge University Press

The author is responsible for the index even if the index is prepared by a professional indexer. You, the author, know what subjects and concepts, names and places will produce a road map that the reader can use to find the important ideas in the text. There are advantages to having the author prepare his or her own index: a review of the logic of the book's argument; corrections of discrepancies in dates, spelling, and names; and perspective.

Discuss the indexing project with your editor: timing and cost are important elements in decisions about who prepares the index.

You will perhaps be thinking about the index as the book takes shape, especially if you plan to prepare the index yourself. You might start a list of terms and names that could be included in the index. In addition to these guidelines, the annotated references at the end can be useful, especially the sections about the author as indexer. And take time to review the indexes in books similar to yours.

What to Include in the Index

The index is composed of entries, components of which are the main heading and the page numbers, the subheadings and page numbers, and cross-references.

Main headings (use nouns or noun phrases, not adjectives)

- ◆ terms or concepts used throughout the book
- ◆ names of authors whose work is quoted or discussed at length
- ◆ names of people mentioned because of their importance in the text (see additional discussion below)
- ◆ names of relevant countries, regions, and jurisdictions
- ◆ names of relevant organizations, political parties, and institutions

Subheadings

- ◆ aspects or explanations of terms, concepts, and actions
- ◆ subdivisions logically related to the main heading

Subsubheadings

Avoid this construct if possible. See *The Chicago Manual of Style* for discussion.

Footnotes and endnotes

Index these when they contain substantive information that is not found in the text.

Tables

Index these to accompany the place in the text where they are discussed. A table would be indexed separately if it has information in addition to the text.

Models

Explanation and exposition of models contain important terms and concepts that can be indexed.

Illustrations and other illustrative material

These can be indexed if they add detail to the discussion of the text. Page numbers may be set in a different type (e.g., italic) to indicate their location. In that case, a note at the beginning of the index would explain the use of the different type.

Proper nouns/names

- ◆ Create entries for the names of authors about whom there is some discussion or who are quoted in the text. If you are thinking about a separate index of names, discuss this with your editor. There are instances when a separate index may be warranted.
- ◆ Avoid indexing names for which there is no information the reader would need. Truman's name is the relevant one for indexing in this example:

In just three months in office, Harry Truman had been faced with a greater surge of history than any president before him. Neither Lincoln after first taking office, nor Franklin Roosevelt in his tumultuous first one hundred days had had to contend with issues of such magnitude.... (from *Truman* by David McCullough, New York: Simon & Schuster, 1992)

What Not to Include in the Index

- ◆ Preface, table of contents, acknowledgments, bibliography, chapter titles
- ◆ For footnotes, endnotes, and names mentioned in passing, see discussion above.

Creating the Index

Whatever method you are using to prepare the index, here are a few suggestions that authors and indexers have found useful.

Choosing terms for entries

As you review the manuscript and/or the galleys or page proofs, you might want to start a list of terms you would want to include in the index. You could use this list when you begin to underline terms on the page proofs.

Assembling, typing, and editing the index

Indexes can be alphabetized using either the word-by-word or letter-by-letter method. In the word-by-word method, entries are compared one letter at a time to the end of the first word. If letters in words match to this point, then the comparison starts again for the second word. In the letter-by-letter method, letters in entries are compared up to the first punctuation mark; if the letters match up to this point, comparison continues to the next punctuation mark.

word-by-word	letter-by-letter
free and easy	free and easy
free on board	freedom
<i>Free to Choose</i>	freehold
free trade	freeman
free will	free on board
freedom	freesia
freehold	<i>Free to Choose</i>
freeman	free trade
freesia	free will
freezer	freezer

NOTE: If you are creating an index using Word’s built-in indexing tool, Word will automatically alphabetize the index for you. However, Word isn’t

capable of making fine distinctions, such as disregarding initial articles, conjunctions, or prepositions in subentries. Any corrections to Word's alphabetization will have to be made by hand on a printout of the index.

At this point, you can begin editing the index to consolidate or eliminate entries and to look for redundancies and repetition. You will also see opportunities to substitute subheadings for main headings, to initiate cross-references, and to ensure adherence to Cambridge style, which is given at the end of this document.

Ask yourself the following questions:

- Have you created entries using the words and concepts in the text?
- Are further cross references needed?
- Do cross reference spellings match? Do cross references refer to entries that exist?
- Do surnames in the index have forenames or initials?
- If the index contains special notation or different fonts, will a note at the beginning of the index be needed?

When this part of the process is complete, you will begin to see the index as not just a collection of terms, but as an integrated piece that reflects the content of the text. In light of this editing task, *read the text again* to ensure that you have captured the terms and recorded the page numbers correctly and to find terms that you missed earlier.

CAMBRIDGE STYLE

Main headings

Nouns

- | | |
|--|--|
| ◆ Common nouns and noun phrases (lowercase). | technology
philosophy
economic theory
global warming |
| ◆ Proper nouns capitalized as they are given in the text.* | Tocqueville, Alexis de
von Neumann, John |
| ◆ Titles of books, songs, ships, and legal cases are italicized. | <i>Rising Sun</i> (ship)
<i>Alice in Wonderland</i>
<i>Brown v. Board of Education</i> |
| ◆ Verbs or adjectives standing alone are not considered as headings. | peripheral
circular
global |

legislate

enumerate

*See *The Chicago Manual of Style* for an extended discussion of the listing of names in the index.

Subheadings

◆ If a main heading is followed by a long set of page numbers, group page numbers under subheads. This convention is useful when the main heading has many parts.

Franklin, Benjamin: as American minister in Paris, 1–2; as cult figure in France, 3–5; episode of mourning for, 90–102

◆ Alphabetize by ignoring prepositions, conjunctions, and articles.

bambuco: bambuco fiestera, 116; bambuco yucateco, 50; as Colombian national music, 51; criollo nature of, 51; as folkloric music, 52

◆ Dates and numbers in the index.

five percent
(April–May 1934 *mss*)
Dresden (1989–90)
eighteenth century

Page references

◆ Page references follow these conventions:

2–9, 10–16, 22–6, 98–101, 200–1, 516–17, 998–9

Note that there is elision of digits over 20. If the elision of digits in your manuscript is different, follow that pattern in the index as well.

◆ If the page reference is in a note, the following convention is used:

216n4 or 423nn4,5,6.

“n” means “note”; “nn” means multiple notes on the same page.

Cross references

See also references will guide the reader to additional information and terms related to the main headings. The references cited in this way have a narrower meaning than the main heading to which they are linked:

Baltic countries, 22, 97, 154. *See also* Estonia; Latvia; Lithuania

multinational corporations. *See also* Enron; Ford Motor Company; Philips; Sony Corporation

See references are used to guide the reader to a preferred term when that term may be seen in the text in more than one way:

IMF. *See* International Monetary Fund
public deficit. *See* budget deficit

or from a pseudonym to a real name:

Carroll, Lewis. *See* Dodgson, Charles Lutwidge

REFERENCES

Booth, Pat F., *Indexing: The Manual of Good Practice*, Munich: K.G. Saur, 2001. A detailed book about all aspects of indexing with sections on technological advances in indexing and the author as indexer.

Chicago Manual of Style, Chicago: University of Chicago Press, 15th edition, 2003. A brief, comprehensive discussion of all aspects of indexing with a section on the author as indexer.

Luey, Beth, *Handbook for Academic Authors*, New York: Cambridge University Press, 5th edition, 2010. Contains a section on the author as indexer.

Mulvany, Nancy C., *Indexing Books*, Chicago: University of Chicago Press, 2nd edition, 2005. A detailed book about all aspects of indexing that contains a section on the author as indexer.