

# Indexing

Despite advances in computer technology, indexing is (unfortunately) not a mechanical activity that can be left to a computer: it requires thought, knowledge and common sense. To ease the process of indexing, here are some suggestions on how to work. For further details we refer you to *The Chicago Manual of Style*, 17<sup>th</sup> ed., University of Chicago Press, 2017.

## 1. *How to Index*

- The best way to go by is to mark the words and phrases that you want indexed in the PDF of the page proofs . In this way you will have the PDF as a reference if you want to re-check or change your strategy at a later stage. *See also* note i.
- Plan subentries from the beginning and note them down: better to omit them later, than to have to redo the work. It is best *not* to have more than one level of subentries.
- NB You can use the search function in Word, but use it only for double-checking or looking for a specific passage: there are too many variables that make those searches imperfect. Adobe Reader's 'Find' option is notoriously unreliable. [See note i for further details.]

## 2. *What to Index*

- Do not index preliminary pages, table of contents etc. Only index a foreword, preface and/or appendices if their content supplements the text.
- Ask yourself: does the reference provide the reader with relevant information about the term sought, or is it merely mentioned as part of an enumeration or as an example?

## 3. *Types of Index*

Several types of index are possible. The most common ones are: a. modern authors, b. subjects (or names and subjects) and c. (ancient) sources. This is also the most common order. Decide for yourself which indices are necessary/useful for your book. Start every index on a new page.

## 4. *Format*

- Type the entries and subentries in a single list in Word (the typesetter will lay it out in columns later). In case of a Word file as 1<sup>st</sup> proof, see note i.
- Preferably use indented style instead of run-in (see note ii).
- Use a tab after the index entry, *not* a comma.
- Make sure you are consistent in using 'letter by letter' or 'word by word' alphabetizing [see note iii].
- If a term occurs in a footnote, add an 'n.' to the page number (70n.); if there is more than one footnote on that page, also add the footnote number (70n.2).
- Insert a blank line between letters (in a. and b.) or works (in c.)

## 5. *Finalizing*

Do a check on the whole index once it is finished:

- Refine: choose between synonyms, possibly add cross references (use *see* or *see also*)
- Check all cross references against the entries they refer to: are they similar?
- Check for consistency in use of capitals, alphabetizing, word forms, abbreviations, names/initials etc.
- If an entry has too many page numbers, try to refine by adding subentries.

## Notes

### i. *Electronic Searching*

- A search for a particular term does not find synonyms or different spellings, and it will include locations of the search terms that are not important or extensive enough for the reader.
- A PDF file is not a fully functional text or word processing document, despite appearances to the contrary: in essence, it is an image of text. As a result, the 'Find' function in PDF viewing software often does not return the results one would expect, for instance if a word being searched for is divided at the end of a line, where a hyphen appears. If your search does not give you any results, even though you are sure that the index term is in your text, please search for part of the term. Searching limitations are imposed by the PDF format.
- In case of a Word file as 1<sup>st</sup> proof, there are three options:
  - Use the PDF file accompanying the Word file as basis for the index (*note*: line and page breaks of the two files differ, so *never* use the Word file as basis for the index!);
  - Apply {XE} codes to the Word file proof (an index can be automatically generated from these and any overrun of proof page text is automatically adjusted).

### ii. *Style*

#### **Indented style**

Coordinate systems

Cartesian 14

Distance within 154-155

Time dilation and 108, 114

*See also* inertial systems; moving systems

#### **Run-in style**

Coordinate systems: Cartesian, 14; distance within, 154-155; time dilation and, 108, 114. *See also* inertial systems; moving systems

### iii. *Alphabetizing*

Letter by letter (preferred!) ignores any spaces or punctuation marks; word by word includes them:

#### **Letter by letter**

New, Arthur

newborn

newcomer

New Deal

New, Zoe

#### **Word by word**

New, Arthur

New, Zoe

New Deal

newborn

newcomer