

Indexing guidelines

- In fairly short, general books, one integrated index is preferred. Longer, more technical books may require separate subject/name indexes. If you think your book requires more than one index, please contact your Desk Editor to discuss.
- The length of an index varies depending on the book, but in general you should allow around 3–5 per cent of the book's length (i.e. 7–12 typeset pages for a 250-page book).
- The first page of the index should be headed with the author's name and the title of the publication. Please leave line spaces between letters of the alphabet. Do not include a letter e.g. A, B, etc.
- A main entry is followed by a comma if it has page reference(s) attached. If it has no page references, only sub-entries, there is no comma following it.
- Page number locators are separated by commas.
- Locators for illustrations are set in *italics*. Locators for colour plates are given as plate numbers rather than as page numbers.
- Each sub-entry should be placed on a separate line, indented:
main entry
 sub-entry
 sub-entry

The order of sub-entries is normally alphabetical, but some books may require a different system (e.g. it may be more helpful to order by date for historical events). Please ensure you use a consistent ordering system throughout your index.

Please also ensure you use a consistent method of indenting sub-entries (i.e. always use the tab *or* always use paragraph setting in Word, as otherwise the typesetter may infer different hierarchies and set these differently).

- Avoid sub-sub-entries, where possible. Where necessary, sub-sub-entries are run on from the relevant sub-entry, separated by a colon. Further sub-sub-entries are separated from each other by a semi-colon.
- Generally, a main index entry should be a noun (with or without an attached adjective). If various synonyms are used, group the entries under the synonym that readers are most likely to use, and use a '*see*' cross-reference to the other

synonyms to this main entry. If the words are related, but not synonymous, index the relevant page numbers under each and use '*see also*' cross-references. Both '*see*' and '*see also*' should be italicised.

- Do not index any prelims sections (e.g. Preface, Foreword) unless it contains important material not given elsewhere.
- Not every mention of a topic should be included in the index. 'Passing mentions' (brief or repeated information discussed fully elsewhere) should not be indexed because the reader will not find useful additional information on the topic at that location.
- Names included in an index should be only those whose work is described, not those referenced in notes or in author-date parenthetical references.
- Unless notes contain information not mentioned in the text, do not index them. If they are indexed, this should be done by the page number on which they occur, not the number of the page containing the textual indicator. Note references should be in the form: 169n (the page number + 'n': do not include the note number).
- Do not index bibliographies or reference lists.
- Be sure to use the same conventions of spelling, capitalisation, italicisation hyphenation etc. as the text (which the copy editor will have ensured is consistent throughout). Do not use capitals or italics for an entry if the text does not use capitals/italics for the word.
- Index Mac, Mc and M' as though they were all Mac.
- Index 'Saint' and 'Street' as if they were spelled out in full, even if they appear as abbreviations.
- Do not use ff. or chapter numbers; use ranges of page numbers instead.
- Avoid using *passim* references where possible.
- Numbers should be fully elided, except in the 'teens, i.e. 3–4, 11–19, 13–14, 23–7, 111–19, 123–4 and so on. (A common error is for numbers in the 'teens to be wrongly presented as 13–4.)
- Distinguish between continuous reference to the subject (67–9) and separate mentions (67, 69). Avoid over-long 'strings' of page references as these are not helpful to the reader. They can usually be avoided by adding sub-headings.
- Cross-references should be in the form:

main entry *see* other entry (i.e. no punctuation between the words)

Sub-cross-references should *EITHER* be in the form:

main entry; *see also* sub-entry

OR

main entry

sub-entry

sub-entry

see also another main entry

The first form is used where there are no sub-entries, and in that case a semi-colon separates the main entry from the cross-reference. The second is used if there are sub-entries and no semi-colon is needed as the sub-entries begin on a new (indented) line.

- Finally, a rather obvious point: please ensure that your index is in alphabetical order. It must be ordered *EITHER* word by word *OR* letter by letter; please note at the top of the document which system has been used. In the word-by-word system, alphabetising proceeds up to the first space and then starts again. In the letter-by-letter system, alphabetising continues up to the first parenthesis or comma, ignoring spaces, hyphens and other punctuation. (In the word-by-word method, for example, Port Sunlight would precede Portinscale but in the letter-by-letter method Portinscale would precede Port Sunlight.)

If you are in doubt about any of this or require more information, please refer to the latest edition of Judith Butcher, *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders* (Cambridge University Press), available from most libraries.

Please contact your Desk Editor if you are having difficulty.

Sample Index Pages

Index is ordered word-by-word

Italic page numbers indicate illustrations

adjacency, 71 the headword is separated from the page references by a comma

adjectives, 488, 566–7 note elision of page numbers

adverbial function, 489, 497–8

adverbs, 488–9, 566–7

Æ *see* Russell, George William (Æ) note there is no comma after the headword in

‘*see*’ cross references

affect, 11

affixes, 485, 591, 612–13 note elision of page numbers for numbers in ‘teens

African languages, 719

agent, 37–8, 39, 42, 197, 540, 675

agreement, 498–500, 593–4, 751–2 note elision of page numbers

Akhtar, N., 140

alpha rhythm, 778

ambiguity, 113, 329, 379, 381, 398 note italics, indicating an illustration

amodal view, 242

analogy, 98–9, 423; *see also* disanalogy if there are no sub-entries, ‘*see also*’ follows on
from the main entry after a semi-colon; if there are sub-entries, ‘*see also*’ follows at

the end of the list of sub-entries (compare with 'bodies', below)

analysis (parsing), 698–9

Anderson, L. B., 773 initials should be spaced

antecedent, 376

anthropomorphism, 417

antonymy, 209

aphasia, 745, 772–3*

aspect, 387–9, 490–1, 519, 523–4, 615, 634–7, 767–9

atemporal relations, 563, 565–70, 579–80, 619, 620, 621, 629, 630

Atkins, B. T., 358

attentional system, 41–3, 198–9, 526–7, 535–44

attributes (cues), 223–4, 257–8, 267

autonomy, 353, 613

conceptual, 585–7 sub-entries are indented

phonological, 590–1

syntax, 752, 753

auxiliary verbs, 388, 490–2, 730–2

Aymara (South America), 92–4 note line space between letters

bodies

gender and transvestism, 369, 371, 372

portraiture, 162, 166, 168, 171–4, *Plate 2* note plate number

see also embodiment if there are sub-entries, '*see also*' follows at the end of the list
of sub-entries; if there are no sub-entries, '*see also*' follows on from the main entry
after a semi-colon (compare with 'analogy', above)