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, 16th ed., University of Chicago Press, 2010.

1. How to Index

! The best way to go by is to mark the words and phrases that you want indexed on a printout of the page proofs. In this way you will have the printout as a reference if you want to re-check or change your strategy at a later stage.

! Plan subentries from the beginning and note them down: better to omit them later, than to have to redo the work.

! NB You can use the search function in Word or Adobe, but use it only for double-checking or looking for a specific passage: there are too many variables that make those searches imperfect. [See note i for further details on possible problems with electronic searching.]

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 (f.e.) part of an enumeration, a birthplace or 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).

• 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 (70n2).

• 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/initialed etc.
- If an entry has too many page numbers, try to refine by adding subentries


6. 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.

- In the PDF, certain combinations of letters (such as 'ff' or 'fl') are replaced by a ligature (see http://en.wikipedia.org/wiki/Typographic_ligature if you are interested). In summary: this ligature will prevent the term from being found, which is why you sometimes need to search only part of the term. You will know you have 'hit' one if the search does not give any results, even though you are sure that the index term is in your text. Transliterations of Arabic sometimes also cause problems, specifically the *aleph* and the *ayin*.

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