

Indexing guide

This section is provided if you are compiling your own index. If your index is being compiled by a freelancer organized by T&F, the final index will be sent to you for a final check, and you are welcome to submit a list of key terms for inclusion alongside the rest of your final manuscript.

The index is a tool for your reader to help them navigate to specific topics and discussions. It should be a concise list of key terms from on the substantive content in your chapters (passing mentions, citations, notes, and preliminary material are not normally indexed).

The index is always the last part of the book to be put together and submission of your final copy will be subject to a tight deadline to keep the publication schedule on track. You can start considering index entries as soon as you have completed the final draft of your manuscript to help you meet the deadline.

It is our house style for a combined author/subject index. If you have a strong preference for separate indexes, please let your Editorial Assistant or Production Editor know before you start compiling your entries.

Compiling your index

1. Go through a copy of your typescript, highlighting words you want to include with our guidance on your choice of entries in mind. Headings and subheadings are usually a good place to start.
2. Make a list of these words, in the order in which the words fall chapter by chapter (you will alphabetize them later).
3. Keep the highlighted typescript and your list to one side until you receive the numbered page proofs.
4. Use the numbered proofs to go through your book chapter by chapter and insert the page numbers against each entry on your list. You can use the 'Find' function to locate words within the proof PDF.
5. As you go, evaluate your designated entries once more and add or remove terms as appropriate.
6. When you are satisfied that your index is complete, put it into alphabetical order and format your index
7. Submit your index to your Project Manager or Production Editor as appropriate. Supply your index by email in Microsoft Word (or a compatible document) and use your surname and the book title as the file name.

Formatting

Your index should be formatted as follows:

- Single column, double spaced
- One line per entry
- Indent turnover lines, but do not use any other kind of special formatting (i.e. tabs, columns)
- Leave an extra line space between alphabetical groups
- When indexing text within tables, put the number span in **bold**
- When indexing text within figures, put the number span in *italics*
- If you do decide to index text within notes, put 'n' plus the note number after its page reference, e.g. 48n2

Choice of entry

Ask yourself the following questions for each entry:

- Is the entry necessary?
 - Is the entry a term that readers are likely to look up?
 - Is there an alternative term that I should either use instead in my manuscript, or that I should cross reference?
- Is the entry helpful to the reader?
 - Does the term appear too many times to be practical, or too few to be relevant?

Spelling and punctuation

Place a single space after the main entry and before the first page number: note that there is no punctuation here, just the single space. For example:

Wodehouse, P. G. 45, 54

Where there is more than one-page reference for an entry, place a comma and a single space after each page number, e.g. 45, 54, 97–8, 102.

Individual terms (i.e. anything that isn't a proper noun) should not have initial capitals, unless this is how the term appears in the text.

Words should have the same spellings and accents as the text, e.g. if a word is presented in italics in the text, the corresponding entry should also be in italics.

If a contributed volume has variant spellings of the same word across different chapters (e.g. armour/armor or a word with an -ize ending in one chapter and an -ise ending in another), the spelling of the index entry should follow the spelling style used in the front matter.

Variant word forms are normally brought together under a preferred term to avoid them being dispersed under more than one heading throughout.

Please space and punctuate authors' initials in the same style as they appear in the proofs, e.g. Wodehouse, P. G. or Wodehouse, P.G.

Number span style should match the manuscript. Note that if you are using minimum number spans, teen numbers should not be elided (for example, 16–17 not 16–7 or 213–14 not 213–4).

Subentries

When an entry contains more than six-page references, or a reference spans more than nine consecutive pages in the text, it should generally be broken down into subentries. On the other hand, there should not be a subentry for every page number.

If the main entry has no page references, the first subentry should appear after a colon.

If the main entry has page references, the first subentry should run on the same line after a semicolon. For example:

climate system 39; and hominid lines of evolution 233

Subsequent subentries should be separated by a semicolon and run on the same line. For example:

energy: conservation of 11, 13; dissipation 48, 51, 77

Excessive subentries should be avoided.

There should be only one level of subentry.

Prepositions (in, at, of, etc.) should be ignored when alphabetizing subentries. For example:

church: altarcloths 19, 36–7; as building 4, 12–13, 67–73; as meeting-place 6; pews, material used in 26, 202–3; in village community 62

Cross-referencing

This is a useful tool and may be used to help guide readers to related entries within the index.

See

If the entry is purely a cross reference, the entry is followed by a single space, the word 'see' in italics and the cross reference. For example:

sensitivity *see* tolerances

Note that under the entry for 'tolerances' there is no cross reference back to 'sensitivity'. Page numbers should not be stated where 'see' is used.

See also

This should be used to direct the reader to additional related information. For example:

analog fabrication 71–6, 77; preshaped resist 72, 73–4; *see also* continuous relief micro-optics; continuous relief macro-optics

Page numbers should not be stated for the terms that follow 'see also'.

Alphabetizing

The alphabetical position of the entry in the index is governed by the choice of the first word of the entry. Normally these words are nouns, rather than adjectives or verbs, and they should have the same spellings and accents as they do in the main text.

The rules for alphabetization are not clear-cut. You can follow a different indexing style that would place abbreviations and initialisms differently, provided you are consistent.

There are two general formats – letter-by-letter and word-by-word. Whichever you use it is important to follow one format consistently.

Letter-by-letter	Word-by-word
soul	soul
soulard crab	soul brother
soul brother	soul food
souletin	soul kiss
soul food	soul mate
soulful	soul music
soul kiss	soul sister
soullessness	soulard crab
soul mate	souletin

soul music
soul sister

soulful
soullessness

Here are a few quick answers to some frequently asked alphabetizing questions:

- Entries starting with numerals can be alphabetized as though spelled out (e.g. 10 Downing Street alphabetized under T) or they can be grouped together in numerical order at the start of the index.
- Abbreviated words, such as Mc and St, can be treated as though spelled in full: Mac, Saint.
- Groups of letters, such as HIV, can be ordered as a series of single letters:

health belief model 48

health education: campaigns 14; models 47, 52

HIV 67, 89–90; changes in response 68; epidemiology 45; holistic therapy 65

Proper names

References to proper names should be made as separate entries, not as subentries:

Faraday, M. 328

Faraday's law 401, 421

People's names should be indexed under the first letter of the surname but institutions, Acts of Parliament, book titles, etc., should be placed according to the first word after the article:

Planck, Max

Max Planck Institute

Compound names of people should be indexed under the first part of the surname, whether hyphenated or not.

Guidance on alphabetizing surnames starting with a preposition (van, de, Von) does vary but these should generally be indexed according to capitalization of the preposition:

Van Damme, J. C.

Damme, J. C. van

However, the preferences of the person being referenced should also be taken into account so a good rule of thumb would be whether you would include the preposition when referring to that person by surname only: Ludwig van Beethoven would be found under 'B' for Beethoven, but Vincent van Gogh would be found under 'V'. This gives your reader the best possible chance of locating the index entry they want.

Titles should be placed according to the first word after the article. E.g. 'The Spy Who Loved Me' should be listed under S rather than T.

Chemical entries

The prefixed number or letter should be ignored, e.g. the '2' in 2-butoxyacetic acid, the 'n' in n-hexane, and both 'Ns' in N-methyl-N-nitrosurea, do not govern placement of the entry. These entries should be listed under: 'b', 'h' and 'm' respectively.

Example

Achilles 26–7

Allison, M. 243–6, 249

alternate personalities: animal personalities 84, 126; blending of 79–80; complexity of 58–60, 64–5, 212–16, 244; cultural specificity of 37–8, 189; grounding behaviour 43, 63; number of 43, 58–9, 125–31; overlapping of 105–6; and post-hypnotic suggestion 47–8; see also primary personality

amnesia 28, 108–10, 114–15, 120–2; in alternative personalities 40–1; and artificial intelligence 164–8

Aune, B. 156, 254

automatic writing 25–8, 34–6, 76, 97–100, 104, 113, 121–2, 143, 227, 250

Bartis, P.B. 116–18

bath experiment see experiments

Beverley, J. 125–6, 131, 137

brain bisection 6, 18–19, 24, 46–8, 136–9