

Best Practices for Indexing

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American Society for Indexing
Tempe, Arizona

BEST PRACTICES FOR INDEXING

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Published by the American Society for Indexing (ASI)

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First Edition 2015

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Acknowledgements

ASI would like to recognize the members of the Best Practices Committee for their dedicated work in producing this valuable document: Donna Shear (co-chairperson), Pat Rimmer (co-chairperson), Anne Fifer, Linnea Dwyer, and Margie Towery.

NOTE: Section numbers in the appendices are not sequential, but are keyed to reflect the number of the related paragraph(s) in the main Best Practices section.

Introduction

This guide presents an overview of best indexing practices for creating accurate, effective, readable indexes. Its goal is to provide general guidelines rather than strict protocols, in recognition of the diversity of texts, disciplines, and index users. It does not address situations in which indexers must adjust to restrictions, such as index length (i.e., space limits) and time limits. Nor does it address either controlled vocabularies or the digital particularities of electronic indexes. Given that every text is different, indexers must ultimately utilize their best judgment and common sense.

Covering indexing practices that can be applied to most types of texts, this guide focuses on back-of-the-book indexes. The principles are drawn from a variety of sources, including ISO 999, the criteria for the ASI/EIS Publishing Award (formerly the H. W. Wilson Award for Excellence in Indexing), Hans Wellisch's *Indexing A to Z*, style guides, and other resources (see Selected References, p. 25).

The main part of the guide covers the key elements and characteristics of an index. Each element begins with a definition and is followed by a discussion of its function and application. Given that the elements overlap, some material is repeated (e.g., natural language appears in several sections). Selected References (both print and online) follow the main document. The references are followed by discipline-specific appendixes with explanatory material and examples, each of which are keyed to specific elements in the main document. Only topics specific to the particular discipline are discussed in the discipline-specific appendixes.

Best Practices for Indexing

1.0 Metatopic

- 1.1. The metatopic is the overarching main topic or subject of the text. Understanding of the metatopic is key to creating a useful index.

See also Appendix B 1.1 (Cookbooks).

- 1.2. In most indexes, the metatopic is included as a main heading. The metatopic can be used to gather both information of a general nature and information that is inappropriate as its own main heading. Cross-references should direct the user from the metatopic to other relevant main headings. In some instances, an entry for the metatopic may not be appropriate. If the metatopic is not included as a main heading in the index, it should be clear to the user where main topic information can be found.

See also Appendix A 1.2 (Children’s Books and K–12 Textbooks), Appendix B 1.2 (Cookbooks), Appendix E 1.2 (Scholarly Texts), Appendix F 1.2 (Software Books), and Appendix G 1.2 (Trade Books).

- 1.3. Coverage of the metatopic should be clear, comprehensive, and evenhanded. The number and level of entries should be appropriate to the text. Major and minor components of the metatopic should be given the same major and minor treatment in the index. Thus the index structure reflects the text. Further, it should be easy to find the major components expected by the user.

2.0 Entry Array

- 2.1. The basic unit of an index is called an entry array. An entry array includes the components in the following examples,

each of which is discussed separately in the remainder of this guide.

Indented format example in which the locators are page numbers:

main heading
 subheading, 3, 9
 subheading, 16, 41
See also topic [this is a cross-reference]

Run-in format:

main heading: subheading, 3, 9; subheading, 16, 41.
See also topic

3.0 Main Headings

- 3.1. A main heading is the top line or first word or phrase in an entry array. It serves as a gathering point for all relevant locators, subheadings, and cross-references related to it.
- 3.2. The first word in a main heading dictates where it is alphabetized in the index. Articles (e.g., *a*, *an*, and *the* in English) at the beginning of a main heading are ignored. Alternatively, articles are sometimes inverted. Main headings are usually nouns or noun phrases (e.g., concepts, people, places, events, institutions, laws, etc.). An adjective or adverb cannot stand alone as a main heading (with rare exceptions); nor should subheadings be created that change a main heading into an adjective or adverb.

Treatment of articles:

Not inverted: *The Ketogenic Diet* (Freeman and Freeman) [“The” is ignored in sort]

Inverted: *Ketogenic Diet, The* (Freeman and Freeman)

Do not make the main heading into an adjective in subheading construction:

WRONG: hair: color, 23–25; prison regulations on, 76–80

BETTER: hair: color of, 23–25; prison regulations on, 76–80

See also Appendix A 3.2 (Children’s Books and K–12 Textbooks), Appendix B 3.2 (Cookbooks), Appendix D 3.2 (Medical Texts), and Appendix F 3.2 (Software Books).

- 3.3.** The author’s terminology is reflected in the main headings. Cross-references from more common terms may direct the user to unusual or new terminology or to unusually phrased main headings. The index should reflect a balance between the author’s and users’ terminologies, thus facilitating users’ success in finding information in a text in which the vocabulary may or may not be familiar to them, or in cases where they may not have read the text.

Cross-references from the user’s terminology to the author’s unusual terms:

white flight [with subheadings]. *See also* rugged entitlement [term defined in a particular text]

Multiple entry or access points to specific information should be provided.

Some main headings may serve as gathering points for disparate bits of information.

See also Appendix A 3.3 (Children’s Books and K–12 Textbooks), Appendix C 3.3 (Gardening and Environmental Texts), Appendix D 3.3 (Medical Texts), Appendix E 3.3 (Scholarly Texts), Appendix F 3.3 (Software Books), and Appendix G 3.3 (Trade Books).

- 3.4.** Main headings such as titles of works, institutional and organizational names, and other proper nouns should follow the same style as others in the same category. When in doubt, follow the style of the text and the publisher’s guidelines.

Consistent style for main headings:

The Circus (Seurat) and *The Parade* (Seurat)
NOT *Parade, The* (Seurat) and *The Circus* (Seurat)

See also Appendix G 3.4 (Trade Books).

- 3.5.** Parenthetical glosses may be added, for example, to distinguish people with the same name, to clarify royal titles, to provide event or legal case dates, or to provide additional information, depending on the complexity of the text. Glosses should be used only as necessary. Acronyms may also appear in parentheses. Multiple elements in parenthetical glosses for main headings should follow the same order throughout an index.

Parenthetical gloss:

Titles: *Facing the Text* (Stauber)

Limitless (movie)

Legislative act: Civil Rights Act (1963)

Historical event: World War II (1939–1945)

Name disambiguation:

Spirit of Saint Louis (airplane)

The Spirit of St. Louis (Lindbergh)

Targa Florio (1967)

Targa Florio (1968)

Adding useful information:

choson muntcha (Korean script)

Acronyms: American Academy of Pediatrics (AAP)

See also Appendix A 3.5 (Children’s Books and K–12 Textbooks), Appendix D 3.5 (Medical Texts), Appendix E 3.5 (Scholarly Texts), and Appendix G 3.5 (Trade Books).

- 3.6.** Similarly structured main headings should be phrased in parallel fashion (e.g., if “immigrants and immigration,” then “slaves and slavery,” not “slavery and slaves”).
- 3.7.** Main headings that reflect the table of contents and/or chapter titles may help users find information more quickly.

See also Appendix B 3.7 (Cookbooks).

4.0 Subheadings

- 4.1.** The lines of text that follow the main heading are called subheadings. Subheadings modify the main heading.

See also Appendix B 4.1 (Cookbooks), Appendix C 4.1 (Gardening and Environmental Texts), and Appendix D 4.1 (Medical Texts).

- 4.2.** Subheadings include locators (on occasion, they may include only a cross-reference but no locators). Subheadings appear either before or after cross-references from the main heading, depending on index format.

Run-in format with cross-reference:

clergy: in congregational polity, 26–30; in Presbyterian polity, 21–25. *See also* bishops; elders

Indented style with cross-reference as last subheading:

clergy
 in congregational polity, 26–30
 in Presbyterian polity, 21–25
See also bishops; elders

Indented style with a cross-reference at the main heading:

clergy. *See also* bishops; elders
 in congregational polity, 26–30
 in Presbyterian polity, 21–25

- 4.3.** The relationship between each subheading and its main heading must be clear, logical, and unambiguous.

Function word clarifying the relationship of subheading to the main heading:

assumptions
 of costs, xx, 25–30
 of revenues, xx, 31–35
 tips for working with, xx, 38–40, 56

See also Appendix D 4.3 (Medical Texts) and Appendix E 4.3 (Scholarly Texts).

- 4.4.** The key part of the subheading should appear first, when possible.

First word is most important:

NOT:

identification of fingerprints

building of housing

BETTER:

fingerprint identification

housing construction

See also Appendix B 4.4 (Cookbooks).

- 4.5.** Natural, everyday language is used when possible. Commas and multiple-part phrases (reversals) are avoided.

Reversals:

NOT:

pregnancy, for

homes, building of

laboratory data, collecting

normal labor process, assess-
ing

BETTER:

for pregnancy

home construction

laboratory data collection

normal labor process as-
sessment

See also Appendix A 4.5 (Children's Books and K-12 Textbooks), Appendix D 4.5 (Medical Texts), and Appendix E 4.5 (Scholarly Texts).

- 4.6.** Subheadings are most commonly alphabetized; on occasion, a chronological or a page order sort may be appropriate.

Entry array with chronologically ordered subheads:

Smith, John
 birth, 10
 childhood illness, 12
 education, 15-22
 marriage, 23-24
 career, 25-30
 death, 31

- 4.7.** Function words, such as prepositions, are used only where helpful and necessary to clarify the sub- to main heading relationship and the meaning of the subheading. Function words are ignored in alphabetizing the subheading.
- 4.8.** When appropriate, parallel structure (i.e., similar phrasing) may facilitate ease of use; that is, parallel construction of subheadings (referring to the same sort of information) that may appear under various main headings.

Same subheadings under two different main headings (double-posting):

cars	automobiles
production of, 5, 56, 84	production of, 5, 56, 84
sales of, 15, 154, 201	sales of, 15, 154, 201
footwear	shoes
for brides, 193–194	for brides, 193–194
for men in wedding party, 218	for men in wedding party, 218

See also Appendix D 4.8 (Medical Texts), Appendix E 4.8 (Scholarly Texts), and Appendix G 4.8 (Trade Books).

- 4.9.** Phrasing of subheadings may differ, depending on whether the index is in run-in (paragraph) or indented style. For example, run-in indexes may make more use of prepositions than are found in indented indexes, as in the following:

Indented indexes:

 newspapers
 names
 Chicago Tribune; Chicago Sun-Times

(Note that in the above example, sub-subheads are run-in.)

Run-in indexes:

newspapers: names of, Chicago Tribune, Chicago Sun-Times

See also Appendix B 4.9 (Cookbooks), Appendix D 4.9 (Medical Texts), and Appendix E 4.9 (Scholarly Texts).

- 4.10.** Avoid overanalysis (e.g., a subheading or two for every locator). Also avoid underanalysis (e.g., long strings of undifferentiated locators). Examples:

Overanalysis:

amenorrhea
 causes, 39-40
 defined, 39
 diagnosis, 40
 subjective sign of pregnancy, 230, 231t
 treatment, 40

Better method:

amenorrhea, 39-40, 230, 231t

Underanalysis:

agriculture, 16-17, 30, 56, 109-111, 135-136, 147, 158, 241, 247-248, 251, 254, 259, 261, 282-283, 285 [subentries are needed]

See also Appendix A 4.10 (Children's Books and K-12 Textbooks), Appendix B 4.10 (Cookbooks), and Appendix F 4.10 (Software Books).

5.0 Locators

- 5.1.** Locators point to the place in the text where the specified information may be found. Locators may be page numbers, section or paragraph numbers, hyperlinks, or some other format, depending on the text.

Examples of different types:

- Page numbers: 15, 26
- Volume and page: 1:56, 2:22
- Section and page: 18.119
- Endnotes and footnotes: 224n62 or 224 n. 62 or 224n62
- Complex numbering systems: PD1, T319W [used in sub-editions of texts]

See also Appendix B 5.1 (Cookbooks).

- 5.2.** The format and style of locators must be appropriate to and reflect the text. There are three basic styles for abbreviated page ranges, for example, and the style will vary by publisher:

Full: 154–155

Chicago: 154–55

Hart: 154–5

- 5.3.** Locator or page ranges should reflect the text discussion, whether the discussion occurs over several continuous pages (e.g., 3–7) or is intermittent (e.g., 3, 5, 7).

See also Appendix G 5.3 (Trade Books).

- 5.4.** Locators are listed in the same sequence as the text, with some rare exceptions, or as dictated by a particular style.

For text with sections that are not in alphabetical order, such as PD, T, S, R, the order of index locators should be consistent with the order of the text sections and not alphabetical: PD1–5, T1, T5, T15, S2–9, R1–5.

See also Appendix A 5.4 (Children’s Books and K–12 Textbooks).

- 5.5.** Special formatting for text elements such as figures or boxes should be consistent and explained in a headnote if necessary.

See also Appendix C 5.5 (Gardening and Environmental Texts), Appendix E 5.5 (Scholarly Texts), and Appendix G 5.5 (Trade Books).

- 5.6.** When endnotes and/or footnotes are indexable, the note locators must be formatted consistently.

See also Appendix E 5.6 (Scholarly Texts).

- 5.7.** Providing a subheading or two for every locator (overanalysis) should be avoided unless dictated by a particular style.

See also Appendix A 5.7 (Children’s Books and K–12 Textbooks).

- 5.8.** Long strings of undifferentiated locators should be broken down. This can be done in several ways. For example, provide subheadings for a main heading with more than six or so locators; shift a subheading with too many locators out of an entry array to become a new main heading and then provide subheadings in that new entry array (as well as a cross-reference from the original entry array to the new main heading); or provide sub-subheadings (i.e., more than one level of subheadings), when style allows.

NOT

housing, 42–45, 63–67
 availability of, 242
 construction of, 241
 for low-income families,
 178

BETTER

housing
 availability of, 242
 construction of, 241
 financing for, 42–45
 low-income families,
 63–67, 178

Subheading with too many locators:

NOT

Louisiana

agriculture in, 14, 18, 27, 52–55, 63, 95, 114, 129, 176,
215, 227, 251

BETTER

agriculture in Louisiana

cotton production, 14, 18, 63

mechanization of, 251

methods of, 27, 52–55

rice production, 95, 114, 227

sugar plantations, 95, 129, 176

tea plantation, 215

Louisiana

agriculture in. *See* agriculture in Louisiana

See also Appendix A 5.8 (Children’s Books and K–12 Textbooks), Appendix B 5.8 (Cookbooks), and Appendix E 5.8 (Scholarly Texts).

- 5.9.** Repeated locators in a single entry array should be avoided except when needed to truly reflect the text or when necessary to indicate different text elements, such as tables or illustrations.

WRONG

repeated locators

creating subheadings for,
42–45, 43

unruly locators defined,
58–61, 59

CORRECT

repeated locators

creating subheadings for,
42–45

unruly locators defined,
58–61

See also Appendix B 5.9 (Cookbooks).

- 5.10.** In entry arrays with locators at both the main and subheading levels, the meaning of the locators immediately after the main heading must be clear (e.g., a bold locator for a definition or a page range indicating the major discussion or chapter on that main heading). Otherwise, subheadings should be created for those locators.

Poor construction:

behavior therapy, 412, 465–470, 660, 625–631, 782,
789–791
based on classical conditioning, 625–629
based on observational learning, 627–628, 631t
based on operant conditioning, 628, 629–631
effectiveness of, 643
goals of, 625

Better method:

behavior therapy, **660**, 625–631 [**660** = definition;
625–631 = chapter or main discussion]
based on classical conditioning, 412, 465–470,
625–629
based on observational learning, 627–628, 631t
based on operant conditioning, 628, 629–631
effectiveness of, 643, 789–791
goals of, 625, 782

See also Appendix A 5.10 (Children’s Books and K–12 Textbooks), Appendix B 5.10 (Cookbooks), and Appendix G 5.10 (Trade Books).

6.0 Cross-references

- 6.1.** Cross-references are internal index pointers that direct the user to other relevant headings in the text. Such references are generally in the form of either *See* or *See also*. *See* references direct users to a preferred term (e.g., “cars. *See* automobiles”). *See also* references direct users from one entry array to another related main heading. *See under* and *See also under* may occasionally be appropriate when directing a user to one or more subheadings under a main heading.

See also Appendix D 6.1 (Medical Texts) and Appendix E 6.1 (Scholarly Texts).

- 6.2.** Cross-references may be used to point from a common term to an author's specific term. Cross-references may also reflect the terminology of the index's users.

See also Appendix B 6.2 (Cookbooks) and Appendix G 6.2 (Trade Books).

- 6.3.** When a subheading has been moved out from a main heading to become its own main heading, a cross-reference should direct users from the original main heading to the new one. Refer to paragraph 5.8, for example.

- 6.4.** When a main heading includes a spelled-out proper noun and its acronym in parentheses (or vice versa), a cross-reference should be provided from the non-preferred form to the preferred form, unless both fall very close together in the index. Another exception to this is when there are only a few locators, in which case the locators should be double-posted at both acronym and spelled-out version, unless they fall very close together in the index, in which case the entry should be at the preferred form.

Acronyms with subheadings:

NATO (North Atlantic Treaty Organization)

member nations, 45, 67, 110

provisions of treaty, 59–61, 210–212

North Atlantic Treaty Organization. *See* NATO

Double-posted acronyms:

American Civil Liberties Union (ACLU), 52, 63

ACLU (American Civil Liberties Union), 52, 63

- 6.5.** Generic cross-references are used sparingly (e.g., *See also specific presidents*).

Africa. *See also* disease; elephants; *specific countries*

See also Appendix B 6.5 (Cookbooks) and Appendix D 6.5 (Medical Texts).

- 6.6.** Cross-references, along with double-posts, provide multiple access points.

See also Appendix A 6.6 (Children’s Books and K–12 Textbooks).

- 6.7.** Cross-references should match the main headings to which they refer.

WRONG

church polity. *See also* single-elder congregationalism [referring to single-elder led congregationalism]

CORRECT

church polity. *See also* single-elder led congregationalism

- 6.8.** Cross-references should be formatted consistently and adhere to the publisher’s guidelines in capitalization and placement.

Cross-reference formatting consistency:

WRONG

Animals. *See also* mammals
Habitats. *see also* Ecosystems

CORRECT

Animals. *See also* Mammals
Habitats. *See also* Ecosystems

- 6.9.** Multiple cross-references from one main heading must be alphabetized in the same system as the overall index (e.g., letter-by-letter or word-by-word).

Multiple cross-reference alphabetization:

WRONG

See dogs; cats; turtles

CORRECT

See cats; dogs; turtles

- 6.10.** Indexers should ensure that no blind references, which refer to nonexistent main entries or subheadings, are created. Nor should any circular references, which refer back and forth, from one to the other, with no information at either place, be included.

Circular cross-references:

habitats. *See* ecosystems
ecosystems. *See* habitats

Cross-reference with no main heading to which it refers:

Smith, Jane. *See* entrepreneurs [when there is no main heading for entrepreneurs]

7.0 Double-posting

- 7.1.** Double-posting refers to the use of the same locators for the same information at two or more locations in the index.

automobiles, 5, 81
cars, 5, 81

Double-posting, along with cross-referencing, provides multiple access points.

See also Appendix B 7.1 (Cookbooks), Appendix D 7.1 (Medical Texts), and Appendix G 7.1 (Trade Books).

- 7.2.** When a proper noun with an acronym appears with only a few locators, those locators should be included under the spelled-out version as well as under the acronym, unless they fall in close proximity in the index. This would also apply, for example, in the case of an English title with a French translation, when they are both included in the index; that is, all locators would appear at both entries. Abbreviations are treated in the same manner.

Acronyms:

NATO (North Atlantic Treaty Organization), 68, 152
North Atlantic Treaty Organization (NATO), 68, 152

See also Appendix G 7.2 (Trade Books).

- 7.3. Double-posting is preferred over cross-referencing, for quicker access. This is especially true in children’s books as well as technical texts.

See also Appendix A 7.3 (Children’s Books and K–12 Textbooks)

- 7.4. When a subheading is double-posted under two or more main headings and refers to the same information, the same locator or locators should appear at each instance.

8.0 Headnote

- 8.1. A headnote succinctly explains any particularities of an index, such as a special approach to the text, specific typographical treatment of locators, use of acronyms and abbreviations, or a different handling of subheading order.

Page numbers followed by n and a number refer to endnotes [or footnotes].

Page numbers in **boldface** type indicate definitions.

Page numbers in **bold** indicate biographical information.

Page numbers in *italics* indicate figures [and/or maps, tables, etc.]

Page numbers followed by f, m, p, or t refer to figures, maps, photographs, or tables, respectively.

CAPS [all capital letters in main headings] indicates thematic categories.

See also Appendix E 8.1 (Scholarly Texts) and Appendix G 8.1 (Trade Books).

9.0 Alphabetization

- 9.1. Alphabetization (alphabetical sorting) of main headings, subheadings, and cross-references usually follows one of two systems: letter-by-letter or word-by-word. Letter-by-letter alphabetization ignores spaces between words up to the first parenthesis or comma; it then starts again after the punctuation. Word-by-word alphabetization stops at the end of the

first word, using subsequent words only if needed. Whichever system is chosen, it should be applied throughout the index (i.e., for main headings, subheadings, and cross-references).

Types of sorts include:

Word-by-word:

behavior	animal homes
behavior modification	animal teeth
behavior therapy	animals
behavioral component of attitude	
behavioral couple therapy	
behavioral genetics	
behavioral perspective	
behavioral response of emotion	
behavioral theories of leadership	
behaviorism	

Letter-by-letter:

behavior	animal homes
behavioral component of attitude	animals
behavioral couple therapy	animal teeth
behavioral genetics	
behavioral perspective	
behavioral response of emotion	
behavioral theories of leadership	
behaviorism	
behavior modification	
behavior therapy	

- 9.2.** Symbols and numbers may be sorted to the top of the index (before the As) and/or alphabetized as if spelled out in the index.

Symbols

- & (ampersand), 174
- ` (backtick), 118
- # (hashmark), 187
- ? (question mark), 32, 53

As spelled out in alphabetical listing:

- ampersand (&), 174
- backtick (`), 118
- hashmark (#), 187
- question mark (?), 32, 53

- 9.3.** Parenthetical glosses (qualifiers) are ignored in alphabetization unless needed in cases where those glosses differentiate main headings that are otherwise the same.

Parenthetical glosses needed to differentiate main headings:

- Mars (candy bar)
- Mars (deity)
- Mars (planet)
- Mars, Janet

- 9.4.** In main headings, articles (e.g., *a*, *an*, and *the* in English) are ignored in alphabetizing. Prepositions, such as *of*, are included in alphabetizing.

Articles are ignored in alphabetical sorting:

- The Ketogenic Diet* (Freeman and Freeman) is sorted in the Ks.

See also Appendix G 9.4 (Trade Books).

- 9.5.** Prepositions and other function words appearing at the beginning of subheadings are ignored in alphabetizing, unless they are part of a title.

Prepositions in subheadings ignored:

- gifts
 - apostles, prophets, and pastors as, 64–67
 - for function of the church, 5–6
 - of prophecy, 64, 66

required for deacons, 100
required for pastoring, 104
of teaching and ruling, 21, 41

Not ignored when part of titles:

Of Mice and Men (Steinbeck)
On Mouse Tales (Smith)

- 9.6.** Multiple cross-references from one main or one subheading are alphabetized.

See also cats; dogs; turtles [not turtles; cats; dogs]

- 9.7.** Personal names are alphabetized according to standard conventions as well as language and cultural traditions. Indexers should consult print and online authorities, encyclopedias, and dictionaries for the correct format and order for names.

Names alphabetized by standard conventions:

Gogh, Vincent Van (technically correct but may need to be double-posted under or cross-referenced from Van Gogh, Vincent).
Tocqueville, Alexis de

See also Appendix F 9.8 (Software Books), Typography.

10.0 Usability

- 10.1.** Usability refers to the ease and efficiency with which users can retrieve the desired information via the index. Several of the following usability issues have been discussed above but are reiterated here for emphasis.

See also Appendix B 10.1 (Cookbooks).

- 10.2.** Indexes must be accessible to a variety of audiences, although the audience may vary, depending on the text and discipline. First, consider the target audience. Second, consider the range of users that may utilize the index. Users may include those with limited or no background knowledge as well as those with in-depth subject knowledge.

See also Appendix A 10.2 (Children’s Books and K–12 Textbooks), Appendix B 10.2 (Cookbooks), and Appendix C 10.2 (Gardening and Environmental Texts).

- 10.3.** Indexes must provide multiple access points to the same piece of information. Cross-references and double-posting aid such access.

See also Appendix B 10.3 (Cookbooks).

- 10.4.** Natural, everyday language can make an index easier to use, even if it simply directs users to the terminology used in the text.

- 10.5.** Indented indexes are generally easier to read than run-in (paragraph) style, although more detail can be packed into a run-in style index in a smaller space.

Indented style:

gifts

apostles, prophets, and pastors as, 64–67

for function of the church, 5–6

of prophecy, 64, 66

required for deacons, 100

required for pastoring, 104

of teaching and ruling, 21, 41

See also spiritual gifts

Run-in style:

gifts: apostles, prophets, and pastors as, 64–67; for function of the church, 5–6; of prophecy, 64, 66; required for deacons, 100; required for pastoring, 104; of teaching and ruling, 21, 41. *See also* spiritual gifts

See also Appendix A 10.5 (Children’s Books and K–12 Textbooks).

- 10.6.** Users may be confused by subheadings with commas and multiple-part phrases (reversals); these should be avoided in the index.

Bad comma reversals:

POOR

Kagame, Paul: media, access
to

BETTER

Kagame, Paul: media access
of

See also Appendix A 10.6 (Children’s Books and K–12 Textbooks) and Appendix B 10.6 (Cookbooks).

- 10.7.** Main headings that reflect the table of contents and/or chapter titles may help users find information more quickly.

See also Appendix B 10.7 (Cookbooks).

11.0 Characteristics of a Quality Index

- 11.1.** Accuracy: Words are spelled correctly; specific terms and titles match the text. Locators accurately reflect the text. Punctuation and other formatting is consistent and matches a style manual or the publisher’s guidelines.

See also Appendix C 11.1 (Gardening and Environmental Texts).

- 11.2.** Clarity: Terminology and word choices are clear, as are relationships between main headings and subheadings.

- 11.3.** Conciseness: An index is an exercise in brief but precise and accurate language. Wordiness that hides the key point should be avoided. The index should act as a pointer to the information, not tell the story or repeat all the information in the text.

See also Appendix B 11.3 (Cookbooks).

- 11.4.** Consistency: Format, similar topics, cross-references, and double-posting are handled in a consistent manner. Consistency reigns most of the time, but there may be exceptions.

- 11.5.** Common sense: Use natural, everyday language when possible, especially in subheadings. One of the indexer’s jobs is to analyze the text and present it in the index in a common-

sense way. Common sense and consistency work together for an easy-to-use index, while at the same time utilizing the author's terminology as appropriate.

- 11.6.** Comprehensiveness: All appropriate information is retrievable via the index. Over- and underanalysis is avoided. Scattered mentions or bits of disparate information are gathered under appropriate headings.
- 11.7.** Accessibility: Information can be found in multiple ways and by various users.
- 11.8.** Reflexivity: An author's terms and concepts are included. The main and minor topics are treated as such in the index. The structure of the text is reflected in the index.
- 11.9.** Absence of bias: An indexer should not introduce her/his own bias about a topic into an index. Moreover, in many cases, neutral terminology may be used in the index to avoid replicating an author's biased terminology.
- 11.10.** Natural, everyday language: Use common terminology whenever possible and appropriate to the text.
- 11.11.** Readability: An index must be easy to read and understand, both in terminology and format. Part of the responsibility for readability falls on the publisher, as the format of the published index (font, white space, leading, continued lines, etc.) will affect readability. Above all, an index should be clear, accurate, and unambiguous, including exactly what it needs and no more.

See also Appendix A 11.11 (Children's Books and K-12 Textbooks), Appendix B 11.11 (Cookbooks), and Appendix E 11.11 (Scholarly Texts).

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ASI/EIS Publishing Award criteria: <http://www.asindexing.org/about/awards/asiabsco-publishing-award/#awcrit>

History-Archaeology Special Interest Group (of ASI): www.historyindexers.org (resources page includes links to many online references)

Library of Congress Authorities: <http://authorities.loc.gov>

Virtual International Authority Files: <http://viaf.org>

See also Appendix B (Cookbooks) Resources, Appendix C (Gardening and Environmental Texts) Resources, and Appendix D (Medical Texts) Resources.

Appendix A

Children's Books and K–12 Textbooks

by Pat Rimmer

Note that the following examples are keyed to the main document. However, examples are not provided for every point, but only where handling varies from general best practices.

1.0 Metatopic

- 1.2 The metatopic is usually indexed only if it is defined or if there are divisions within the metatopic that require subheadings. For example, in a high school chemistry book definitions are indexed:

Chemistry

- analytical, 2–3
- applied, 3
- atmospheric, 481
- biochemistry, 2–3
- central themes, 4–5
- definition, 2
- field, 663
- green, R16
- inorganic, 2–3
- organic, 2–3
- physical, 2–3
- problem solving in, 22–24
- pure, 3
- reasons for studying, 6–7

3.0 Main Headings

- 3.2 Main headings in elementary-level books may be verbs or adjectives if they are vocabulary words and if the publisher or author requests that all vocabulary words be indexed.

- 3.3** Main headings must use typical children’s vocabulary and should be cross-referenced to or double-posted with unusual terms used by the author. For example, cars should be used rather than vehicles. Vehicles (if used by the author) should be cross-referenced to cars or double-posted.

In addition, textbook indexes must reflect the wording in the Common Core State Standards (CCSS) in addition to the actual wording in the text, if it is not the same. Both terms should be indexed or cross-references should direct the user between the two. For example, in a social studies book, the development of towns is discussed. CCSS wording is “settlements.” Either both “towns” and “settlements” should be included as main headings or a cross-reference should redirect the user from “settlements” to “towns.”

Main headings are commonly set in boldface type and have an initial capital letter, but formatting must follow the style guide of the publisher.

Multiple entry or access points are vital for young users.

- 3.5** Parenthetical glosses are usually added for dates and authors and wherever else they are needed for clarification.

4.0 Subheadings

- 4.5** Commas and multiple-part phrases (reversals) should be avoided in subheadings. They are especially confusing to children. Rewording can eliminate the use of multiple-part phrases, for example, “housing, building of” can be reworded to “housing construction.”

- 4.10** Overanalysis is necessary for children’s textbook indexes. Every related item should be a subheading under the main topic, regardless of whether it is on the same page. For example, in a science textbook:

Adaptations, 518–527, 520
behavioral, 525, 526
instincts, 525

natural environment and, 518–527
 physical, 520–521, 526

5.0 Locators

- 5.4** Page numbers in teachers' editions of textbooks often have multiple alphanumeric sections. The locators should be sorted in the same order as used in the text, even though the section letters may not be alphabetical. For example, a teachers' edition of a reading textbook includes, in this order, the following sections: PD, T, T plus number, W, R and S&S.

cooperative learning
 corners PD 58, T514, T208W, R5

- 5.7** Use of a subheading or multiple subheadings for every locator is common, as this provides children with the most complete access to the information.

- 5.8** Teachers' editions of textbooks often have very long strings of undifferentiated locators to conserve space but still show that features and concepts appear throughout the text. For example, in a teachers' edition of a reading textbook you may find the following:

Build background, T12, T21, T29, T32, T52,T56,
 T57, T100, T111, T119, T122, T131, T138, T142,
 T153, T190, T201, T209, T226, T232,T236, T252,
 T305, T308, T326, T330, T374,T385, T395, T398,
 T418, T433, T470, T477, T485, T488, T495, T502

- 5.10** Page references to both definitions and major discussions are often placed at the main heading level regardless of whether there are subheadings. For example, in an elementary science textbook, the main discussion and boldfaced definition are on the main heading level:

Adaptations, 518–527, **520**
 behavioral, 525, 526
 instincts, 525
 natural environment and, 518–527
 physical, 520–521, 526

6.0 Cross-references

- 6.6** Cross-references are used as little as possible in elementary-level books and textbooks. Double- or triple-posting is much preferred for these beginning index users.

7.0 Double-posting

- 7.3** Information is double- or triple-posted for multiple access points. Children who are just learning to use an index need more access points to find information without searching under a variety of words.

10.0 Usability

- 10.2** The index must be accessible to both children and adults.
- 10.5** Children's textbooks and nonfiction books always use indented index format.
- 10.6** Clear, uncomplicated subheadings are essential for children.

11.0 Characteristics of a Quality Index

- 11.11** Readability is extremely important for school-age children.

Appendix B

Best Practices for Cookbooks

by Thérèse Shere

Note that the following examples are keyed to the main document. However, examples are not provided for every point, but only where handling varies from general best practices.

Cookbook indexes are familiar to all of us and may seem simple to write, but in fact cookbooks are a kind of technical text whose indexing presents special issues and problems. What follows is a short guide to the special characteristics of cookbook indexes and a discussion of how cookbook indexing best practices differ from those for general texts. Some of the material presented here appears in a cookbook indexing overview included in the UC Berkeley Extension indexing course; my thanks to Sylvia Coates for permission to use it here.

How do cookbooks differ from general nonfiction texts?

- Cookbooks are primarily reference books, which means most index users will be repeat users who have used the book before.
- Cookbooks are collections of discrete, titled documents: the recipes. Recipe titles are work titles—just like poem or song titles.
- Cookbooks vary greatly in scope and depth, from small collections and single-subject books with a narrow focus to huge, encyclopedic cookbooks with hundreds of recipes in dozens of recipe categories.

How do cookbook indexes differ from general nonfiction indexes?

Format and style

There are five or so conventional index formats for cookbooks; differences mainly have to do with capitalization style and the way wording of recipe titles is handled. You can see the five styles compared here: <http://shere-indexing.com/cookbook-index-styles.pdf>.

1.0 Metatopic

- 1.1** General cookbooks are usually organized by conventional recipe categories and include recipes from the whole range of categories—beverages, salads, soups, meats and poultry, and desserts, for example. This type of book really doesn't have a metatopic at all, and no metatopic main entry will be required.
- 1.2** Many cookbooks have a single focus, limiting the book's scope to a specific recipe category (desserts or pies), ingredient (tomatoes or fish), technique (grilling), or region (Thai cooking). For these books, that focus will constitute a metatopic that may require a main heading. The metatopic entry will be limited to general information and will not include recipes as subheadings. The following is an example from *The Cake Book*:

Cake making. *See also* Decorating; Ingredients
 equipment
 high-altitude baking
 mail order sources
 troubleshooting guide

3.0 Main Headings

- 3.2** Recipes, in most cases, are the specific information cookbook users are looking for. Key access points for recipes will fall into just a few categories: ingredients, recipe categories, and exact recipe titles or memorable parts of titles. Most main headings will fall into these three categories, and all recipes will need multiple posting.

bananas, Banana-Strawberry Smoothie
 beverages, Banana-Strawberry Smoothie
 Smoothie, Banana-Strawberry
 strawberries, Banana-Strawberry Smoothie

Cape Cod Cranberry Pie
 cranberries, Cape Cod Cranberry Pie
 desserts, Cape Cod Cranberry Pie
 pies, Cape Cod Cranberry Pie

Single-focus cookbooks require more specific main headings than general cookbooks; categories will be narrower. *The Cake Book* might require main headings such as the following:

- Angel food cakes
- Chiffon cakes
- Chocolate cakes
- Meringues
- Nut cakes
- Spice cakes
- Sponge cakes

- 3.7** Main headings that reflect the table of contents and/or chapter titles are usually desirable, especially for general cookbooks organized by conventional recipe categories. If a book's chapter organization is less conventional (say, months or seasons, specific cooking techniques, or the like), it may be less important to replicate the chapter titles as index headings.

4.0 Subheadings

- 4.1** Most cookbook index subheadings will be recipe titles. Because recipe titles are work titles, they have authorial integrity—that is, indexers are not free to change them. What I call the “exact quote” index style requires that titles appear exactly as they do on the recipe page, no inversions or omissions allowed:

- crab
 - Chesapeake Bay Seafood Stew
 - Chicken Breasts with Crabmeat and Mozzarella
 - Crab Cakes Rémoulade
 - Crabmeat Curry
 - Deviled Crab
 - Eastern Shore Crab Salad with Cantaloupe
 - Juan Kelly's Crabmeat Tapas
 - Tresie's Crabmeat and Smithfield Ham Potato Salad

Other styles allow inversions and omissions; this saves space and also allows indexers some discretion in arranging the sort order of subheadings by choosing which part of the title

comes at the beginning of the heading. The following example shows two ways the recipe “Tomatillo-Braised Country Ribs” might appear as a subheading:

pork country ribs, tomatillo-braised
tomatillo-braised country ribs

- 4.4** When recipe titles contain modifying words and phrases, it can be difficult to decide which element is “key” and should be brought forward, but these are important decisions. Subheading lists are often quite long in cookbook indexes. A general cookbook might easily have twenty or more recipes listed under “chicken” or “chocolate.” It is important to make long subheading columns as easy as possible for readers to scan, and it is sometimes necessary to make sure that similar recipes fall together. So the title’s original word order is not always the best choice, and commas and inversions within subheadings may be advisable.

This example compares the exact quote style with one that allows omissions and rewording:

Beef

Beef Stew with Onions and Beer
Beef Stew with Rice and Tomatoes
Boiled Beef
Braised and Stuffed Filet of Beef
Cold Beef in Aspic
Sautéed Filet of Beef

Beef

Boiled
Cold, in Aspic
Filet of, Braised and Stuffed
Filet of, Sautéed
Stew, with Onions and Beer
Stew, with Rice and Tomatoes

- 4.9** Cookbook indexes almost never have run-in (paragraph) style subheadings, but they sometimes include second-level subheadings using a hybrid style, with indented subheadings and run-in sub-subheadings. In these situations, second-level subheadings may require different phrasing.

Appetizers, 70–88. *See also* Leftovers; Salad(s)
 arctic char pizza, 87
 crab: and artichoke hushpuppies, 78; and asparagus roll-ups, 74; cakes, 75, 77, 145; dip, 73
 fish pizza, 87
 mussels: au gratin, 79; pizza, 87; steamed, 80
 salmon: and jalapeño nachos, 191; pizza, 87
 scallops with sweet marjoram and scallions, 81
 seafood sevice, 82
 shrimp: Baltimore “steamed,” 85; barbecued, 84; curried shrimp bundles, 86; pizza, 87; shrimp-stuffed tomatoes, 215
 spreads: chive and salmon, 72; smoked bluefish pâté, 70; smoky mackerel, trout, or bluefish, 71

In addition, cookbook indexes sometimes need subheadings that point to non-recipe information, such as general information about ingredients, recipe categories, or techniques. Usually these simply sort alphabetically, interfiling with recipe subheads like this:

enriched breads
 Alsatian Kugelhopf
 Babas au Rhum
 Danish Pastry Dough
 mixing and baking
 Pain de Mie
 Raspberry Cheese Danish Braid
 shaping
 storing and reviving

Although this is accepted practice, I think it is best to find a way to group such subheadings separately from the recipe subheadings. One conventional way is to group them at a subheading “about,” which sorts at the top of the list. Another way is to use a hybrid indented/run-in format, running the non-recipe subheads off the main heading and using indented format for the recipes:

enriched breads, 126–127; mixing and baking, 51–53; shaping, 54; storing and reviving, 47–48

Alsatian Kugelhopf

Babas au Rhum

Danish Pastry Dough

Pain de Mie

Raspberry Cheese Danish Braid

- 4.10** Overanalysis, defined as subheadings with just one or two locators, is not a relevant concept for cookbook indexes. Because most subheadings will point to one specific recipe, by definition most subheadings will have a single locator.

5.0 Locators

- 5.1** As just mentioned, in cookbook indexes, subheadings with single locators are the standard; they do not constitute overanalysis.
- 5.8** Because single-locator subheadings are the rule, strings of undifferentiated locators do not occur.
- 5.9** Repeated locators in a single entry array would be rare, but might be necessary in an index with second-level subheadings, in which the same recipe might belong with two or more subheadings:

Peppers (sweet or bell):

grilled: with saffron vinaigrette, 159; salad with Fontina, 159

red: pasta (dough), 446; roasted red pepper mayonnaise, 59; romesco sauce, 70; soups, 204, 211, 236; stuffed with corn and fresh mozzarella, 406

roasted: red pepper mayonnaise, 59; smoked mozzarella sandwich with olive paste and, 121; soup, with polenta croutons, 211

soup: carrot and red pepper, 204; cold red pepper with basil puree, 236; roasted red pepper with polenta croutons, 211

- 5.10** It is typical, though not ideal, for cookbook indexes to have (unexplained) locators immediately after the main heading which point to non-recipe information:

enriched breads, 47–48, 51–54, 126–127
 Alsatian Kugelhopf
 Babas au Rhum
 Danish Pastry Dough
 Pain de Mie
 Raspberry Cheese Danish Braid

Best practice would be to use an “about” subheading instead:

enriched breads
 about, 47–48, 51–54, 126–127
 Alsatian Kugelhopf
 Babas au Rhum
 Danish Pastry Dough
 Pain de Mie
 Raspberry Cheese Danish Braid

6.0 Cross-references

- 6.2** Cross-references for synonym control, related terms, and to redirect from broader to narrower terms and vice versa are common.

Blackberries. *See also* Berries
 Cheese. *See also* Fontina; Goat cheese; Parmigiano-Reggiano
 Cornmeal. *See also* Grits; Polenta
 Jerusalem artichokes. *See* sunchokes

- 6.5** Generic cross-references are also commonly needed.

Vegetable(s). *See also specific vegetables*

7.0 Double-posting

- 7.1** As mentioned above, multiple posting is a hallmark of cookbook indexes. Each recipe will need to be posted under relevant recipe categories and key ingredients; relevant categories and ingredients may or may not appear in the title.

Recipes also need indexing under other memorable words that appear in the title. One recipe might easily be posted at five or six locations in the index.

10.0 Usability

- 10.1** Capitalization style is very important in cookbook indexes. Because recipes are works, styles often require that title words be capped wherever they appear. Indexes that require this will have a lot of capital letters in subheadings and may be visually choppy. When an index has frequent long subheading lists, especially if some run to multiple columns, contrasting capitalization for main headings and subheadings improves usability by making it easier to tell which level of heading you are reading. Here are two ways of doing that.

Main headings lowercased, title words capitalized:

Cheeseburgers, Double-decker, with Roasted Mirepoix
 Cherry, Pasilla Chile, and Vanilla Custard Tart
 chicken:
 Brined and Roasted Whole Chicken
 Legs and Thighs, Braised, with Ginger and Tomato Wings, with Marmalade
 chile(s):
 Braised Savoy Cabbage with Jalapeños
 Cherry, Pasilla Chile, and Vanilla Custard Tart
 Chile Garlic Paste
 Fiery Yogurt Sauce, Chilled Cucumber Soup with
 chocolate:
 Chewy Chocolatey Ice Cream Cookie Sandwiches
 Enriched Chocolate Sauce
 Frosting, Yellow Cake with Caramel Top and

Main headings uppercased, title words lowercased:

Cheeseburgers, double-decker, with roasted mirepoix
 Cherry, pasilla chile, and vanilla custard tart
 Chicken
 braised legs and thighs with ginger and tomato

brined and roasted whole chicken
wings, with marmalade

Chile(s)

braised Savoy cabbage with jalapeños
cherry, pasilla chile, and vanilla custard tart
chile garlic paste
fiery yogurt sauce, chilled cucumber soup with

Chocolate

chewy chocolaty ice cream cookie sandwiches
enriched chocolate sauce
frosting, yellow cake with caramel top and

10.2 There are two uses for a cookbook index: searching and browsing. Users who are searching know exactly what they are looking for and need specific access points. Indexers have to guess where a cook will go first to find a favorite recipe. Users who are browsing may be using the book for the first time or looking for new recipes in a familiar book; they will be looking for recipes sharing a common feature and therefore they need multiple and broader access points. Compared to other types of nonfiction, cookbooks probably have a greater ratio of searching users who know what they are looking for. When space is limited and choices must be made, it may be desirable to prioritize the needs of searchers by scattering information in the index rather than gathering it into fewer broader entries; this goes against conventional indexing wisdom.

10.3 Usability will be improved by including main headings for conventional recipe categories that readers will expect to find in any general cookbook (soups, salads, meats, desserts).

Multiple posting is critical.

10.6 Subheadings with commas and inversions should not necessarily be avoided; usability may be improved by rearranging word order to group similar subheadings together.

- 10.7** Main headings that reflect the chapter organization are usually helpful.

11.0 Characteristics of a Quality Index

- 11.3** Conciseness vs. wordiness: cookbook indexers are not free to alter recipe titles, which have authorial integrity as work titles. We are often free to change word order, but not to simply omit words from titles or make substitutions. Searching for concise elegant wording is not an issue, and wordy titles must appear as written.
- 11.11** Readability: larger cookbooks in particular may have indexes with very long entry arrays. Subheading lists may even run to multiple columns. In such cases it is important to improve readability by manipulating the sort order of subheadings; breaking up entry arrays into multiple entries with more specific main headings; and using contrasting capitalization styles as illustrated above. Users should always be able to tell where they are in the index (that is, whether they are reading a main heading or a subheading) and be able to scan and comprehend the subheading list as quickly and easily as possible.

Resources

ASI's Culinary Indexing Special Interest Group (<http://www.culinaryindexing.org>). Members have access to an email discussion group and to my full-length cookbook indexing workshop handout. The SIG also maintains an excellent list of articles and other resources available to all here: <http://www.culinaryindexing.org/resources.html>.

Books

Indexing Specialties: Cookbooks (Nickerson, Leise, Hudoba, eds.; Medford, NJ: Information Today/American Society of Indexers, 2009).

Whitman, Joan, and Dolores Simon. *Recipes into Type*. (New York: HarperCollins Publishers, 1993). Excerpt on indexing available online at the Culinary SIG website: http://www.culinaryindexing.org/recipes_into_type.html.

Appendix C

Gardening and Environmental Texts

by **Thérèse Shere, Shelley Quattrocchi, and Eve Morey Christiansen**

Note that the following examples are keyed to the main document. However, examples are not provided for every point, but only where handling varies from general best practices.

Most of the information in this appendix was compiled from two articles written by Thérèse Shere (available on her website <http://www.shere-indexing.com/articles.htm>). She states that “except for biota names, the issues environmental and natural history indexers deal with arise in other subject areas as well. Subject expertise and familiarity with scientific nomenclature and typical text formats are very helpful when indexing in these fields, but not absolutely essential. My guiding philosophy for indexing best practices is the same as in any subject: make reader-friendliness and ease of use the primary goals, while accurately reflecting the text.”

3.0 Main Headings

3.3 Terminology; matching index to text:

Scientific nomenclature is very common in gardening and environmental sciences books. Because standard spell-checking programs will not catch errors in the spelling of scientific names, using the copy/paste function guards against indexer error in correctly transcribing scientific names from the text.

Refer to the article “Environmental Studies and Natural History Texts: Indexing Issues” (Shere) listed in the bibliography for an in-depth discussion on importing word lists into software as well as a list of reference authorities for looking up names.

Genus and species names are italicized; families, tribes, and higher taxonomic levels are roman; genera and families are capitalized; species are lowercased. Common names are al-

ways roman and are not capitalized except for proper noun elements or when following an initial-cap style.

Most indexers accept that genus can be a main entry with the species listed as subentries, but the species name should not be the main entry (i.e., *alba*, *arkansana*). *Rosa alba* and *Rosa arkansana* would be the proper main entries.

Compound Common Names

Many common names are compound names, such as Douglas fir or Mexican tulip poppy. If the publisher doesn't have a preference, the indexer must decide whether to sort alphabetically on the modifier or to invert the term and sort on the noun element. Another option would be to do both by double-posting.

Inverted index entries should be used when the compound name is one of several discussed that share the noun element, or has genus-level information you don't want readers to miss, or when there is a possibility of confusion. The inversion provides extra help for the readers but may not be the first place they'll look.

Use natural-language order when the noun element is very generic or the inverted form doesn't make sense.

Taxonomic names

- Codes of Nomenclature

- animals

- plants

- common vs. botanical names

- natural language vs. inverted

- compound common names

- chemical

- gene/protein

- inconsistent use of

- more than one common name

- same common name for more than one species

- genus-level vs. species-level discussions

- text organized by plant families

- books devoted to single genus

Classification Issues

Synonymy: A plant will sometimes be referred to by its common name and its botanical name throughout the text without giving preference to either one. All references to all names and synonyms must be gathered at each entry.

Adobe lily appears on pp. 26, 39, 144, 148

Fritillaria pluriflora appears on pp. 144 and 152

All references are listed together so that no matter which name the reader looks up, they will all be found.

Adobe lily (*Fritillaria pluriflora*), 26, 39, 144, 148,
152

Fritillaria pluriflora (Adobe lily), 26, 39, 144, 148,
152

One can also create cross-references:

Adobe lily. See *Fritillaria pluriflora* (Adobe lily)

Fritillaria pluriflora (Adobe lily), 26, 39, 144, 148,
152

Sometimes a headnote is necessary to explain where the reader will find the information, under the botanical or common name.

When the text uses the common name and the botanical name in different places, but doesn't say they are the same plant—or if the same common name is being used for more than one plant—query the editor or author.

Classification: Regarding biota names, if you have a list of subentries for species names, all species mentioned in the book should appear as subentries. When those species are all mentioned on the same page, one could end up with an index entry such as the following:

Angelica, 178

breweri, 178

hendersonii, 178

lineariloba, 178

tomentosa, 178

This could be rewritten as

Angelica species, 178

or as

Angelica spp., 178

or as

Angelica, 178

These shortened entries could be misleading if the discussion is about the species and not the genus, and indexers need to distinguish between these different types of discussions so it is clear from the index which taxonomic level is being discussed. Refer to the article “Environmental Studies and Natural History Texts: Indexing Issues” (Shere) in the bibliography for an in-depth discussion on the unique issues taxonomically organized texts present for the indexer.

- 3.5** A parenthetic gloss is needed when both the botanical and the common name are used in the text, so that both must be included in the index entry.

Example:

Adobe lily (*Fritillaria pluriflora*), 26, 39, 144, 148,
152

Fritillaria pluriflora (Adobe lily), 26, 39, 144, 148,
152

When both names always appear together in the text, the common name in parenthesis following the botanical name can be dropped. However, only drop the botanical name in parenthesis under the same circumstances when necessary for space reasons.

4.0 Subheadings

Mixed Types and Scope of Text

- 4.1** Mixed subentries often occur in gardening and plant book indexes because species names and subjects are both commonly used as subentries. If entries begin to get long, it is best to

add a sub-subentry level.

- Tomato, 119–138
 - diseases, 120–122
 - early-maturing varieties, 124
 - pests, 122–123
 - planting and care, 119–120
 - varieties listed, 125–138
 - ‘Beefmaster,’ 127
 - ‘Brandywine,’ 127
 - ‘Early Girl,’ 129
 - ‘Green Grape,’ 130
 - ‘San Francisco Fog,’ 136
 - ‘Sweet 100,’ 137 [and so on]

Geographic Names, Place Hierarchies

- 4.1** Books on plants can often have either a primary or a secondary focus on specific places. One name can sometimes refer to several geographic locations, such as the following:

- Marin County
- Marin Headlands
- Marin Headlands Terrane
- Marin Islands

Cross-referencing may be necessary to lead readers from bigger place names to places-within-places.

5.0 Locators

- 5.5** Special text features: illustrations, maps, tables, lists/keys:

Text features are common in plant books, but the indexer is sometimes instructed not to index them. This is at times a disservice to the readers, but some topics are just too big to add all the information to the index. Creative cross-references can be used; in an entry for “rivers,” for example, a “*see also specific streams*” cross-reference can point the reader to more information that wouldn’t fit or didn’t warrant double-posting.

Photos are often bound as an insert. If page numbers are not used on those pages, they can be identified in the index with plate numbers:

Salvia disjuncta, 65–66, 195, 201, 207, 208, Plate 89

10.0 Usability

10.2 Text types and audiences.

A–Z Text Formats

An encyclopedia-style format is often found in at least part of these types of books and is usually organized by botanical name. Index style decisions for these books or sections should be made jointly with the editor.

If the editor asks that the A–Z section not be indexed, a head-note should state the listings in the encyclopedia section are not included in the index.

If the encyclopedia section is indexed, all or most references to a genus will often occur on one page with a discussion of many species. When this happens, it's best not to include them as subheadings all with the same page number. Instead create a heading such as

Angelica species, 178

or as

Angelica spp., 178

This will let the reader know that more than one species is discussed on that page. A knowledgeable reader will look for species-level information, but inclusion of that level of detail will depend on the audience and space requirements. Indexing the encyclopedic book or section is often inclusive and detailed, adding time to the project and length to the index.

Text Organized by Plant Family

When texts are organized by plant family with genera listed alphabetically, one could include an entry for the plant family

and a general cross reference to specific genera such as
Sunflower family (*Asteraceae*, *Compositae*), 230–49.
See also *specific genera*

or

Sunflower family (*Asteraceae*, *Compositae*). See *specific genera*

Single Genus Books

Books are often about a single genus. If cultivars are discussed, they can be listed as subentries or included as part of the species entry following the genus and species names for each entry. The cultivar names may sometimes become the main entries. If species and cultivars are both used in the text, species must be listed under the full binomial.

Salvia farinacea, 74, 97, 115
‘Blue Bedder,’ 75, 76
‘Mina,’ 75, 199

or

Salvia farinacea, 74, 97, 115
Salvia farinacea ‘Blue Bedder,’ 75, 76
Salvia farinacea ‘Mina,’ 75, 199

Scope of Text

The scope of the text can range from very narrow (one type of plant) to very broad (all plants covering a large geographic region). As one is indexing, when a main entry becomes excessively long it can be broken down into more specific main entries if publisher style guide and requirements allow.

11.0 Characteristics of a Quality Index

11.11 Accuracy

Different clients can have vastly different requirements and restrictions. It is sometimes possible to renegotiate those that will compromise the index. Examples are discussed in the “Indexing Plant Names” article listed in the resources section. (**See also 3.3** in this appendix.)

Resources

“Indexing the Medical Sciences,” Society of Indexers Occasional Paper #3.

“Environmental Studies and Natural History Texts: Indexing Issues,” Therese Shere. *The Indexer* <http://www.shere-indexing.com/Indexer%20June%2009%20Shere%20final.pdf>.

“Indexing Plant Names: Real World Considerations: Dealing With Text Problems and Index Restrictions,” Therese Shere with Lina B. Burton, http://www.shere-indexing.com/ASI_Plant%20Chapter%20Final.pdf.

Appendix D

Medical Indexing

by Carolyn Weaver and S. Anne Fifer

Note that the following examples are keyed to the main document. However, examples are not provided for every point, but only where handling varies from general best practices.

The best practices of general indexing apply to medical indexing (e.g., accuracy, clarity, consistency, comprehensiveness, etc.); however, there are some special considerations for medical indexing. A specialty reference, for example, on motor disorders, may also be used by general practitioners, students, and other healthcare professionals, so while the intended audience may be specific, in actual practice the users may cover a wide range of familiarity with the subject matter.

Since the indexer is dealing with Greco-Latin derivations, special care must be given to creating terminology that is current and accurate. At least one current and comprehensive medical dictionary is necessary (Stedman's or Dorland's).

Multi-author books are common, which, except for very narrowly focused texts, further exacerbates the difficulties with terminology. There may be differences in terminology between contributors that have not been made congruent during editing. The indexer must take these into account so that the index has internal consistency despite some inconsistency between various authors.

Medical works range from reference books, which may have some intuitively accessible order, to clinical and research books with more discussion. Textbooks may have specific, consistent chapter headings and subdivisions that provide a very basic outline for indexing; however, the indexer must be alert to interrelationships between topics. Clinical books are often combinations of research and reference, and may need both subject and author indexes. The indexer must take care not to become too formulaic and overlook interrelationships between topics.

A current and comprehensive style manual (e.g., AMA style manual) should be on hand as special conventions for genetics, microorgan-

isms (such as bacteria, parasites, and viruses), and so forth will need to be observed.

3.0 Main Headings

3.2 Reference and clinical books may consist of short chapters that cover many specific diseases. Main headings will frequently be organs, organ systems, diseases, syndromes, pathology, etc. When selecting terms for main entries, it is necessary to be cognizant of the Greco-Latin origins of terms to be sure information is appropriately pulled together, for example, pulmonary and lung.

3.3 Many diseases have more than one name, for example, an eponymous form, a common name, and a noneponymous form, which may be quite different. The choice of term used should be determined by the principle discussion, with cross-references from alternate terms or double-posting if appropriate.

While the main headings should reflect the author's usage, the indexer must determine if this is adequate for all the potential users often associated with medical reference books. If the author uses trisomy 21 in discussion, an entry and cross-reference from Down syndrome may well be needed.

Clinical features or clinical presentations that are highly diagnostic warrant main entries, while those common to many disorders would not be of value as entries. Diagnostic tests might also warrant main entries if they are highly specific and diagnostic for a few diseases.

Discussions of differential diagnosis, even if only brief, suggest that headings will be needed to gather information from alternative diseases elsewhere in the text for easy access by the user.

Eponyms should include reference to noneponymous terms. While the text will dictate the form, it is generally preferred to not use the possessive form: for example, Parkinson disease, rather than Parkinson's disease.

In medical terminology, adjective and noun forms may be quite different. Care must also be taken to consolidate information from various points, for example, pulmonary and lung. The indexer must also be aware of synonyms and alternate names of conditions, such as gastrointestinal and enterogastric; cerebral vascular accident and stroke; vasculitis and angiitis; and so on.

Common names for diseases may be included, depending on the anticipated level and breadth of the audience. A beginning nursing text might well have listings for German measles and rubella, while an infectious disease specialty work might include only rubella.

Drugs, in pharmacology texts, may need to be indexed both by generic names and by common brand names; however, in general medicine and health science, generic names only may be indexed.

- 3.5** Acronyms and initialisms are often used in text; however, many diseases do not have commonly used acronyms and may be text specific or known only to a limited audience. Main headings should generally be entered as the spelled-out form with the acronym/initialism included parenthetically, for example, “spinal muscular atrophy (SMA).” A few diseases are commonly known by acronyms that are recognized by a broad audience (AIDS, ALS). These should be entered in spelled-out form with the acronym or abbreviation following in parentheses, unless the full form is not used in the text. The indexer must be consistent in treatment so that the user can locate information with minimal effort.

4.0 Subheadings

- 4.1** The complexity of the text may require multiple subheadings, but, for usability, if there is a need to go beyond a third subheading then it is most likely appropriate to add additional main headings or first-level subheadings, rather than a fourth-level subheading.

- 4.3** Subheadings must be clear and concise with obvious relation to the main heading. Keywords should not be obscured by function words (e.g., prepositions, conjunctions) unless necessary for clarity.
- 4.5** Appropriate use of correct medical terminology can be used to avoid inversions, less direct entries, or complex wording. For an entry relating to a section on arthritis associated with inflammatory bowel disease, an index heading of “arthritis: enteric” will provide a shorter main entry and subheading and avoid complex phrasing.
- 4.8** Medical books focused on teaching and reference use may have very specific outlines for chapters (e.g., clinical features, diagnosis, treatment, prognosis, etc.) that need to be reflected in subheadings. Consistent and parallel phrasing for similar subheadings should be used when possible. Each disease entry may have similar subheadings, such as diagnosis, treatment, epidemiology, etc. The disease may be covered in a few pages or even a single page, with discussion of clinical features, diagnosis, and so forth. It may be useful, despite duplication of locators, to include all these subheadings so that it is immediately clear that all those topics are discussed for the disorder. If these are not specifically listed, then some typographical convention or headnote should make it clear to the user that these are included despite only a single heading and locator.
- 4.9** Depending on publisher’s specifications, it may be desirable to use very common acronyms or initialisms in subheadings to conserve space: for example, CNS instead of central nervous system.

6.0 Cross-references

- 6.1** Cross-references are used to direct the user to alternative terms for acronyms or eponyms, or to the author’s preferred term (e.g., Down syndrome and trisomy 21).

- 6.5** Generic cross-references may sometimes be needed; for example, an entry for autoimmune disorders may need a cross-reference referring to specific autoimmune disorders. When the audience is expected to know these conditions, then a generic cross-reference may be appropriate (“See also *specific autoimmune diseases*”). For an audience of beginning students it might be appropriate to list the specific autoimmune disorders as cross-references, since less knowledgeable users may be unfamiliar with these (“*See also* systemic lupus erythematosis; thyroiditis”).

7.0 Double-posting

- 7.1** Double-posting should be used when only a few locators appear with each entry.

Resources

Indexing Specialties: Medicine. Pilar Wyman, ed. Information Today: 1999; second printing 2003.

National Library of Medicine: Medical Subject Headings <https://www.nlm.nih.gov/mesh/MBrowser.html>.

Stedman’s Medical Dictionary online: <http://stedmansonline.com/index>.

Dorland’s Medical Dictionary online: <http://www.dorlands.com/wsearch.jsp>.

AMA Style Manual (10th edition) online: <http://www.amamanualofstyle.com>.

Appendix E

Scholarly Texts

(monographs, edited collections, primary documents, and such)

by Margie Towery

Note that the following examples are keyed to the main document. However, examples are not provided for every point, but only where handling varies from general best practices.

1.0 Metatopic

- 1.2 A main heading for the metatopic is necessary in most scholarly indexes. It may be used to gather information that does not in itself require a main heading. The metatopic can also serve to point, via cross-references, to the key or most important headings in the rest of the index, thus illuminating the index structure. Moreover, many scholarly texts have multiple metatopics, as contradictory as that may seem. These multiple metatopic main headings must be connected through cross-references. In a biography, the subject is the metatopic and should be a main heading.

3.0 Main Headings

- 3.3 Jargon can present a gnarly problem in scholarly texts. The index must balance inclusion of the author's terms, which may include new terms and/or discipline-related jargon, with access for a variety of audiences. Cross-references from common terms to the author's terms may be necessary (or vice versa).
- 3.5 Parenthetical glosses often appear in scholarly indexes. For personal names, glosses may include maiden, pseudonymous, alternate, or nicknames, birth and death dates, known working periods when dates are needed but birth and/or death dates are unknown (e.g., fl. 1562–1581), a familial rela-

tionship, and occupational identifiers (e.g., when two names are the same), as well as noble and royal titles. Legal cases are often glossed with the case date: for example, *Brown v. Board of Education* (1954). Laws should include dates and on occasion the country as well (in a text where several countries' laws are discussed). Major events and wars are usually glossed with dates. In cases where there are multiple components within parenthetical glosses, the order should be consistent throughout the index: for example, Smith, Susan (Petname, sister) and Smith, Sam (Petname, brother). Depending on preferences, the commas may be replaced by semi-colons.

4.0 Subheadings

- 4.3** The relationship between the main heading and the subheading must be absolutely clear. Function words are more often needed in scholarly indexes to maintain the meaning and relationship.
- 4.5** Natural language in subheadings is often preferred in scholarly indexes.
- 4.8** Parallel structure of subheadings facilitates usability. That is, when two concepts or people are discussed in the same manner, the subheading may be the same. For example:
- Émile (Rousseau): publication of
Mansfield Park (Austen): publication of (not, say,
publishing of)
- 4.9** Phraseology must be as clear and unambiguous as possible. Many scholarly indexes are set in run-in (paragraph) format, which dictates the need for readable indexes.

5.0 Locators

- 5.5** Special formatting of locators is usually implemented for figures, tables, maps, and such. Treatment of locators should follow a style manual or the publisher's guidelines, as well as be consistent throughout the index. Locator treatment is usually explained in the headnote.

- 5.6 Formatting for endnotes and footnotes should follow a style manual or publisher's guidelines, as well as be consistent throughout the index. If user confusion is possible, then such formatting should be explained in the headnote.
- 5.8 The number of undifferentiated locators allowed in an index varies by discipline. In general, more than 6 or so locators should be broken down into sub- or sub-subheadings, or moved out to a new main heading. This can also differ depending on the length (number of book pages) allotted for the index.

6.0 Cross-references

- 6.1 Because of the complex material in scholarly texts, cross-references are invaluable in helping the user navigate through the index. Indeed, cross-references highlight the index structure and may foster more intuitive searching by the user. In addition, cross-references are key to maintaining the connections in a run-in (paragraph style) format, where, for example, it's seldom possible to have sub-subheadings.

8.0 Headnote

- 8.1 Scholarly indexes often include a headnote that explains special formatting, any abbreviations that may be employed (e.g., initials used for a key person), as well as a particular approach in the index. In general, any special features in the index should be explained in brief in a headnote.

11.0 Characteristics of a Quality Index

- 11.11 All of these characteristics are necessary, but to reiterate, readability and clarity of meaning are particularly key to scholarly indexes. This is due to the complexity of material, the often-used run-in format, and the variety of potential audiences.

It is worth noting that modified formats may be used to get around the limits of a run-in format, which is limited to one

level of subheading. One possibility is to use an em dash. For example:

Dickens, Charles: subheadings run-in here
—WORKS: *Bleak House* . . . [this is in effect a second
paragraph under the main heading]

Another possibility, though one that leans to the indented format, is to run-in from subheadings. The *Chicago Manual of Style* (15th and 16th eds.) utilizes this format.

Appendix F

Software Books

by Carol Reed

Note that the following examples are keyed to the main document. However, examples are not provided for every point, but only where handling varies from general best practices.

3.0 Main Headings

- 3.2** Indexes for software books need to anticipate user needs. Indexes typically provide access by

subject: topic/command/option/function/menu item

or

task: what the user is trying to do.

Examples of subject-based access:

- asin function
- butterfly effect
- exception handling
 - centralized
 - error propagation
 - examples
 - exception types
 - throw statements
 - try-catch
 - what function
 - within functions
 - for statements
 - compared to while statements
 - examples
 - local variables
 - usage and syntax
- Next button

Examples of task-based access:

- address expressions, scaling
- advancing to next print line. *See* newlines
- backing up
- files
 - adding to Organizer
 - backing up
 - cataloging
 - copying to folders
 - hiding
 - testing applications

- 3.3** In software books, it's important to know the audience and choose terms accordingly.

For example, in a “Dummies” book, you know that novice users won't necessarily know the software's jargon, so it's important to anticipate alternate terms they might look under and redirect to the preferred term (or double-post). However, in a reference book intended for IT professionals, including dumbed-down terms misses the mark.

Examples of novice-oriented terms:

- images, moving
- moving images
- outline levels. *See* subtotal levels
- syncing. *See* autosync feature

4.0 Subheadings

- 4.10** Because people use software manuals while they're trying to accomplish a task, it's preferable to err on the side of overanalyzing in subheadings if space permits (check with the editor if there's any question about index length).

Where standard indexing practice might combine locators at the main heading when there are five or fewer locators, software users will appreciate a breakdown as long as the distinctions are meaningful. It will help them accomplish their task faster.

Examples of overanalyzed subheadings:

- FTP website
 - creating, 126, 127
 - running, 130
- keywords
 - in syntax diagrams, 3
 - and variable names, 29–30
- temperature adjustment
 - Adjust Color for Skin Tones, 241
 - Quick Fix pane, 210

9.0 Alphabetization

- 9.2** Symbols: In software books, symbols are often sorted at the beginning of the index according to a Unicode sort. But check with your editor for the specific order the publisher prefers.

Example:

- #define, and symbolic names
- #include
 - <ctype.h>
 - <fstream>
 - iostream
 - math.h (math library)
 - stdafx.h (Visual Studio)
 - stdlib.h (standard library)
 - string (string class)
 - <string.h>
 - <time.h>
- angle brackets for standard libraries
- function declarations
- mult-module projects
- preprocessor directives
- quotation marks for project files
- % (remainder function). *See* remainder (%) function
- & address operator. *See* address operator (&)
- && (AND Boolean operation)
- * (indirection / at operator). *See* indirection operator (*)

- `*=` (multiplication-assignment operator). See also assignment operators
- `//` (comments)
- `~` (in class destructors)
- `::` (in scope prefix). See scope prefix (`::`)
- absolute value function (`abs`)
- abstract classes. See interfaces
- access levels (class data) table
- `acos` function
- addition operator (`+`)

9.8 Typographic Conventions

In software book indexes, typographic conventions are usually necessary to distinguish commands, statements, functions, etc. Always ask the editor for the publisher's style guidelines.

Examples of typographic conventions:

- Exception Assistant
- ExceptionHandled property
- IFERROR function
- public keyword
- sqrt function

Appendix G

Trade Books

by Connie Binder

Note that the following examples are keyed to the main document. However, examples are not provided for every point, but only where handling varies from general best practices.

1.0 Metatopic

- 1.2 In most indexes, the metatopic is included as a main heading. The metatopic can be used to gather both information of a general nature and information that is inappropriate as its own main heading. Cross-references should direct the user from the metatopic to other relevant main headings. In some instances, an entry for the metatopic may not be appropriate. If the metatopic is not included as a main heading in the index, it should be clear to the user where main topic information can be found.

In a trade book about improving brain function, “Brain” is included as a main heading with subheadings for general information. Each of the *see also* references leads to a major section of the book, providing access to all aspects of the metatopic.

Brain

anatomy 14, 16–18

percentage used 23

prenatal development 21–22

structure 10

weight 38

see also Attention; Brain health; Controlling your brain; Language; Living smart; Memory; Mood and creativity; Movement; Senses; Sustain your brain

3.0 Main Headings

- 3.3** The author's terminology is reflected in the main headings. Cross-references from more common terms may direct the user to unusual or new terminology or to unusually phrased main headings. The index should include terminology of the index's users (unless a controlled vocabulary is used).

In a trade book about brain function, the author used the term "positivity," so the indexer used that as a main heading. The indexer provided a cross-reference from the more commonly used term, "optimism."

Optimism *see* Positivity

Positivity

 accentuating 182, 193

 improving cognitive function 194–195

 and longevity 193

 strengthening immune system 193–194

 switching attitude to 194–198

Multiple entry or access points to specific information should be provided.

The indexer of the brain book provided a number of different access points for readers interested in information on hearing loss.

Aging

 hearing loss 56, 58, 228

Ear *see also* Hearing loss

Hearing loss

 age-related 56, 58, 228

 noise-induced 52, 54–55

Noise-induced hearing loss 52, 54–55

Presbycusis *see* Hearing loss, age-related

Senses *see also* Hearing loss

- 3.4** Main headings such as titles of works, institutional and organizational names, and other proper nouns should follow the same style as others in the same category. When in doubt, follow the lead of the text and the publisher's style sheet.

This publisher's style sheet called for book titles to include the author's last name as a gloss and for films to include "movie" as a gloss.

Having Our Say (Delany and Delany) 183

Limitless (movie) 23

The Man Who Mistook His Wife for a Hat (Sacks) 105

Phenomenon (movie) 92, 95

Poe's Heart and the Mountain Climber (Restak) 167

- 3.5** Parenthetical glosses may be added, for example, to distinguish people with the same name, to clarify royal titles, to provide event or legal case dates, and to provide additional information, depending on the complexity of the text. Glosses should be used only as necessary. Acronyms may also appear in parentheses. Multiple elements in parenthetical glosses for main headings should follow the same order throughout an index.

In an aviation book, a gloss was used to differentiate between Lindbergh's airplane and Lindbergh's book about his airplane.

Spirit of St. Louis (airplane)

airmail stamp 234

construction 138–139, 140–141

design 134–137

engine 134, 139

first flight 142

goodwill trip to Mexico 242–244

instruments 143, 151

naming 133

navigation 137–138

promotional tour 239, 240–241

safety equipment 137

test flight 141

transatlantic flight 63–67, 146–148, 160

The Spirit of St. Louis (Lindbergh) 63, 388, 439–440

4.0 Subheadings

- 4.8** When appropriate, parallel structure (i.e., similar phrasing) may facilitate ease of use; that is, parallel construction of subheadings (referring to the same sort of information) that may appear under various main headings.

In a trade book about auto racing, car models and drivers were subdivided by races. The year gloss was included to allow readers to follow a driver or vehicle by season.

Courage, Piers

Dutch Grand Prix (1970) 228, 235

Targa Florio (1970) 223, 225, 228, 229, 229

Elford, Vic

Daytona 24 Hours (1968) 189

Monte Carlo Rally (1968) 189

Targa Florio (1967) 172, 177, 185

Targa Florio (1970) 221, 222, 223, 224, 225, 226

Targa Florio (1972) 251, 253, 255

Giunti, Ignazio

Buenos Aires 1000 Km (1971) 241

Targa Florio (1967) 175, 181

Targa Florio (1968) 187, 188, 191, 192, 198, 199

Targa Florio (1969) 200, 209, 211

Targa Florio (1970) 222, 223, 226, 228, 229

Mitter, Gerhard

European Hillclimb Championship (1966) 172

Targa Florio (1965) 148, 148, 151, 152, 154, 155,
156

Targa Florio (1966) 159, 160, 164, 165, 168, 170

Targa Florio (1967) 172, 176, 181

Targa Florio (1968) 187, 191, 195, 197

Porsche 917

24 Hours of Le Mans (1969) 219

Brands Hatch (1970) 219

Daytona (1970) 219

Monza (1970) 219

Targa Florio (1970) 220, 221, 221, 222, 223, 223

5.0 Locators

- 5.3** Locator or page ranges should reflect the text discussion, whether the discussion occurs over several continuous pages (e.g., 3–7) or is intermittent (e.g., 3, 5, 7).

In this example, language and the aging brain was a continuous discussion from page 85 through page 87, hence the page range of 85–87. Brain Booster activities for language abilities occurred as separate items on pages 89 and 90, as well as pages 93 and 94. Because these were discrete entities, not a continuous discussion, they warrant separate page locators.

Language

aging brain 85–87, 96–97

Brain Boosters 86, 89, 90, 93, 94, 99

- 5.5** Special formatting for text elements such as figures or boxes should be consistent and explained in a headnote if necessary.

This publisher requested that page numbers for photographs and information in their captions be noted with italics. This results in repeated locators (see section 5.9. in main document), but the font and headnote allow the reader to determine where on the page to look for the information.

Page numbers in *italics* refer to photographs and captions.

Piëch, Louise *184, 200, 219*

Pilette, Teddy *187, 187, 191, 192*

Pinto, Enrico *171, 171, 200, 217*

- 5.10** In entry arrays with locators at both the main and subheading levels, the meaning of the locators immediately after the main heading must be clear (e.g., a bold locator for a definition or a page range indicating the major discussion or chapter on that main heading). Otherwise, subheadings should be created for those locators.

In this example, the locators immediately following the main heading indicate the major chunk of text associated with the

topic, allowing the reader to quickly navigate to the beginning of the discussion. Because the page range is so large, it needed to be broken down into separate subtopics.

Language 84–103

aging brain 85–87, 96–97

Brain Boosters 86, 89, 90, 93, 94, 99

cognitive fitness 38

insula 87–89

learning a second language 40, 98–103

phonological priming 91–92

polyglots 88

tip-of-the-tongue experiences 85–87, 91–92

verbal fluency 92–93, 95–98

6.0 Cross-references

- 6.2** Cross-references may be used to point from a common term to an author's specific term. Cross-references may also reflect the terminology of the index's users.

In our brain book, there are several ways a reader might logically look for information.

Clinical depression *see* Depression

Elderly *see* Aging

Epinephrine *see* Adrenaline

7.0 Double-posting

- 7.1** Double-posting, along with cross-referencing, provides multiple access points.

The publisher of travel guidebooks prefers triple-posting, with each site listed directly under its name, under a theme, and under the city name. This provides access points for several ways that a reader might approach the text. A headnote is necessary to interpret the index entry.

Boldface indicates illustrations; **CAPS** indicates thematic categories.

Ghibli Museum, Tokyo 77, 103, **104**

MUSEUMS

Ghibli Museum, Tokyo 77, 103, **104**

Tokyo

Ghibli Museum 77, 103, **104**

- 7.2** When a proper noun with an acronym appears with only a few locators, those locators should be included under the spelled-out version as well as under the acronym, unless they fall in close proximity in the index. This would also apply, for example, in the case of an English title with a French translation, when they are both included in the index; that is, all locators would appear at both entries. Abbreviations are treated in the same manner.

From the brain book:

ACTIVE (Advanced Cognitive Training for Independent and Vital Elderly) 151

Advanced Cognitive Training for Independent and Vital Elderly (ACTIVE) 151

8.0 Headnote

- 8.1** Examples from different trade publishers:

Boldface indicates illustrations; **CAPS** indicates thematic categories.

Page numbers in *italics* refer to photographs and captions.

9.0 Alphabetization

- 9.4** In main headings, *a*, *an*, and *the* are ignored in alphabetizing. Prepositions, such as *of*, are included in alphabetizing.

Sperry Gyroscope Company 163

The Spirit of St. Louis (Lindbergh) 63, 388, 439–440

Spruance, Raymond 341n

Index

A

- Abbreviations, 17, 18, 57, 69
- “Aboutness,” capturing. *See* Metatopic
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- Absence of bias, 24
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 - in children’s books and textbook indexes, 28
 - with cross-references and double-posts, 5, 16, 17, 22, 68–69
 - provision of multiple access points, 5
 - in software book indexes, 59–60
 - in trade book indexes, 64, 68
- Accessibility, 24, 30, 39. *See also* Access points
- Accuracy, 23, 47
- Acronyms
 - cross-references between spelled-out proper nouns and acronyms, 15, 52
 - double-posting of spelled-out proper nouns and, 15, 17
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 - as parenthetical glosses, 65
 - in trade book indexes, 69
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