

Indexing

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Why index before submitting your manuscript?

- A manuscript that is indexed in Word™ or LaTeX prior to submission will make for a simpler production process.
- Depending on the length of your manuscript, the time in the production schedule for creating the index after submission may be very short, so completing the index before submission would give you more time.
- Indexing before submission also means that you can concentrate on answering copy-editing queries during production without needing to work on the index at the same time.
- If you find elements of the content during indexing which you wish to change, you can do so, but once you have submitted the manuscript you will not be able to make any changes.

We now use a system which involves making electronic links within the files used for typesetting. This is beneficial because:

- As an index entry will be linked to a specific destination within the text, rather than to a fixed (proof) page number, the index will be interactive when the book is repurposed as an electronic product.
- Also, if, during production, the pagination or layout of a book has to change, the index links will change in accordance.

See the specific guides at the end of this document for how to create an index in Word and LaTeX.

Please note: We are no longer able to accept traditional indexes, i.e indexes generated once a book's page proofs have been typeset (after copy-editing) by identifying key words/ topics and

recording the corresponding page numbers. This type of index adversely affects the quality of electronic products and can cause delays and technical problems if the layout or pagination of the book has to be adjusted.

Indexing during production

If you choose not to produce your index before submission, you will need to provide a coded index during production.

Your Content Manager or Project Manager will send you the indexing instructions and information about the date by which you must supply your index.

- It may be helpful to create a list of headings/keywords for the index before you are asked to do this and, if you editing a multi-contributor volume, you could solicit suggestions for keywords from authors at this stage.
- You will receive from the typesetter a typescript which you must use to complete your index.
- To avoid delaying publication, it is important that you complete your index by the specified deadline.
- It can be helpful to consider before this some of the topics below so that you are ready to start when you receive the typescript and instructions.
- While indexing, your Content Manager or Project Manager can offer assistance with technical questions and check a sample of your indexed document if you are unsure that you are proceeding correctly.
- It is essential that you follow the indexing instructions you are given and do not try to improvise a system of your own as this can lead to technical problems, delays to publication and frequently duplication of effort on your part.
- If you wish to pay a third party to create the index, it is vital that they complete the index according to our approved methods as we cannot accept some types of index that a freelance indexer may offer. See **Commissioning a freelance indexer** later in this document for further guidance.

Before you start

Before setting out to create your index, you should take time to review the indexes in books on topics similar to yours.

Your Press editor will be able to assist with regard to the desired breadth and depth of your index and some further, practical indexing resources can be found in *The Chicago Manual of Style*, Pat

Booth's *Indexing: A Manual of Good Practice*, Nancy Mulvany's *Indexing Books*, and Beth Luey's *Handbook for Academic Authors*.

As an index is a tool for the reader and not a summary of a book's content, you should always consider what is likely to be looked up.

What to include in an index

A typical index entry is composed of the main heading (and page numbers), subheadings (and page numbers), as well as any cross-references.

Main headings (nb. use nouns or noun phrases, not adjectives)

for example:

1. Terms or concepts used throughout the book.
2. Names of authors whose work is quoted or discussed **at length**.
3. Names of people mentioned because of their importance in the text.
4. Names of relevant countries, regions, and jurisdictions.
5. Names of relevant organisations, political parties, and institutions.

Subheadings (nb. consider creating a sub-entry when a main entry would contain more than six page numbers)

for example:

1. Aspects or explanations of terms, concepts, and actions.
2. Subdivisions logically related to the main heading.
3. Works by authors listed as main headings.

Cross-references

- "See" references are used to assist the reader in finding a subject or name that may appear in the text in more than one form – e.g. Carroll, Lewis see Dodgson, Charles Lutwidge; NATO see North Atlantic Treaty Organisation; Indians see Native Americans.
- "See also" references are used to direct the reader to topics linked to the topic entry – e.g. bodies, falling see also motion; space; speed, time; velocity; weight; post-communist countries see also countries by name.

What not to include in an index

Typically, an index should not contain references to the following sections of a book's text:

1. Preface/Foreword
2. Table of Contents
3. Acknowledgments
4. Bibliography
5. Chapter titles

You should also avoid indexing the following:

6. Verbs or adjectives standing alone – e.g. peripheral; circular; global

7. Passing mentions (that do not give substantive, pertinent information about the topic or person).

8. Tables and illustrations should be indexed separately only if they provide information in addition to what is contained in the text.

Avoid the temptation to use the 'mark all' facility. This can cause technical problems with the index and will also index all mentions of a word indiscriminately, leading to an index which is most unhelpful for the reader.

Content

Keep the index simple. It is useful to put yourself in the position of your potential readers. A book on economics, for instance, might quote Mr Micawber's well-known dictum on the importance of balancing annual expenditure with annual income, but readers would be unlikely to look for Micawber in the index. However, it is better to start by over-indexing than by under-indexing: Superfluous entries can (and indeed must) be discarded later on, but it may be difficult to recover some name or topic passed over many pages earlier.

Similarly, footnotes should be indexed only if they give additional information about a topic or person not mentioned elsewhere on that page.

Endnotes should be indexed only if they contain substantive information. A reference to an endnote requires the note number as well as the assigned page number:

(unique number)n.5,

Illustrations should usually be indexed, with their page numbers printed in italic. Where the illustrations are not present in the text (in Word files), their placement instructions or captions should be indexed.

Choice of heading

Main headings should typically be nouns (qualified or unqualified) rather than adjectives or verbs on their own:

agriculture, decline of, not decline of agriculture

novels, Victorian, not Victorian novels

How specific an entry should be depends very much on the subject of the book. In a book on nineteenth-century London it would be unhelpful to have an entry under 'London' because the entry would have to be so long and complicated that it would become unwieldy. It would be more practical to have entries on the topics about London which are discussed in the book:

'gardens', 'sanitation', 'streets', etc.

Synonyms

Where there are two or more possible synonyms, use the one the reader is most likely to look up, and put all the relevant items in that entry. Under the synonym put a cross-reference 'see [main heading]'.

Be careful not to have too many cross-references – your reader will be able to work out where most things are likely to be indexed.

Treat similar items in a similar fashion. In a book which discusses countries, for example, be consistent:

France (main heading)

 Industry (sub-heading)

Spain (main heading)

 Industry (sub-heading) not Spanish industry (main)

When to combine entries

If a word is used in both singular and plural forms in the text, only one form should be used in the index.

This rule does not apply, of course, if the two forms have different meanings, e.g. damage, damages.

When a word has more than one meaning, there should be a separate entry for each meaning, with an explanatory phrase to show which meaning is intended.

Proper names which merely share the same first word should each have their own entry:

Booth, John Wilkes (main heading)

Booth, William (main heading)

not Booth

 John Wilkes (sub)

 William (sub)

Proper names

References to a peer should be collected under either the title or the family name, whichever is the more familiar to the reader; if both forms are used in the book, or the peerage is a recent one, provide a cross-reference from the other form.

This principle applies to any person or place known by more than one name.

Saints, kings and popes are indexed under their forenames, but places, institutions, acts of Parliament, book and play titles, etc. are placed under the first word after the article:

William IV, king of England (but King William Street)

Lewis, John (but John Lewis Partnership Ltd)

Abortion Act, The

Importance of Being Earnest, The

(No entry should begin with 'a' or 'the' except in an index of first lines.)

Compound personal names, whether hyphenated or not, should be indexed under the first element of the surname:

Vaughan Williams, Ralph

In French, Italian and German names a preposition follows the forename(s), but an article or compound of preposition and article (La, Du, Des) precedes the surname. Names naturalised in Britain or the United States are usually indexed under the prefix:

Goethe, Johann Wolfgang von but **De Quincey, Thomas**

Page numbers

Avoid *passim* unless there are a large number of general references to a person or topic in one section of a book. Distinguish between a span (a continuous discussion of the topic) and a point (two separate mentions). Try to avoid indexing a whole chapter, but if it is unavoidable, use a span.

Before you submit the index, check that it is the length agreed between you and your editor. If the style and form of the index do not reach the standard required by the Press, we may have to return it to you for amendment.

Indexing in Word

If you are indexing before submission, you will need to create one single Word document of your entire manuscript. It is not possible to accept indexes done on individual chapters.

If you are indexing during production, you will be sent a formatted typescript to use for indexing.

Creating an index in Microsoft Word

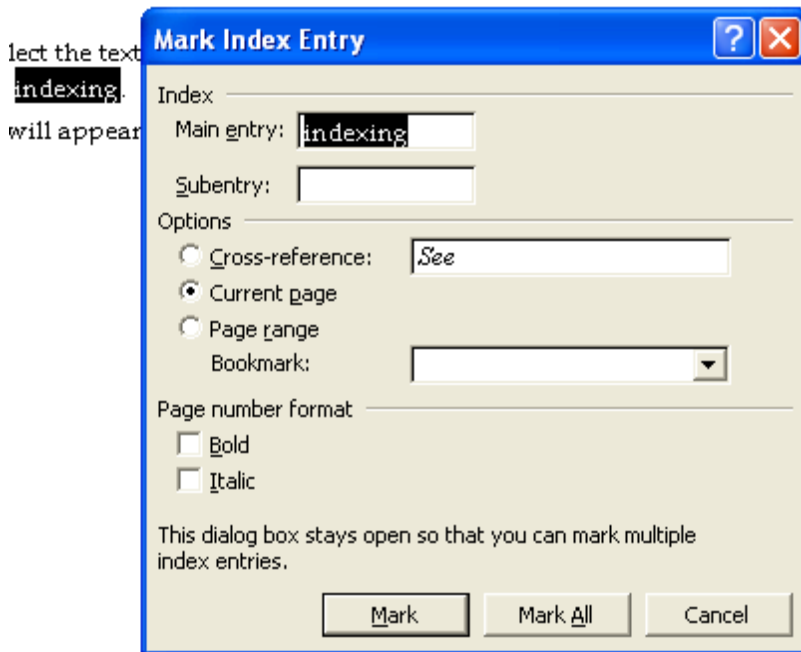
Indexing in Word is straightforward and comprises two basic procedures: (a) identifying or tagging the index entries in the document, building the index as you go, and (b) inserting the collection of entries at the end of the document.

Getting started

It is advisable to first review the typescript and compile a list of the terms that you wish to be included in the index *before* you begin tagging. This will help you decide how to structure your headings, subheadings and cross-references, and to avoid overlooking terms.

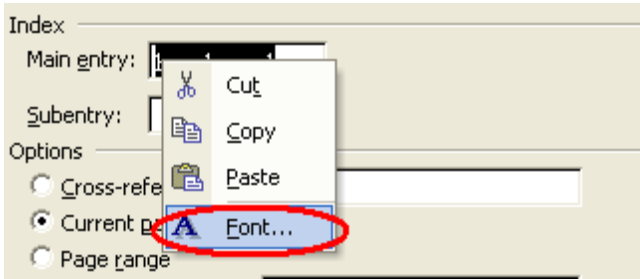
Indexing a word or phrase

1. To use a word or phrase as typed as an index entry, select the relevant text and press ALT+SHIFT+X.
 2. To index text under a different heading (not under the word or phrase as typed in the text), place the cursor next to the text that you are indexing (i.e. without selecting any text) and press ALT+SHIFT+X.
- The following dialogue box will appear:

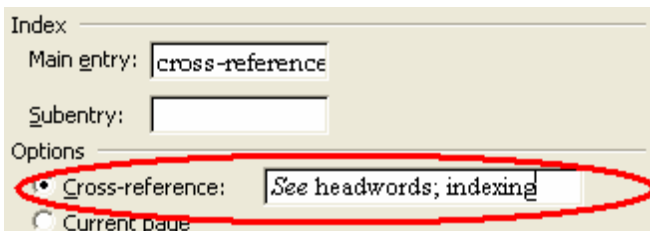


(Here the word 'indexing' had been highlighted in the text before pressing ALT+SHIFT+X and so appears automatically in the Main entry box.)

3. Edit the text in the Main entry box if necessary (or simply type in the index heading if you decide on a different term).
4. To create a subentry, type the headword in the Subentry box below the Main entry box. To create a sub-subentry (third-level entry), type the subentry text followed by a colon (:) and then the text of the third-level entry.
5. You can modify the font of a main entry or subentry by selecting it and then right-clicking to select options from the font menu (to add styling such as italic for example – note that the usual keyboard shortcuts also apply here).

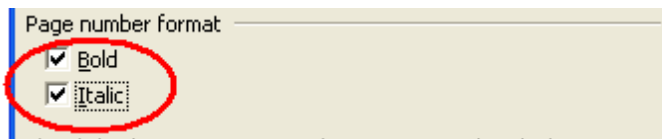


6. The 'Current page' option (centre of the dialogue box) is the default: it simply inserts the page number into the index. If you want to create a cross-reference from the index entry rather than insert a page number, click the 'Cross-reference' option and type the cross-reference text into the box:



! Inserting a cross-reference entry does not include a page number reference at the same time. If you are including a 'see also' cross-reference for example, you will have to mark an additional page entry to ensure that the page number also appears in the index.

7. Two checkboxes allow you to specify that the page number for this index entry should be bold or italic (check both boxes for bold italic).



8. To mark the index entry, click 'Mark'. To mark all occurrences of this text in the document, click 'Mark All'. Note that the Mark All option is available only if you selected text before opening the dialog box – not if you typed your own text into the dialog box.

! Mark All should be used sparingly and only for very specific and infrequently occurring terms: note that every occurrence of the phrase you've selected will be indexed. This can often lead to long strings of page numbers, often better indexed using the page range option below.

9. You can close the indexing dialogue box or leave it open while you work. If you leave it open, you can move around the document and select new words/phrases to index. When you want to insert a new index entry, click on the dialogue box to reactivate it. Any words that you have selected when you click will appear in the Main entry field.

Indexing a whole section of text

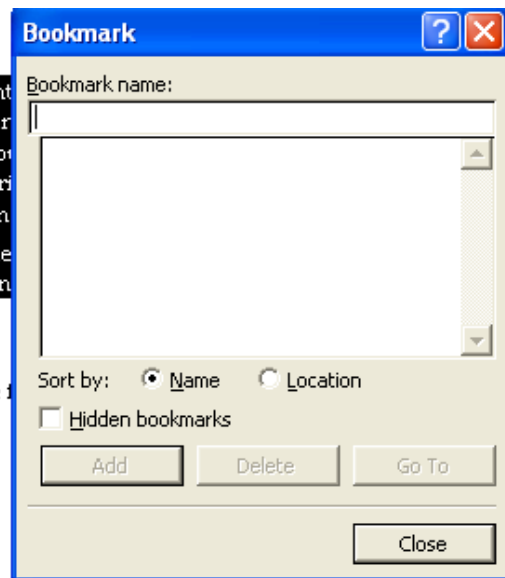
The third option in the indexing dialogue box, along with 'Cross-reference' and 'Current page', is 'Page range'. This is the option that allows you to assign an index entry to continuous text (whether or not it runs over multiple pages). The process has one additional step to the process for indexing a word or phrase: you have to begin by giving Word a name for the section of text that you want to index. You do this by creating a bookmark in Word.

1. Select the range of text that you want to index.
2. From the 'Insert' menu (or on the 'Insert' ribbon in Word 2007), select 'Bookmark'. The following dialogue box will appear.

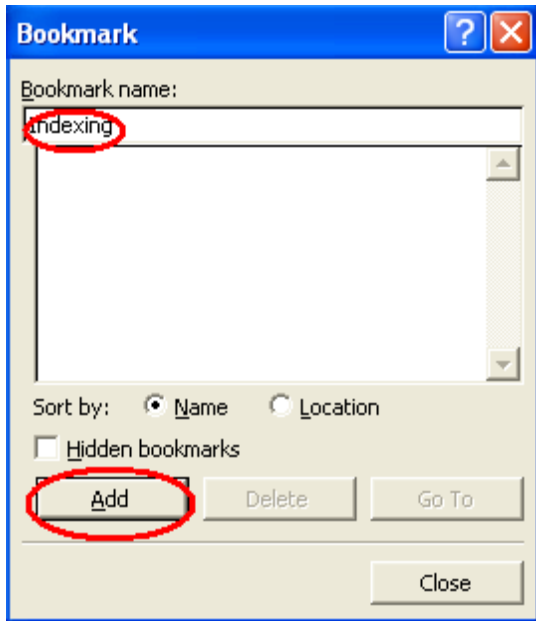
Indexing a whole section of text

The third option, along with 'Cross-reference' and 'Current page', is 'Page range'. This is the option that allows you to assign an index entry to continuous text (whether or not it runs over multiple pages). It is the option you should use if you are indexing a section of text that relates to more than one subsection of the Handbook (bearing in mind the electronic uses of the index given at the start of this document). The process has one step in addition to the process for indexing a word or phrase: you have to begin by giving Word a name for the section of text that you want to index. You do this by creating a bookmark in Word.

1. Select the range of text that you want to index.
2. From the 'Insert' menu in Word, select 'Bookmark'. The following dialogue box will appear.



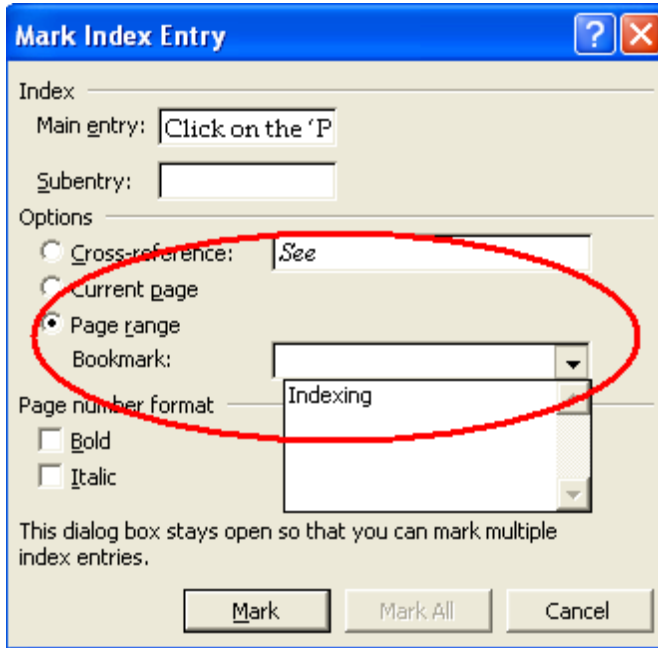
3. Type a one-word name for the bookmark (this could be the index headword you will be using, for example) in the top line and click 'Add' to save it.



4. Place your cursor at the end of the bookmarked section.

5. Press ALT+SHIFT+X to open the indexing dialogue box, and do everything as you would for a standard entry (see above), including typing the headword, except:

6. Click on the 'Page range' option and choose the name of the bookmark you've just created from the dropdown list immediately below.



Creating the index list

It is advised that you review the index regularly as you work through the process. To do so follow these steps:

1. Place your cursor at the end of the document **before any endnotes** inserted using Word's automatic endnotes feature.
2. Choose 'Index and Tables' from the 'Reference' submenu of the 'Insert' menu in Word (or 'Insert Index' in the 'References' ribbon in Word 2007).
3. Press 'OK' in the dialogue box that appears. This creates an index in Word's standard layout. There is no need to engage with the options for changing the format of this index (alignment, spacing, etc.) as this will be taken care of during typesetting.

Important notes on indexing in Word

Word automatically deletes duplicate page entries for the same heading.

After you have created the index you can continue to work on it. To update the index to take account of changes, place the cursor anywhere within the index and press the F9 key.

The order in which Word sorts index entries does not take into account the subtleties of alphabetisation that have become standard in publishing.

It is therefore important to note that any rearrangements you make to this list will automatically be undone when the list is refreshed.

Preparing the index list

Should there be any changes that you want to make to the layout, order or content of the index but cannot achieve directly in the automatically generated list (for example, adding note numbers after page numbers), please copy the list to a new Word file and make the changes with 'tracked changes' switched on (see below). We'll extract the index from the main Word file and incorporate your marked corrections during typesetting.

Once you have finished indexing, follow these steps to make edits to the list:

1. Generate the final index list following the steps outlined above.
2. Copy the list and paste it into a new Word file.
3. Switch on 'track changes' and make any text edits necessary to bring the list up to your expectations. **NB changes should be made to the text parts of the index only. Changes should not be made to the page numbers, which are automatically generated. Any alterations to the page numbers will be lost.**
4. Save the file (without accepting the changes) and send it to your Content Manager along with the main 'tagged' Word file.

These corrections will be incorporated once your book is in production.

Modifying index entries after you've typed them

Word holds index entries directly where they have been placed in the file, as hidden text. To view the entries, you have to unhide the text by clicking the ¶ symbol on the 'Standard' or 'Home' toolbar in Word.



The index entries are in curly brackets, with the code XE at the beginning. A typical entry might look like this:

{XE “indexing:in Word:advantages of”}.

Here, ‘indexing’ is the main entry, ‘in Word’ is a subentry, and ‘advantages of’ is a sub-subentry. You can edit this text to change the index term.

Deleting an index entry

Select the entire index entry field, including the braces {}, and then press DELETE.

Producing two or more indexes

If you think your book requires more than one index, please discuss the issue with your Editor. If they agree, you can create those indexes in the same way. This can be done by creating two indexes in two separate Word files, but it is preferable to create separate indexes within the same file. This is achieved by editing the XE tags Word uses to build the index, by inserting the /f switch into an XE tag.

1. Choose a unique ‘switch’ for each of the indexes you want to create, for example ‘general’ for a general index and ‘name’ for an index of names. Then, after you have clicked ‘Mark’ in the dialogue box, you need to add the appropriate switch before the closing curly brace of the XE tag which is embedded in the text.

The syntax looks like this:

/f “general”

2. When you have inserted the index (see 'Creating the index list' above), right click on the index and select 'Toggle field codes'. The following text will appear in place of the index:

{ INDEX }

(this will include some other coding as well; e.g. { INDEX\c"1"\z"205"}).

3. Type in the switch for the particular index you want to appear immediately following the coding, e.g. /f "general" (the complete code will look something like this: { INDEX\c"1"\z"205/f "general"}).

4. Right click on the code and select 'Toggle field codes' again and the index will appear.

5. Place the cursor at the end of the index and insert the index again. You'll be asked if you want to replace the existing index, so select 'no'. When the second index is inserted you need to go through the Toggle field codes again, but this time entering the switch for the other index. The second index will then appear.

Additional instructions for creating an index in Word using a Mac

Marking index entries for words or phrases

Select the text that you want to use as an index entry.

On the 'Insert' menu, click 'Index and Tables'.

Click the 'Index' tab, and then click 'Mark Entry'.

Tip To go directly to the 'Mark Index Entry' dialog box, press COMMAND+ALT+SHIFT+X.

Type or edit the text in the Main entry box

Subentries

To create a subentry, specify the main index entry, and then type the subentry in the Subentry box.

To create a sub-subentry (third-level entry), type the subentry text followed by a colon (:) and the text of the third-level entry.

Tip To mark index entries for symbols such as @, in the Main entry box, immediately following the symbol, type ;# (semicolon followed by the number sign), and click 'Mark'. When you build the index, Word places the symbols at the beginning of the index.

To mark additional index entries, select the text or click immediately after it, and click in the 'Mark Index Entry' dialog box.

NB Word inserts each marked index entry as an XE (Index Entry) field in hidden text format. If you don't see the XE field, click 'Show/Hide' on the Standard toolbar.

Indexing spans

1. Select the range of text that you want the index entry to refer to.
2. On the 'Insert' menu, click 'Bookmark'.
3. In the 'Bookmark name' box, type a name, and then click 'Add'.
4. In the Word document, click at the beginning of the range of text selected.
5. On the 'Insert' menu, click 'Index and Tables'.
6. Click the 'Index' tab, and then click 'Mark Entry'.
7. In the Main entry box, type the index entry for the marked text.
8. Under 'Options', click 'Page range'.
9. In the Bookmark box, type or select the bookmark name typed in step 3.
10. Click 'Mark'.
11. Click 'Close'.

Note Word inserts each marked index entry as an XE (Index Entry) field in hidden text format. If you don't see the XE field, click 'Show/Hide' on the Standard toolbar.

Editing an index entry

Edit the text inside the quotation marks.

```
{XE "Callisto" \t "See Moons"}
```

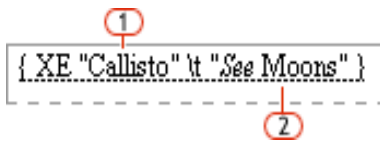
Here, "Callisto" is the main entry and "See Moons" is a cross reference. You can edit this text to change the index term.

If you don't see the XE (Index Entry) fields, click 'Show/Hide' on the Standard toolbar.

Note If you modify the index entries in the finished index, Word deletes your changes the next time you rebuild the index. To permanently keep your formatting changes, format the index entry fields in the document.

Deleting an index entry

Select the entire index entry field, including the braces {}, and then press DELETE.



1 = Main entry

2 = Cross reference

If you don't see the XE (Index Entry) fields, click 'Show/Hide' on the Standard toolbar.

Note If you modify the index entries in the finished index, Word deletes your changes the next time that you rebuild the index. To permanently keep your formatting changes, format the index entry fields in the document.

Designing and building an index

After you create the index entries, you can build the index in your document. This should normally be placed at the end of the file.

Building an index using one of the supplied index designs

1. Click in your document where you want to insert the finished index.
2. On the 'Insert' menu, click 'Index and Tables', and then click the 'Index' tab.
3. Click a design in the 'Formats' box.
4. Select any other index options that you want.

Indexing in LaTeX

We recommend using *MakeIndex* to produce your LaTeX index.

A guide to using *MakeIndex* is available here

<http://www.tex.ac.uk/ctan/indexing/makeindex/doc/makeindex.pdf>

Commissioning a freelance indexer

If you've agreed with the Press that we will provide an index by a freelance indexer:

- Your Content Manager or Project Manager will commission an indexer who works on your subject area and they will create an index from your text, taking into account any briefing information you have provided.
- You will be sent the index for checking.
- We have a pool of experienced indexers covering our full range of subjects, but please be aware that the indexer will not have your level of expertise in the specific area covered by your book.
- Indexing is a creative and necessarily subjective process. No two people would produce identical indexes.
- There is limited scope to return the index to the indexer if the index provided is not what you expected, unless there are substantial problems with structure or coverage. If you have a clear or particularly specific idea of how you want the index to be, we would suggest that you either provide a detailed brief or consider undertaking the index work yourself.

If you decide to commission an indexer yourself:

- The index must still fit the technical specifications set by the Press, in terms of the imbedding method or software used, the length, timeline and what is supplied to the Press. If you are in any doubt, please check this with your Content Manager.
- Liaising with the indexer, arranging deadlines, payment etc is entirely the responsibility of the author.
- The Press cannot recommend specific indexers, but listings of indexers by subject specialism are available on sites like the Society of Indexers (UK) <http://www.indexers.org.uk/> and the American Society of Indexers (US) <http://www.asindexing.org/>