

Guide to Indexing Complexity/Price

Please use this guide when commissioning a Professional Indexer to index any given title. Please assess the book's content and advise the Indexer what level of index you expect for that book. Once you have selected the appropriate level, the prices listed below will be applied.

1. **Exhaustive Index.** £1.90/ \$3.00 per XML typescript page for an average of 7 or more entries per page (which would actually be 14 or more entries per page for the final, printed book). (An average of 14 entries per printed page is more than generally found in most books, even scholarly publications.)
2. **Thorough Index.** £1.25/ \$2.00 per XML typescript page for an average of 3 or more entries per page (which would actually be 6 or more entries per page for the final printed book). (This is closer to the norm for most scholarly books.)
3. **Mid-Level Index.** £1/\$1.50 per XML typescript page for an average of 2 or more entries per page (which would actually be 4 or more entries per page for the final, printed book). (This type of index is more common in trade publications.)
4. **Light Index.** £0.65/ \$1.00 per XML typescript page for an average of 1 or more entries per page (which would actually be 2 or more entries per page for the final, printed book). Also, the lighter the index, the longer the page ranges with fewer sub-entries.

The index you request of an Indexer can be a general, name, subject etc. or any combination. It is the responsibility of the person commissioning the Indexer to give guidance on what level of index and price expected.

If you prefer to give a budget you want the indexer to work to, then the Indexer will advise you of the level of index you would receive for that given budget. If this is not appropriate, you may have to review either the level of index required or the price you are prepared to pay.

If you have any questions or queries, please speak to Caroline Murray or Karl Howe.

Thank you.