

## INDEXING

### HOW TO INDEX

Your editor will supply you with a booklet of detailed indexing instructions (chapter 16 of *The Chicago Manual of Style*, 16<sup>th</sup> ed.), along with the page proofs and PDF files, if desired. The latter may be an aid in searching for specific terms, but such searches alone cannot produce a satisfactory index (see *Chicago* 16.5). See the sample entries at the end of these guidelines for formatting.

Include only subjects that readers would be likely to look up in the index to your book. Do not include passing mentions and tangential entries (16.31). For example, a biography may mention that its subject was born in London; this may generate an entry regarding the subject's birth, but not an entry for London.

Avoid the temptation to give additional information in the index: birth and death dates of individuals, definitions of terms, and so on. Do not give explanations, e.g.; "Kissinger, Henry, discusses peace plan with Nixon at White House breakfast, 278"; entry should read instead "Kissinger, Henry, on peace plan, 278." Reserve parenthetical explanation for terms with more than one interpretation: "Colorado (river)," "Colorado (state)."

Do not index the preface or other front matter, or the bibliography or other back matter. Index only the discursive material in notes.

If there are more than six or so page numbers following an entry, provide subentries (18.9)—likewise if a range given is more than about ten pages. An entry such as "Kissinger, Henry, 2, 5, 8, 20, 39, 57, 66, 79, 88, 104, 115, 220, 234, 260, 268, 278, 299, 305, 306, 317, 320" is not helpful to the reader; neither is "Kissinger, Henry, 321–399." Provide subentries for meaningful references and ignore passing references that do not convey any information to the reader. Do not use the form 321ff or *passim*; give specific page numbers.

### PREPARING THE FINAL INDEX

Both main entries and subentries should begin with a lowercase letter unless they would be capitalized in normal prose.

Arrange subentries alphabetically by first important word, ignoring articles and prepositions (16.56). If subentry begins with a number, treat it as if it were spelled out as a word, unless there are several, in which case those should be arranged in numerical order at the beginning of the subentries.

Use a comma to separate the entry from the first page number. There is no final punctuation.

Entries followed by cross-references end in a period. If the cross-reference follows the main entry only—for example, "amphetamines and barbiturates" in the sample index below—the main entry is followed by the italicized term *See* and the cross-reference term; if the cross-

reference is added after page references—for example, “amnesty programs” in the sample index below—it should be followed by *See also* and the cross-reference term. If a cross-reference applies only to a subentry, it should be enclosed in parentheses immediately following the subentry (for example, “black market” subentry under “American Embassy” in sample index below).

Cross-references are grouped alphabetically at the end of the full entry and are separated by semicolons (see under “US Army” in the sample index below); make sure their wording corresponds exactly to that of the main entry they refer to.

Use full, not abbreviated page ranges: 120–129, not 120–29.

For substantive material in the notes, provide both the page number and the note number: 387n7. If more than one note is referred to, use the abbreviation “nn” (note numbers are closed up, that is, leave no spaces between them): 387nn7, 9, 10, 396, 399.

Use the letter-by-letter style of alphabetization (16.59).

Index names beginning with “Mc” under those letters, not “Mac” (16.73).

Prepare the index one column to a page. Turn off your word processor’s hyphenation function. Use hard returns only at the ends of entries and subentries, and use a single tab to indent subentries, each of which should be on a separate line rather than run in (16.24–25). We strongly discourage further levels of subentries.

Send your file to your production editor as an email attachment, either in MS Word (.doc) or saved in rich text format (.rtf).

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