PETER LANG
INTERNATIONAL ACADEMIC PUBLISHERS

Indexing Guidelines

The index is an alphabetical guide to important concepts and topics in your book that helps readers navigate your text. The author is the person best placed to create the right index for the book: as well as possessing an intimate knowledge of the text, the author knows the relative importance of the different concepts discussed and can shape the index accordingly.

However, if you would like to use a professional indexer, please discuss your options with your Acquisitions Editor before submitting your manuscript.

If you will be creating the index yourself, we recommend that you submit the final list of index entries with your completed manuscript. This may include a combined index (names and subjects) or separate subject and name indexes, depending on the custom in your field. Page numbers should only be added to your index during the PDF proof stage, when the pagination has been finalised.

As well as these guidelines, you may find one of the following style guides useful:

- *The Chicago Manual of Style*, 15th edn (University of Chicago Press, 2003) is recommended for manuscripts that use American English.
- *New Hart's Rules: The Handbook of Style for Writers and Editors* (Oxford University Press, 2005) is preferable for manuscripts that use British English.

What is the point of an index?

The point of an index is to be of assistance to readers in navigating the book – to help the reader find information on a particular topic and return to sections that they have read.

The point is not to put as much information as possible on the page nor, necessarily, to represent the information in the exact language in which it appears in the main text. Index entries should be made only if they lead the reader to worthwhile information. An index groups together information that is scattered in the main text (where it may be referred to under various names).

The index should be appropriate for the book, in terms of length and the terms indexed. The more specialist the book, the more detailed the index may need to be. Consider the general length of indexes in other books similar to yours in your field. Short indexes can be of very little use but so can long ones if they are over-detailed.

Most books have one index only – occasionally a subsidiary index may be required (for example, anthologies often have indexes both by author and by title). If you think your book requires more than one index please contact your commissioning editor.

If you are unsure where to start then have a look at other indexes in academic books. Think about what you find useful or otherwise.

The two most crucial things about an index are that it is accurate – this is why we only ask you to index once the pagination has been finalised – and that it is consistent. Much of indexing is a matter of common sense: you will need to make judgements about what to include and what not to include.

What should go in the index?

- The index should include anything in the book that the reader may reasonably want to look up. You should make sure that you don't include some minor subjects at the expense of major ones. Think about the index entries that will be useful for the reader.
- Include themes, concepts and topics as well as names. Avoid passing or trivial mentions, over-representation of minor topics and repetitive or redundant entries. Only key concepts and names should be indexed – over-indexing is not helpful.
- You should only include a reference to a footnote if the note contains significant information that does not appear in the main text.
- Illustrations should only be indexed if they are integrated with the text, rather than in a section, and if the reader may want to look them up independently of the text that appears on the same page. Remember that the list of figures is already there to help the reader locate the illustrations.
- Contributor names should not be indexed unless significant information is given about them in another chapter. The chapter itself should not be indexed under the contributor's name.

Presentation of terms

One of the difficult things about creating an index can be choosing exactly what the entries should be called. The following guidelines should help you decide.

Information should be listed under the term that most readers will probably look at first.

- In nearly all situations, the principal noun should be indexed, not the verb or the adjective or a phrase. The entry should be 'writing' not 'write'; 'beauty' not 'beautiful'.
- Countable nouns should be given in the plural, even if only one of the things in question appears in the text. The only exception to this is if the plural form means something different from the singular (e.g. damage/damages).
- Be consistent in how you treat similar entries – if 'Spanish Civil War' is a sub-entry under Spain then 'American Civil War' should be a sub-entry under America, rather than a separate main entry. If a concept appears under two or more names in the text, then you should group the page references under the entry that the reader is most likely to look up. You can then insert cross-references against - other similar entries that the reader might look up.

America 14, 25–31, 126, 188
United States *see* America

Remember that the reader wants to locate information on a subject, not to locate the appearance of one of the many related words.

- Saints, kings/queens, popes, etc., should all be indexed under their first names:

Augustine, St 52, 88, 306
Pius X, Pope 67–9, 114

Organization of the index

Order and structure

- The index should be in alphabetical order with clear alphabetic headings (A, B, C, etc.). However, you should ignore articles (a, an, the) for this purpose:

H
home, idea of 7, 98–106
Homecoming, The (play) 56

- In some cases, foreign words should be indexed under the article (for example Italian and Dutch names). Please refer to a style guide for specific rules on issues like this.
- If two entries differ only in that one has an initial capital (e.g. grey and Grey), place the capitalised form second.

Page references

- Do not include a comma before the page references, just a single space.
- Within the entry, the page references should always be given in numerical order.
- Distinguish between 127–8 (which indicates that there is a continuous discussion of the topic) and 127, 128 (which indicates that the topic appears twice on consecutive pages).
- Ensure that page ranges are consistent with the main text:
    - If you have elided page ranges (127–8) in the main text, the spans in the index should also be elided.
    - If you have full page ranges (127–128) in the main text, the spans in the index should also be presented in full.

Sub-entries

- Sub-entries should be used if an entry has more than 6–7 page references attached to it. It is important to avoid long strings of undifferentiated page references; however, there should not be a separate sub-entry for every page number.
- Sub-entries should also be put in alphabetical order (but as well as ignoring articles you should also ignore all prepositions – ignore all ‘small words’).

Cross-references

These should be used to direct the reader to related entries. There are two main types of cross-references: *see* (which redirects to the preferred term) and *see also* (which suggests related topics). Page numbers are not required for the cross-reference.

- *see* should appear in lieu of page references for the entry and indicates that the page references are to be found under a different entry:

  Spencer, Lady Diana *see* Diana, Princess of Wales

- *see also* should be treated in the same way as a sub-entry and should appear at the end of the sub-entries – it indicates that there are other related entries, which may be relevant:

  Flaubert, Gustave 7, 85, 100, 112–13
  early life 43
  Madame Bovary 110, 125–6
  see also novel, concepts of; Sand, George

- The third and less common type of cross-reference is a general one, which should appear in italics and should also be in lieu of page references:

  tax systems *see under individual countries*

Disambiguation

- Add qualifiers as necessary to avoid confusion.
  - For individuals:

    Smith, John (painter) 5, 30–3
    Smith, John (politician) 214–18

  - For homonyms:

    bank (financial institution) 45–60
    bank (river edge) 120–5

    Turkey (country) 80–95
    turkey (bird) 150–5

    Newton, Isaac 45–60
    newton (unit of force) 120–30

Style of the index

- The entries should appear exactly as they appear in the main text. This applies not only to capitalisation but also to spelling, accents and italicisation.

- Use the same style of quotation marks (i.e. single or double) as used in the main text. Consistency is key for different types of terms:

    - Names should be presented in a manner consistent with the conventions of the language and culture to which the name belongs.

    - Abbreviations and acronyms, similarly, should be presented consistently, ideally under both the full form and the abbreviation.

        BBC (British Broadcasting Corporation) 59, 99

        OR

        BBC (British Broadcasting Corporation) 59, 99
        British Broadcasting Corporation *see* BBC

Submitting your index

If you have prepared your index as a separate list of terms, please submit it as a separate Word file, starting each entry on a separate line.

There is no need to format this file in any way, and page numbers are not required until the proof stage.

If you have marked entries in your manuscript using Microsoft Word's 'Mark Entry' function, please provide the Index at the end with headings and page numbers using Word's 'Insert Index' function.

Sample index (New Hart's Rules)

Jänecke, Erwin 221
Japan
interwar years 38, 43, 44–5, 69, 103
Siberia, penetration into 9, 21, 38
Soviet declaration of war 291
surrender terms for 280, 285–6, 292–3
war casualities 289
World War II 120, 145, 152–3, 162–3, 168–73, 177, 236, 237, 241, 258, 287, 288–90

Japan's Struggle to End the War 288
Jiang Jieshi *see* Chiang Kai-shek
Jodl, Alfred 71, 144, 273–4
Juntas de Ofensiva Nacional-Sindicalista (JONS) 60–1

Sample index (Chicago Manual of Style)

Jänecke, Erwin 221
Japan
interwar years 38, 43, 44–45, 69, 103
Siberia, penetration into 9, 21, 38
Soviet declaration of war 291
surrender terms for 280, 285–286, 292–293
war casualities 289
World War II 120, 145, 152–153, 162–163, 168–173, 177, 236, 237, 241, 258, 287, 288–290
Japan's Struggle to End the War 288
Jiang Jieshi *see* Chiang Kai-shek
Jodl, Alfred 71, 144, 273–274
Juntas de Ofensiva Nacional-Sindicalista (JONS) 60–61