

## INDEXING GUIDELINES

- A good index should help readers find their way around a book. Only key concepts and names should be indexed.
- The index should not be prepared until the final set of proofs is available (usually second proofs).
- The complete index should be typed with the relevant page numbers from the final proofs given beside the entry. Each sub-entry should be indented below the main entry and you should avoid more than three levels of sub-heading.
- Indexes should be kept as simple as possible – include topics as well as proper names, but do not index passing references which give no information.
- Begin by over-indexing rather than under-indexing.
- There is no need to index the Foreword or Preface unless it gives relevant information. Index footnotes only if they give additional information about a topic or person not mentioned elsewhere on that page. Index endnotes only if they contain substantive information.
- Do not index bibliographies and general lists of references.
- Index illustrations if this is considered useful, and distinguish page references for these by using italics.

### The specifics

- Ideally, the head word should be the principal noun rather than an adjective, adjectival phrase or verb:

families, supportive role of

However, adjectival phrases often need to be indexed as such, for example:

human capital

low skills equilibrium

- Where there are two or more possible synonyms, use the one that is more likely to be looked up, and put all the relevant page numbers in that entry. If there are three or more references, under the synonym put a cross-reference 'see ...'. Avoid too many cross-references.
- *Proper names*: references to a peer should be 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, and usually the article is left out altogether:

Abortion Act

Compound personal names, whether hyphenated or not, should be indexed under the first element of the surname, or follow the text/common usage, with cross-references as necessary:

Vaughan Williams, Ralph

Banks, Lynn Reid

Stowe, Harriet Beecher

In French and German names, a preposition follows the name, but an article or compound of preposition and article (Des, Du, La) precedes the name. In Italian, the names are entered at the prefix. Names naturalised in Britain or the United States are usually indexed under the prefix. Following common usage/common sense is recommended and the use of cross-references as necessary.

Goethe, Johann Wolfgang von

De Quincey, Thomas

- Entries and sub-entries should be arranged alphabetically rather than in a 'logical' or 'chronological' order.
- An entry should not start with a capital letter unless it is a proper name or term capitalised in the text. Keep punctuation to a minimum, providing the sense is clear.
- Treat similar items in a similar fashion.

France

approaches to homelessness  
housing regime

Germany

approaches to homelessness  
housing regime

- Any entry containing more than about six page references should be subdivided, although do not make a sub-entry for every page number. A single reference covering a span of more than about 10 pages (eg, 110-25) should probably be sub-divided.
- Try to avoid indexing a whole chapter, but if it is unavoidable, then give the span of page numbers, not, for example, ch 6.
- Distinguish between a continuous discussion of the topic (eg, 65-6) and two separate mentions (eg, 65, 66).
- Cross-references should be the final sub-entry in a group of sub-entries. Use *see also* references to indicate possibly useful related entries, for example:

cars....  
    *see also* motorcycles; taxis

but don't use for specific to general, for example:

taxis *see also* cars

- No entry should begin with 'a' or 'the' except in an index of first lines.
- Avoid *passim* unless there are a large number of scattered references to a person or topic in one section of a book.
- Check that the length of the index is as agreed with The Policy Press.
- For a general view on the design and layout of the index, consult other recent books in your subject area published by The Policy Press.