

Indexing Guidelines (version March 2018)

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Basic Principles

We follow the *Chicago Manual of Style* in almost all respects, and so our guidance here is aimed at giving a more concise set of instructions using examples in our field of studies. The comprehensive guidance is at http://www.chicagomanualofstyle.org/16/ch16/ch16_toc.html.

The numbers after the headings below refer to the relevant sections of the *Chicago Manual* from which alternative or fuller guidance is available.

Purpose of an index (16.1 to 16.3)

This guide is intended to help you compile an index, according to the requirements of the *Chicago Manual of Style* and to be able to do so in a timely but efficient manner.

Considering your readers

Our books are published globally and, while mainly in English, the largest readership for your work is likely to be by non-native-English speakers. Abstract terminology, persons, places and similar will be particularly challenging, since many such readers will have to perform a complicated process of translating the concepts and forms of terms that they would expect in their native language and then into English. The more obscure and unfamiliar the material the harder this process will be. Our collective aim is to bring your material to the maximum possible readership and to have the maximum possible impact, so a usable index is one of the tools that we can employ.

Before you begin

Please take a look at the sample index from a recent publication at the end of this guide. You can use this as a reference when you create your own index.

Tip: Bear in mind when compiling your index that while you will be very familiar with your material, your readers may not be. Readers may be encountering your book and its terminology, concepts, characters, and places for the first time. It may be useful to ask a colleague or friend who is unfamiliar with your work to test your index as you develop it, to ensure that you are creating a valuable reference tool that will enhance your work..

Professional assistance

If you wish to employ expert assistance in compiling your index the press can provide you names of indexers with whom previous authors have had good experiences.

Start early (16.4, 16.108 and 16.117–129)

The steps in the pre-press process once you have delivered your definitive typescript are as follows:

Gatekeeping – where the press checks the technical aspects of your typescript (primarily in terms of conformity to the Style Guide) and may ask you to modify it accordingly.

Copyediting – where the copyeditor puts your text into a templated file and applies the rules of the Style Guide. You are supplied proofs which you can correct and answer any questions from the copyeditor. By the end of this phase these proofs are unchangeable in terms of text, but are not laid out in the ready-for-printing format, so the pagination is not yet stable.

Typesetting – the typesetter imports the templated files into software suitable for subsequent printing. The book’s cover is also integrated with the main body at this stage. At this point you are asked to check that no gremlins have been introduced. Tiny modifications can be made for egregious errors spotted at the last minute, but not substantive changes. Once you have signed these off, these ready-for-print files are considered final and the pagination cannot change. This is the point at which page numbers can be added to a ready-made index.

Printing – the ready-for-print files are prepared in a number of formats: for digital printing, including eventual short-run or print-on-demand printing at different locations around the world; as ebooks; for online access; and as watermarked files for scholarly exchange. Depending on the specific book not all of these alternatives may apply.

You can therefore start compiling your index as soon as you have finished your typescript and delivered it to the press for “gatekeeping”. While you won’t be able to attribute page numbers until the final, typeset, print-ready proofs are available, you can begin to compile lists of entries, and have your index well underway by the time the definitive page numbers become available.

This way you will not be under huge pressure to create an index *ex nichilo* at a time when the press is likely to be under pressure to send the book quickly for printing and probably when you too may have limited time.

First Decision – How Many Indexes? (16.6)

Some books benefit from having multiple indexes. You might decide, for example, that an Index of Manuscripts or an Index of Place Names, in addition to a General Index, will be useful for your readers. Otherwise, compile one index only.

Choosing Index Terms (*lemmata* or headwords) (16.30)

You can prepare your main headings for people, places, and subjects before page-proof stage. You will need to list all major themes; any person, place, object or idea that is referred to often in your book. These then need to be broken down into sub-entries and possibly further into sub-sub-entries; these will tell the reader which aspects of the main headwords are explored.

Tip: The best rule to follow is common sense; you know your subject so trust your instincts.

What to include (16.31, 16.109–110)

- Index key places, people and important themes.
- Don't index people, places or ideas that are only mentioned in passing (i.e., there is no substantive information about them within the text).
- Don't reference front-matter or end-matter.
- Try and index the book evenly; that is, cover the range of subjects in your book to the same level, whether that is lightly or heavily.
- **Tip:** If you are unsure, it might be best to highlight a potential headword when you are initially compiling your lists; if subsequently you discover the headword is not important enough for inclusion you can easily omit it at page-proof stage.

Ways to Compile Your Index

We recommend that you start with a printout of your definitive typescript and you start working through it with a few highlighter pens. You can then highlight names and terms you want to index as you go through the text. Use a distinct color of highlighter for different types of term: for example:

- people
- places
- subjects

Alternatively or additionally you can employ various built-in tools in your word processing package, the traditional card system, or specific software.

Word processors (16.5)

Some word processors (including Microsoft Word) offer indexing tools that require you to “mark” words and categorize them as a “main entry” or a “sub entry”.

This has serious shortcomings, however, as Word won’t allow you to index a term that does not appear in the text, and the term highlighted in the text may not be in the form in which it needs to be referred to in the index. You may want to use this function just as a starting point – as a form of note-taking as you work.

Cards (16.107)

Some indexers use a set of cards; each entry has its own card, kept in alphabetical order, which has the page references added to it when the page proofs are ready to be worked through. The complete set is then typed out as the final index.

Software (16.7 and 16.104)

Indexing software can be expensive, but they do offer certain quality-control facilities such as spell-check, formatting functions, auto-sorting and the final generation of the index file.

Style and Usage for the Terminology (16.29)

Capitalization at the head of entries

Do not capitalize initial letter unless it is a proper noun

angel(s), 12–16, 20–22, 38, 40, 42–45

Anna, mother of Mary, 232–33, 235, 237

anointing, 108, 128–31, 153–54.

Punctuation (16.10–12 and 16.94–100)

Place a comma after the headword and before the page numbers. Insert a comma also between the headword and any descriptor.

In the case of an entry with sub-headings add a colon after the main heading and a semi-colon at the end of each subentry:

angel(s), 12–16, 20–22, 38, 40, 42–45, 47, 75, 81, 115, 119–21, 123, 129, 140, 142, 144–45, 162–64, 169, 176, 182, 184–85, 188, 198, 200, 205, 209, 222, 226, 232–33, 242–45, 247–50, 252, 256–57, 275;

Gabriel, archangel, 14, 224, 228, 230, 233, 234, 250;

Michael, archangel, 13–14, 46;

Raphael, archangel, 13–14, 46, 107–8;

rebel angels, 119–20, 122

Anna, mother of Mary, 232–33, 235, 237

Nouns and noun phrases (16.9)

Use proper nouns, abstract nouns or noun phrases (in the latter case, often with the main word first and the additional element after a comma) for the object in question. For example:

Correct:

courts, borough/urban

devotion(s)

Statute of Gloucester (1278)

trade, foreign

Incorrect:

urban courts

Gloucester - statute

foreign trade

Plurals

Main entries work best when they are in a plural form. For example:

rebellions, 3, 4, 8, 197, 242, 269–85

in Low Countries, 249–68

urban, 7, 274

reeves:

in manors and demesne lands, 4, 38

in urban centres: 140, 168, 179 n. 57, 180–90

rents, 58, 61, 198–9, 202 n. 88, 207–10, 259, 264

changes in, 54–56, 78 n. 33

money, 198, 232
see also communal leases; ecclesiastical revenue

References to footnotes or endnotes (16.110–113)

Footnotes should be referenced using “n” (or “nn” for a sequence of notes, with an en-dash). Nonconsecutive notes on the same page are treated separately (334n14, 334n16, 334n19).

Eibingen, 123, 145n67, 177, 213nn14–16

With endnotes, occasionally, when reference to a note near the end of one chapter of a book is followed by reference to a note near the beginning of the next, nonchronological order may result (334n19, 334n2). To avoid the appearance of error, the chapter number may be added in parentheses after the lower note number.

cathedrals, 334n19, 334n2 (chap. 9), 335n5

Numbering (16.13–14)

Use the same system for number sequences as employed elsewhere in the volume. Do not use *passim*, *ff.*, *et seq.* in the main body and certainly not in the index.

Sub-entries

Structure

Major entries should be split into sub-entries in order to show the reader the range of topics covered within a main headword. For example;

Christ, 8–10, 12–22, 30, 35–55, 61–64, 68, 73–77, 81–85, 88, 92, 94, 97, 104–25, 128–35, 137–70,
173–81, 183–88, 192–219, 220–40, 242–76;
as Good Shepherd, 106–7, 122, 167;
as king, rex regum, ruler, 73, 84, 108, 112, 115, 122–24, 128–35, 137–58, 160–70, 174–80, 183–87,
198, 205–6, 216–19, 225, 230;
crowned, xv, 73–74, 112, 115–16, 131–33, 137–46, 148–54, 156–57, 160–64, 168–70, 205, 218,
268;
enthroned 12–17, 20–22, 35–55, 82–83, 106, 108, 112, 115–16, 121, 124, 137–42, 151–52, 184–85,
198, 200–203, 228, 230, 242, 246–48, 251, 258, 262, 264, 268, 271, 273.

Use of “and”, “in”, and similar words

You may want to use “and”, “in” or other analogous words, as in the following examples:

juries:

in cities, 214–16, 220

in itinerant courts, 135–41

in manor courts: 156–57, 179, 181, 183–84, 186–95, 201, 209

jurors, 220

Tip: It is easier to create too many sub-entries than too few. You can always remove excess sub-entries later.

Repeated Entries

You may need to repeat an entry. For example, “mills” is listed twice in the examples below – once as a sub-entry under “ecclesiastical revenue” and then again later as an entry in its own right:

ecclesiastical revenue, 8, 89–108, 206;
 bees, 94, 101;
 Easter Roll, 93–94, 99–100, 101;
 ecclesiastical jurisdiction, 94;
 glebe income: 89–90, 94–95;
 mills, 94, 96, 101

mills: 56–58, 94, 96, 101, 167, 169, 173.

Cross-References (16.15–23)

Cross-references are extremely useful to readers, particularly given the global nature of our readership, but they are best used sparingly. Be careful to distinguish *see* references from *see also* references. They are always used in italics.

When referring to the main heading through a cross-reference give the full form of the heading. So, in the first example below it would be unhelpful to write:

Good Friday. *See* adoration.

Use of “*see*” (16.15–19)

“*See*” references are used to redirect the reader to a preferred form of an entry, for example:

Good Friday. *See* adoration of the Cross
harmony. *See* music
holy oil. *See* anointing
hymns/hymnody. *See* music

“*See*” helps guide the reader from a term that may be familiar but is not the preferred form that you have selected for this volume’s index:

Hague, The. *See* Den Haag (’s-Gravenhage)
pastoralism. *See* animal husbandry
tithes. *See* ecclesiastical revenue
Virgin Queen. *See* Elizabeth I

If the cross-reference is to a subheading use the format below:

lace making. *See* Bruges: lace making

Use of “*see also*” (16.20)

“*see also*” is used to redirect the reader to an alternative term/entry, for example:

Agriculture, 4, 23, 90, 98, 102–03, 106, 144, 180, 190;
output, 17, 49, 51, 53–58;
technology, 24
See also animal husbandry; cereal cultivation

“*See also*” is also used to redirect the reader to a related topic:

revolts: 3, 4, 197, 242, 269–81.
See also German Peasants’ War; Kett’s rebellion; Peasants’ Revolt

Generic cross-references (16.23)

Both *see* and *see also* references may include generic references; that is, they may refer to a type of heading rather than to several specific headings. The entire cross-reference is then set in italics.

biblical commentaries, 345–46, 390–401, 455–65. *See also specific titles or authors*
deserted settlements. *See names of individual sites*

Indentation (16.23–28)

Entries and sub-entries always employ hanging indents, which means that the run-on lines are all indented.

You may choose between two variants when presenting sub-entries: the “run-in” style or the more common “indented” style.

Run-in indentation (16.25 and 16.27)

An example of this is as follows, where the sub-entries are separated by a semi-colon but otherwise run on.

Angel(s), 12–16, 20–22, 38, 40, 42–45, 47, 75, 81, 115, 119–21, 123, 129, 140, 142, 144–45, 162–64, 169, 176, 182, 184–85, 188, 198, 200, 205, 209, 222, 226, 232–33, 242–45, 247–50, 252, 256–57, 275; Gabriel (archangel), 14, 224, 228, 230, 233, 234, 250; Michael (archangel), 13–14, 46; Raphael (archangel), 13–14, 46, 107–8; rebel angels, 119–20, 122

Indented style (16.26 and 16.28)

Note here that the sub-entries are indented less than the run-on lines. The example above presented in this layout would look thus:

angel(s), 12–16, 20–22, 38, 40, 42–45, 47, 75, 81, 115, 119–21, 123, 129, 140, 142, 144–45, 162–64, 169, 176, 182, 184–85, 188, 198, 200, 205, 209, 222, 226, 232–33, 242–45, 247–50, 252, 256–57, 275;
Gabriel, archangel, 14, 224, 228, 230, 233, 234, 250;
Michael, archangel, 13–14, 46;
Raphael, archangel, 13–14, 46, 107–8;
rebel angels, 119–20, 122

Indexing Proper Nouns (16.32–46)

Places and historical regions or political entities

Our publications are in English but are intended for a global readership, the majority of whom by definition are not native English speakers. The tendency in English seems to be to move gradually toward the use of native forms of settlement names and geographical features (people rarely use Brunswick, Leghorn or Lyons today), so do not over-Anglicize. This assists non-native speakers who otherwise would have to make a double translation: from English into the native form and from the native form into the reader's own language. Whatever you decide in individual cases, please provide a cross-reference to or from the native form of the settlement name.

Köln. *See* Cologne

Hague, The. *See* Den Haag ('s-Gravenhage)

The same rule applies for historical regions or political entities. "Zealand" may be confusing to many readers while "Sjælland" will be quite indicative that the region is Danish.

Geographical features

Provide the name and a descriptor for the feature if that is not part of the name. If the feature has a commonly used contemporary English form, use that, but provide a cross-reference if the native or other commonly used form is not in close, alphabetical proximity. For example:

Schelde, River

Escaut. *See* Schelde

Mediterranean Sea

Historical persons (16.33, 16.34, 16.37–39 and 16.42–43)

For periods during which surnames, in the modern sense, were not prevalent, the general rule to follow is forename first, then title/last name, following the form in the volume. Again, we prefer to err on the side of using native forms. For example:

Heinrich III. *See* Henry III (emperor)

Henri IV, King of France: 224

Henry (Somerset peasant): 215

Henry III (emperor): 265

Henry IV, King of England: 279

Henry VI, King of England: 60, 279

Henry of Huntingdon (chronicler): 229

Henry Chichele (archbishop): 244

Modern persons (16.34, 16.35 and 16.40–41)

Follow the system of the country of “surname, forename” rule for all countries other than those, like Iceland, where the patronymic system operates and alphabetization operates by forename:

Árni Magnússon: 221

Rogers, Thorold: 49

Russell, Josiah Cox: 51, 61, 63, 65

Persons who have used pseudonyms or other professional names are usually listed under their real names. If the pseudonym has become a household word, however, it should be used as the main entry, with the real name in parentheses if it is relevant to the work; a cross-reference is seldom necessary:

Molière (Jean-Baptiste Poquelin): 225

The full form of personal names should be indexed as they have become widely known. You may need to cross-reference variations:

Cervantes, Miguel de [*not* Cervantes Saavedra, Miguel de]

Glanvill. *See* Ranulph de Glanvill

Saints (16.42)

Examples from the *Chicago Manual* are as follows:

Aquinas. *See* Thomas Aquinas, Saint

Borromeo, Saint Charles

Catherine of Siena, Saint

Chrysostom, Saint John

Thomas, Saint (the apostle)

Thomas Aquinas, Saint

Alphabetization (16.56–93)

Tip

It is a good idea to offer an explanatory note at the beginning of your index. For example: “Page numbers in italics refer to maps, images and plates”.

Sort alphabetically letter by letter. In the letter-by-letter system, alphabetizing continues up to the first parenthesis or comma; it then starts again after the punctuation point. Spaces and all other punctuation marks are ignored. Both open and hyphenated compounds such as *Norman Conquest* or *self-pity* are treated as single words.

The order of precedence is one word, word followed by a parenthesis, word followed by a comma, then (ignoring spaces and other punctuation) word followed by a number, and word followed by letters.

Benedict XII, pope: 332n6
Benedict Biscop: 92–93
Benedict of Nursia, saint: 225n33, 227–28
Benzo of Alba: 276n3, 296
Beornrad, archbishop of Sens: 104–07
Berach, saint: 172
Berengar II, king of Italy: 195
Bernard of Clairvaux, abbot: 6
 De consideratione: 332–33, 335, 338–39, 343–44
 De moribus et officio episcoporum: 340–41
 on episcopal office: 338–44
 on ideal images: 333–38, 344
Bernard of Parma, *Glossa ordinaria*
 on *Liber extra*: 389
Bernard of Pavia, *Summa decretalium*: 380
Bernard of Pisa *see* Eugenius III, pope
Bernard Paganelli *see* Eugenius III, pope
Bernward, bishop of Hildesheim: 9, 241, 434

Make sure that you list words beginning with accented or unusual characters correctly. For example:

Adoptionism: 104–05
Aefflaed, Anglo-Saxon queen: 221–22n20, 224n26
Aers, David: 36
Æthelmær, brother of Archbishop Stigand of Canterbury: 309
Aethelstan, king of England: 222n20, 224
Aethelthryth, saint: 225n33
Afonso IV of Portugal, king: 544
Agnellus, *Liber pontificalis ecclesiae*
Agnes, saint: 14, 21–23, 26
Alcuin of York, saint: 98, 104, 110.

Diacritics

Equate accented letters with their unaccented equivalents (é = e, á with a)

Non-sorting words (16.51–53)

Definite and indefinite articles in any language are non-sorting and are omitted when you alphabetize a list.

Nicholas Fytton: 229

Nicholas Monksfield: 219

Nicholas of Trim: 225

Nicholas le Woder: 74

Separating text when a new letter in the alphabet starts

Use a line space to separate alphabetical breaks, rather than inserting alphabet headings:

artes memoriae: 380

Artrí mac Conchobar, bishop of Armagh: 173

Athelstan *see* Aethelstan, king of England

Autun, council at (1077): 283n32, 292

Bamberg: 406–07

Baudry of Bourgeuil: 279n13, 287–88, 289n49

Bede, Venerable, saint: 6, 91

Final Checks (16.126 and 16.130–131)

Once you have finished compiling and arranging your entries, take a break from it for a day or so. When you come back to it, consider your entries:

- Are all the entries necessary? (Be careful if you remove entries, that there are no cross-references to those entries.) Can some be combined?
- Are some synonyms or partial synonyms duplicates (agriculture, farming, or crop raising; clothing, costume, or dress; life, existence, or being)?
- Are there too many sub-entries? Should some become main headings? Should some cross-references be added or deleted?
- Have you covered all of the main subjects?
- Are the entries alphabetized correctly?.

Ready-for-print stage – adding page numbers

At the ready-for-print stage the laid out files are definitive, so you can add the page numbers. When you open your PDF of the pages, you will be using Acrobat Reader. Use the Find or Search facility to locate your page numbers quickly:

- press Control+F or Shift+Control+F or the binocular button on the toolbar
- either a Find box or a Search window will appear
- type in your word or phrase and press “search” and a list of page numbers will be shown

Further Reading (16.8)

See http://www.chicagomanualofstyle.org/16/ch16/ch16_sec008.html.