Appendix A

CHILDREN'S BOOKS AND K – 12 TEXTBOOKS

Pat Rimmer

Metatopic

b. The metatopic is usually indexed only if it is defined or divisions within the metatopic that need subheadings. For example, in a high school Chemistry book definitions:

Chemistry
- analytical, 2–3
- applied, 3
- atmospheric, 481
- biochemistry, 2–3
- central themes, 4–5
- definition, 2
- field, 1:663
- green, 1:R16
- inorganic, 2–3
- organic, 2–3
- physical, 2–3
- problem solving in, 22–24
- pure, 3
- reasons for studying, 6–7

Main Headings

a. Main headings in elementary level books may be adjectives if they are vocabulary words, and if the publisher or author requests that all vocabulary words be indexed.

b. Typical children's vocabulary must be used as main headings and should be cross-referenced to unusual terms used by the author. For example, cars should be used rather than vehicles. Vehicles should be cross-referenced to cars.

In addition, textbook indexes must reflect the wording in Common Core State Standards in addition to actual wording in the text if it is not the same. Cross-references should direct the user between the two. For example, in a Social Studies book the development of towns is discussed. CCSS wording is "settlements." Both "towns" and "settlements" should be main headings with a cross-reference from settlements directing the user to towns.

Main headings are commonly boldface type and have initial capital letter, but formatting must follow the style guide of the publisher.

Subheadings

e. Commas and multiple-part phrases (reversals) should be avoided in subheadings. They are especially confusing to children.

j. Over-analysis is necessary for children's textbook indexes. Every related item should be a subhead under the main topic whether it is on the same page or not. For example, in a science textbook:

Adaptations, 518–527, **520**
behavioral, 525, 526
instincts, 525
natural environment and, 518–527
physical, 520–521, 526

Teachers' Editions of textbooks often have very long strings of undifferentiated locators to conserve space but still show that features and concepts are throughout the text. For example, in a Teachers' Edition of a reading textbook:

Build background T12, T21, T29, T32, T52, T56, T57, T100, T111, T119, T122, T131, T138, T142, T153, T190, T201, T209, T226, T232, T236, T252, T305, T308, T326, T330, T374, T385, T395, T398, T418, T433, T470, T477, T485, T488, T495, T502

Locators

d. Page numbers in Teachers' Editions of textbooks often have multiple alphanumeric sections. The locators should be sorted in the same order as the text even though the section letters may not be alphabetical. For Example, in a Teachers' Edition of a reading textbook the first pages are labeled PD followed by T, T with numeral W, R, S&S.

cooperative learning
corners PD 58, T514, T208W, R5

g. A subheading or multiple subheadings for every locator is common to provide children with the most complete access to information.

h. In Teachers' Editions of elementary textbooks, long strings of locators are seldom broken down.

j. Page references to both definitions and major discussions are often placed at the main heading level whether there are subheadings or not. For example, in an elementary science textbook, the main discussion and boldfaced definition are on the main heading level.

Adaptations, 518–527, **520**
behavioral, 525, 526
instincts, 525
natural environment and, 518–527
physical, 520–521, 526

Cross-references

f. Cross-references are used a little as possible in elementary-level books or textbooks. Double or triple posting is much preferred for these beginning index users.

Double-posting

b. Information is double or triple posted for multiple access points. Children who are just learning to use an index need more access points to find information without searching under a variety of words.

Usability

b. The index must be accessible to children and adults.

e. Children's textbooks and nonfiction are always in indented format.

f. Clear, uncomplicated subheadings are essential for children.

Characteristics of a Quality Index

k. Readability is extremely important for school-age children.

Appendix B

COOKBOOKS:

Cookbook Indexing Best Practices: an Overview

Thérèse Shere

Cookbook indexes are familiar to all of us and may seem simple to write, but in fact cookbooks are a kind of technical text whose indexing presents special issues and problems. What follows is a short guide to the special characteristics of cookbook indexes, and a discussion of how cookbook indexing best practices differ from those for general texts. Some of the material presented here appears in a cookbook indexing overview included in the UC Berkeley Extension indexing course; my thanks to Sylvia Coates for permission to use it here.

How do cookbooks differ from general nonfiction texts?
--Cookbooks are primarily reference books, which means most index users will be repeat users who have used the book before.
--Cookbooks are collections of discrete, titled documents: the recipes. Recipe titles are work titles – just like poem or song titles.
--Cookbooks vary greatly in scope and depth, from small collections and single-subject books with a narrow focus to huge, encyclopedic cookbooks with hundreds of recipes in dozens of recipe categories.

How do cookbook indexes differ from general nonfiction indexes?
I. Format and style There are five or so conventional index formats for cookbooks; differences have mainly to do with capitalization style and the way wording of recipe titles is handled. You can see the five styles compared here: http://shere-indexing.com/cookbook-index-styles.pdf

Metatopic
a. General cookbooks are usually organized by conventional recipe categories and include recipes from the whole range of categories – beverages, salads, soups, meats and poultry, and desserts, for example. This type of book really doesn't have a metatopic at all, and no metatopic main entry will be required.

b. Many cookbooks have a single focus, limiting the book's scope to a specific recipe category (desserts or pies), ingredient (tomatoes or fish), technique (grilling), or region (Thai cooking). For these books, that focus will constitute a metatopic that may require a main heading. The metatopic entry will be limited to general information and will not include recipes as subheadings. Example from *The Cake Book:*

Cake making. *See also* Decorating; Ingredients
equipment
high-altitude baking
mail order sources
troubleshooting guide

Main headings

a. Recipes, in most cases, are the specific information cookbook users are looking for. Key access points for recipes will fall into just a few categories: ingredients; recipe categories; exact recipe titles or memorable parts of titles. Most main headings will fall into these three categories, and all recipes will need multiple posting.

bananas Banana-Strawberry Smoothie
beverages Banana-Strawberry Smoothie
Smoothie, Banana-Strawberry
strawberries Banana-Strawberry Smoothie
Cape Cod Cranberry Pie
cranberries Cape Cod Cranberry Pie
desserts Cape Cod Cranberry Pie
pies Cape Cod Cranberry Pie

b. Single-focus cookbooks will require more specific main headings than general cookbooks; categories will be narrower. *The Cake Book* might require main headings like these:

Angel food cakes
Chiffon cakes
Chocolate cakes
Meringues
Nut cakes
Spice cakes
Sponge cakes

c. Main headings that reflect the table of contents and/or chapter titles are usually desirable, especially for general cookbooks organized by conventional recipe categories. If a book's chapter organization is less conventional (say, months or seasons, specific cooking techniques, or the like), it may be less important to replicate the chapter titles as index headings.

Subheadings

a. Most cookbook index subheadings will be recipe titles. Because recipe titles are work titles, they have authorial integrity – that is, indexers are not free to change them. What I call the "exact quote" index style requires that titles appear exactly as they do on the recipe page, no inversions or omissions allowed:

crab
Chesapeake Bay Seafood Stew
Chicken Breasts with Crabmeat and Mozzarella
Crab Cakes Rémoulade
Crabmeat Curry
Deviled Crab

Eastern Shore Crab Salad with Cantaloupe
Juan Kelly's Crabmeat Tapas
Treasie's Crabmeat and Smithfield Ham Potato Salad

b. Other styles allow inversions and omissions; this saves space, and also gives indexers some discretion to arrange the sort order of subheadings by choosing which part of the title comes at the beginning of the heading. This example shows two ways the recipe "Tomatillo-Braised Country Ribs" might appear as a subheading:

pork country ribs, tomatillo-braised
tomatillo-braised country ribs

c. When recipe titles contain modifying words and phrases, it can be difficult to decide which element is "key" and should be brought forward, but these are important decisions. Subheading lists are often quite long in cookbook indexes. A general cookbook might easily have twenty or more recipes listed under "chicken" or "chocolate." It is important to make long subheading columns as easy as possible for readers to scan, and sometimes it's necessary to make sure that similar recipes fall together. So the title's original word order is not always the best choice, and commas and inversions within subheadings may be advisable.

This example compares the exact quote style with one that allows omissions and rewording:

Beef
Beef Stew with Onions and Beer
Beef Stew with Rice and Tomatoes
Boiled Beef
Braised and Stuffed Filet of Beef
Cold Beef in Aspic
Sautéed Filet of Beef

Beef
Boiled
Cold, in Aspic
Filet of, Braised and Stuffed
Filet of, Sautéed
Stew, with Onions and Beer
Stew, with Rice and Tomatoes

d. Cookbook indexes almost never have run-in (paragraph) style subheadings, but sometimes they include second-level subheadings and use a hybrid style with indented subheadings and run-in sub-subheadings. In that situation, second-level subheadings may require different phrasing.

Appetizers, 70–88. See also Leftovers; Salad(s)
arctic char pizza, 87
crab: and artichoke hushpuppies, 78; and asparagus roll-ups, 74; cakes, 75, 77, 145; dip, 73
fish pizza, 87
mussels: au gratin, 79; pizza, 87; steamed, 80
salmon: and jalapeño nachos, 191; pizza, 87
scallops with sweet marjoram and scallions, 81
seafood seviche, 82
shrimp: Baltimore "steamed," 85; barbecued, 84; curried shrimp bundles, 86; pizza, 87; shrimp-stuffed tomatoes, 215
spreads: chive and salmon, 72; smoked bluefish pâté, 70; smoky mackerel, trout, or bluefish, 71

e. Cookbook indexes sometimes need subheadings that point to non-recipe information: general information about ingredients, recipe categories, or techniques. Usually these simply sort alphabetically, interfiling with recipe subheads like this:

enriched breads
Alsatian Kugelhopf
Babas au Rhum
Danish Pastry Dough
mixing and baking
Pain de Mie
Raspberry Cheese Danish Braid
shaping
storing and reviving

Although this is accepted practice, I think it is best to find a way to group such subheadings separately from the recipe subheadings. One conventional way is to group them at a subheading “about,” which sorts at the top of the list. Another way is to use a hybrid indented/run-in format, running the non-recipe subheads off the main heading and using indented format for the recipes:

enriched breads, 126-127; mixing and baking, 51-53; shaping, 54; storing and reviving, 47-48
Alsatian Kugelhopf
Babas au Rhum
Danish Pastry Dough
Pain de Mie
Raspberry Cheese Danish Braid

f. Over-analysis, defined as subheadings with just one or two locators, is not a relevant concept for cookbook indexes. Because most subheadings will point to one specific recipe, by definition most subheadings will have a single locator.

Locators

a. As just mentioned, in cookbook indexes, subheadings with single locators are the standard; they do not constitute over-analysis.

b. Because single-locator subheadings are the rule, strings of undifferentiated locators do not occur.

c. Repeated locators in a single entry array would be rare, but might be necessary in an index with second-level subheadings, in which the same recipe might belong with two or more subheadings:

Peppers (sweet or bell):
grilled: with saffron vinaigrette, 159;
salad with Fontina, 159
red: pasta (dough), 446; roasted red
pepper mayonnaise, 59; romesco
sauce, 70; soups, 204, 211, 236;
stuffed with corn and fresh
mozzarella, 406
roasted: red pepper mayonnaise, 59;
smoked mozzarella sandwich with
olive paste and, 121; soup, with
polenta croutons, 211
soup: carrot and red pepper, 204; cold
red pepper with basil puree, 236;
roasted red pepper with polenta croutons, 211

d. It is typical, though not ideal, for cookbook indexes to have (unexplained) locators immediately after the main heading which point to non-recipe information:

enriched breads, 47-48, 51-54, 126-127
Alsatian Kugelhopf
Babas au Rhum
Danish Pastry Dough
Pain de Mie
Raspberry Cheese Danish Braid

Best practice would be to use an "about" subheading instead:

enriched breads
about, 47-48, 51-54, 126-127
Alsatian Kugelhopf
Babas au Rhum
Danish Pastry Dough
Pain de Mie
Raspberry Cheese Danish Braid

Cross-references

a. Cross-references for synonym control, related terms, and from broader to narrower terms and vice versa are common.

Jerusalem artichokes. *See* sunchokes
Cornmeal. *See also* Grits; Polenta
Cheese. *See also* Fontina; Goat cheese; Parmigiano-Reggiano
Blackberries. *See also* Berries

b. Generic cross-references are also commonly needed.

Vegetable(s). See also *specific vegetables*

Double-posting

As mentioned above, multiple posting is a hallmark of cookbook indexes. Each recipe will need to be posted under relevant recipe categories, and key ingredients; relevant categories and ingredients may or may not appear in the title. Recipes also need indexing under other memorable words that appear in the title. One recipe might easily be posted at five or six locations in the index.

Usability

a. There are two kinds of cookbook index uses: searching and browsing. Searchers know exactly what they are looking for and need specific access points. Indexers have to guess where a cook will go first to find a favorite recipe. Browsers may be using the book for the first time or looking for new recipes in a familiar book; they will be looking for recipes sharing a common feature and need multiple and broader access points. Compared to other types of nonfiction, cookbooks probably have a greater ratio of searching users who know what they are looking for. When space is limited and choices must be made, it may be desirable to prioritize the needs of searchers by scattering information in the index rather than gathering it into fewer broader entries; this goes against conventional indexing wisdom.

b. Capitalization style is very important in cookbook indexes. Because recipes are works, styles often require that title words be capped wherever they appear. Indexes that require this will have a lot of capital letters in subheadings and may be visually choppy. When an index has frequent long subheading lists, especially if some run to multiple columns, contrasting capitalization for main headings and subheadings improves usability by making it easier to tell which level of heading you are reading. Here are two ways of doing that.

Main headings lowercased, title words capitalized:

Cheeseburgers, Double-decker, with Roasted Mirepoix
Cherry, Pasilla Chile, and Vanilla Custard Tart
chicken:
    Brined and Roasted Whole Chicken
    Legs and Thighs, Braised, with Ginger and Tomato
    Wings, with Marmalade

chile(s:
Braised Savoy Cabbage with Jalapeños
Cherry, Pasilla Chile, and Vanilla Custard Tart
Chile Garlic Paste
Fiery Yogurt Sauce, Chilled Cucumber Soup with
chocolate:
Chewy Chocolaty Ice Cream Cookie Sandwiches
Enriched Chocolate Sauce
Frosting, Yellow Cake with Caramel Top and

Main headings uppercased, title words lowercased:
Cheeseburgers, double-decker, with roasted mirepoix
Cherry, pasilla chile, and vanilla custard tart
Chicken
braised legs and thighs with ginger and tomato
brined and roasted whole chicken
wings, with marmalade
Chile(s)
braised Savoy cabbage with jalapeños
cherry, pasilla chile, and vanilla custard tart
chile garlic paste
fiery yogurt sauce, chilled cucumber soup with
Chocolate
chewy chocolaty ice cream cookie sandwiches
enriched chocolate sauce
frosting, yellow cake with caramel top and

c. Usability will be improved by including main headings for conventional recipe categories that readers will expect to find in any general cookbook (soups, salads, meats, desserts).

d. Multiple posting is critical.

e. Subheadings with commas and inversions should not necessarily be avoided; usability may be improved by rearranging word order to group similar subheadings together.

f. Main headings that reflect the chapter organization are usually helpful.
Cookbook Indexing Best Practices: an Overview by Thérèse Shere

Characteristics of a Quality Index

a. Conciseness vs. wordiness: cookbook indexers are not free to alter recipe titles, which have authorial integrity as work titles. We are often free to change word order, but not to simply omit words from titles or make substitutions. Searching for concise elegant wording is not an issue, and wordy titles must appear as written.

b. Readability: larger cookbooks especially may have indexes with very long entry arrays. Subheading lists may run to multiple columns, even. In such cases it is important to improve readability by manipulating the sort order of subheadings; breaking up entry arrays into multiple entries with more specific main headings; and using contrasting capitalization styles as illustrated above. Users should always be able to tell where they are in the index (that is, whether they are reading a main heading or a subheading) and be able to scan and comprehend the subheading list as quickly and easily as possible.

Resources for cookbook indexing

ASI's Culinary Indexing Special Interest Group http://www.culinaryindexing.org/ Members have access to an email discussion group and to my full-length cookbook indexing workshop handout. Also, the SIG maintains an excellent list of articles and other resources available to all here: http://www.culinaryindexing.org/resources.html

Books:

Indexing Specialties: Cookbooks (Nickerson, Leise, Hudoba, eds.; Medford, NJ: Information Today/American Society of Indexers, 2009.); Whitman, Joan, and Dolores Simon, *Recipes into Type: A Handbook for Cookbook Writers and Editors* (New York: HarperCollins Publishers, 1993.). Excerpt on indexing available online at the Culinary SIG website: http://www.culinaryindexing.org/recipes_into_type.html

Appendix C

GARDENING AND ENVIRONMENTAL TEXTS

Most of the information in this appendix was compiled from two articles written by Thérèse Shere that can be found on her website http://www.shere-inndexing.com/articles.htm. Included are sections contributed by Shelley Quattrocchi and Eve Morey Christiansen

Major indexing issues such as metatopic and entry array structure are dealt with in the main document and won't be addressed here.

From Thérèse Shere on Gardening:
"Except for biota names, the issues environmental and natural history indexers deal with arise in other subject areas as well. Subject expertise and familiarity with scientific nomenclature and typical text formats are very helpful when indexing in these fields, but not absolutely essential. My guiding philosophy for indexing best practices is the same as in any subject: make reader-friendliness and ease of use the primary goals, while accurately reflecting the text."

Main Headings

b. Terminology-matching index to text
Scientific nomenclature is very common in gardening and environmental sciences books. Because standard spell-checking programs will not catch errors in the spelling of scientific names, using the copy/paste function guards against indexer error in correctly transcribing scientific names from the text. (Shelley Quattrocchi)

Refer to the article "Environmental studies and natural history texts: indexing issues" (Shere) listed in the References list that follows for an in-depth discussion on importing word lists into software as well as a list of reference authorities for looking up names.

Genus and species names are italicized; families, tribes and higher taxonomic levels are roman; genera and families are capitalized; species are lowercased. Common names are always roman, not capitalized except for proper noun elements or an initial-cap style.

Most accept that genus can be a main entry with the species listed as subentries, but one cannot make the species name the main entry (i.e., *alba, arkansana*). *Rosa alba* and *Rosa arkansana* would be the proper main entries.

Compound common names –
Many common names are compound names such as Douglas fir or Mexican tulip poppy. If the publisher doesn't have a preference, one must decide when using natural-language order whether to sort alphabetically on the modifier or to invert the term and sort on the noun element. Another option would be to do both by double posting.

Inverted index entries should be used when the compound name is one of several discussed that share the noun element, has genus-level information you don't want readers to miss, or there is a possibility of confusion. The inversion is extra help for the reader, but may not be the first place they'll look.

Use natural-language order when the noun element is very generic or the inverted form doesn't make sense.

Taxonomic names

Codes of Nomenclature
animals
plants
common vs. botanical names
natural language vs. inverted
compound common names
chemical
gene/protein
inconsistent use of
more than one common name
same common name for more than one species
genus-level vs. species-level discussions
text organized by plant families
books devoted to single genus

Classification issues, synonymy – (not sure of corresponding text in IBP document)

Synonymy - Sometimes, a plant will be referred to by its common name and its botanical name throughout the text without giving preference to either one. All references to all names/synonyms must be gathered at each entry.

Example: Adobe lily appears on pp. 26, 39, 144, 148
Fritillaria pluriflora appears on pp. 144 and 152

All references are listed together so that no matter which name the reader looks up, they will all be found.

Adobe lily *(Fritillaria pluriflora),* 26, 39, 144, 148, 152
Fritillaria pluriflora (adobe lily), 26, 39, 144, 148, 152

One can also create cross-references.

Adobe lily. See *Fritillaria pluriflora*
Fritillaria pluriflora (adobe lily), 26, 39, 144, 148, 152

Sometimes a headnote is necessary to explain where the reader will find the information, under the botanical or common name.

When the text uses the common name and the botanical name in different places, but doesn't say they are the same plant; or if the same common name is being used for more than one plant, query the editor or author.

Classification – Regarding biota names, if you have a list of subentries for species names, all species mentioned in the book should appear as subentries. When those species are all mentioned on the same page, one could end up with and index entry such as:

Angelica, 178
breweri, 178
hendersonii, 178
lineariloba, 178
tomentosa, 178

This could be rewritten as:

Angelica species, 178 -or- *Angelica* spp., 178 -or- *Angelica,* 178

These shortened entries could be misleading if the discussion is about the species and not the genus and indexers need to distinguish between those different types of discussions so it is clear from the index which taxonomic level is being discussed. Refer to the article "Environmental studies and natural history texts: indexing issues" (Shere) in the bibliography for an in-depth discussion on the unique issues taxonomically organized texts present for the indexer.

f. Parenthetic glosses

A parenthetic gloss is needed when both the botanical and the common name are used in the text so that both must be included in the index entry.

Example:
Adobe lily *(Fritillaria pluriflora),* 26, 39, 144, 148, 152
Fritillaria pluriflora (adobe lily), 26, 39, 144, 148, 152

When both names always appear together in the text, the common name in parenthesis following the botanical name can be dropped. However, only drop the botanical name in parenthesis under the same circumstances when necessary for space reasons.

Subheadings
Mixed Types Scope of text. See above comment at Text types and audiences.

Mixed subentries often occur in gardening and plant book indexes because species names and subjects are both commonly used as subentries. If entries begin to get long, it is best to add a sub-subentry level.

Example:
Tomato, **119-138**
diseases, 120-122
early-maturing varieties, 124
pests, 122-123
planting and care, 119-120
varieties listed, 125-138
'Beefmaster', 127
'Brandywine', 127
'Early Girl', 129
'Green Grape', 130
'San Francisco Fog', 136
'Sweet 100', 137
(etc.)

Geographic names, place hierarchies --

Books on plants can often have either a primary or a secondary focus on specific places. Sometimes, one name can be referring to several geographic locations such as:

Marin County
Marin Headlands
Marin Headlands Terrane
Marin Islands

Cross-referencing can be necessary to lead readers from bigger place names to places-within-places.

Locators

e. Special text features: illustrations, maps, tables, lists/keys

Text features are common in plant books, but sometimes, the indexer is instructed not to index them which at times can be a disservice to the readers, but some information is just too big to add it all to the index. Creative cross-references can be used such as in an entry for 'rivers', a *see also specific streams* cross-reference can point the reader to more information that wouldn't fit or didn't warrant double posting.

Photos are often bound as an insert and if page numbers are not used on those pages, they can be identified in the index with plate numbers:

Example**:** *Salvia disjuncta,* 65-66, 195, 201, 207, 208, Plate 89

Encyclopedia formats -- See comment under Usability : Text types and audiences

-The information in this document was compiled by Eve Morey Christiansen except where noted.

Usability

b. Text types and audiences

A-Z text formats

An encyclopedia-style format is often found in at least part of these types of books and is usually organized by botanical name. Index style decisions for these books or sections should be made jointly with the editor.

If the editor asks that the A-Z section not be indexed, a head note should state the listings in the encyclopedia section are not included in the index.

If the encyclopedia section is indexed, often all or most references to a genus will occur on one page with a discussion of many species. When this happens, it's best not to use them as subheadings all with the same page number and create a heading such as:

Angelica species, 178 -or- *Angelica* spp., 178

This will let the reader know that more than one species is discussed on that page. A knowledgeable reader would look for species-level information, but inclusion of that level of detail will depend on the audience and space requirements. Indexing the encyclopedic book or section is often inclusive and detailed adding time to the project and length to the index.

Text organized by plant family

When texts are organized by plant family with genera listed alphabetically, one could include an entry for the plant family and a general cross reference to specific genera such as:

Sunflower family *(Asteraceae, Compositae),* 230-49
See also specific genera
-or-
Sunflower family *(Asteraceae, Compositae). See specific genera*

Single genus books

Often, a book is about a single genus. If cultivars are discussed, they can be subentries or part of the species entry following the genus and species names for each entry. Sometimes the cultivar names may become the main entries. If species and cultivars are both used in the text, species must be listed under the full binomial.

Example: *Salvia farinacea,* 74, 97, 115
'Blue Bedder', 75, 76
'Mina', 75, 19
-or- *Salvia farinacea,* 74, 97, 115
Salvia farinacea 'Blue Bedder', 75, 76
Salvia farinacea 'Mina', 75, 199

Scope of text – The scope of the text can range from very narrow (one type of

plant) to very broad (all plants covering a large geographic region.) As one is indexing, when a main entry becomes excessively long, it can be broken down into more specific main entries if publisher style guide and requirements allow.

Characteristics of a Quality Index

a. Accuracy

Different clients can have vastly different requirements and restrictions which sometimes can be negotiated if it will compromise the index. Examples are discussed in the "Indexing Plant Names" article listed in the Bibliography.

(Commentary above at Terminology-matching index to text -- III.b would also apply here)

Resources:

Indexing the Medical Sciences, Society of Indexers Occasional Paper #3

Environmental Studies and Natural History Texts: Indexing Issues, Thérèse Shere. The Indexer, http://www.shere-indexing.com/Indexer%20June%2009%20Shere%20final.pdf

Indexing Plant Names: Real-World Considerations: Dealing With Text Problems and Index Restrictions, Thérèse Shere1 with Lina B. Burton
http://www.shere-indexing.com/ASI_Plant%20Chapter%20Final.pdf

Appendix D

MEDICAL AND HEALTH SCIENCES TEXTS

Anne Fifer and Carolyn Weaver

The recommendations of the ASI Indexing Best Practices for general indexing apply to medical indexing (e.g. accuracy, clarity, consistency, comprehensiveness, etc.); however, there are some special considerations for medical indexing which will be presented here.

Health Sciences in this context refers to materials written for health professionals, including practitioners, students, and researchers in medicine, nursing, dentistry, pharmacology, allied health, and related fields and subspecialties, including the basic sciences (anatomy, physiology, biochemistry, etc.). When indexing conventions for consumer health materials (written for the general public) differ from practices for professional materials, the variation is noted below.

Medical works may have a very broad spectrum of users; a specialty reference, e.g. on motor disorders, may be used by general practitioners, students, and other healthcare professionals, so while the intended audience may be specific, in actual practice the users may cover a wide range of familiarity with the subject matter. Indexing conventions for consumer health materials (written for the general public) may differ from those where the intended audience is healthcare professionals.

The primary areas where medical and health sciences indexing conventions differ from general indexing involve terminology and index format.

Since the indexer is dealing with Greco-Latin derivations, special care must be given to ensuring that terminology is current and accurate. At least one current and comprehensive medical dictionary is necessary (Stedman's, Dorland's). Synonymous terms may be widely separated alphabetically, e.g. heart and myocardium; kidney disease and renal disease; cancer, malignancies, neoplasms, and tumors. It is the indexer's responsibility to designate a single preferred heading for synonymous concepts, with appropriate cross-references from the non-preferred terms to the preferred term.

Multi-author books are common and, except for very narrowly focused texts, this further exacerbates the difficulties with terminology. There may be differences in terminology between contributors that have not been made congruent during editing. The indexer must take these into account so that the index has internal consistency despite some inconsistency between various authors.

Medical works range from reference books that may have some intuitively accessible order, to clinical and research books with more discussion. Textbooks may have specific, consistent chapter headings and subdivisions which provide a very basic outline for indexing; however, the indexer must be alert to interrelationships between topics. The indexer must take care not to become too formulaic and overlook interrelationships between topics.

Clinical books are often combinations of research and reference, that might need both subject and author indexes.

A current and comprehensive style manual (e.g. AMA style manual) should be on hand as special conventions for genetics, microorganisms such as bacteria, parasites, viruses, etc. will need to be observed.

The format is generally indented, and sorting is generally word-by-word.

Main Headings

a. Reference and clinical books may consist of short chapters which cover many specific diseases. Main headings will frequently be organs, organ systems, diseases, syndromes, pathology, etc. When selecting terms for main entries, it is necessary to be cognizant of the Greco-Latin origins of terms to be sure information is appropriately pulled together, e.g. pulmonary and lung.

b. Many diseases have more than one name, e.g. an eponymous form, a common name, and a non-eponymous form which may appear quite different, e.g. Lou Gehrig's disease, amyotrophic lateral sclerosis, and motor neuron disease. The choice of term used should be determined by the principle discussion with cross-references from alternate terms or double-posting if appropriate.

Beware of near-identical eponyms that may refer to very different conditions, e.g., Paget's disease (osteitis deformans); Paget's disease of breast; Paget's disease of vulva. Use qualifiers or glosses liberally when required to avoid ambiguity. It is wise to consult a medical dictionary or other reference works in selecting the preferred terms for a multi-authored work that uses variant terminology. *Medline Plus (http://www.nlm.nih.gov/medlineplus/)* provides links to the online Merriam Webster Medical Dictionary. *Medical Subject Headings (MeSH)* is available at http://www.nlm.nih.gov/mesh/2014/mesh_browser/MBrowser.html.

Eponyms should include reference to non-eponymous terms. While the text will dictate the form, in current usage it is generally preferred not to use the possessive form: e.g. Parkinson disease, rather than Parkinson's disease.

c. **Acronyms, and initialisms,** are often used in text; however, many diseases do not have commonly used acronyms and may be text-specific, or known only to a limited audience. Main headings should generally be entered as the spelled-out form with the acronym/initialism included parenthetically, e.g. spinal muscular atrophy (SMA), or amyotrophic lateral sclerosis (ALS), or motor neuron disease (MND).

A few diseases are commonly known by acronyms which are recognized by a broad audience (AIDS, HIV). These should be entered spelled-out with the acronym or abbreviation following in parentheses, unless the full form is not used in the text. The indexer must be consistent in treatment so that the user can locate information with least effort.

For consumer health books, abbreviations may be preferred over the spelled-out name. For example, CPR (cardiopulmonary resuscitation) is quite appropriate for a consumer publication, while a health professional would expect to find cardiopulmonary resuscitation (CPR) as preferred.

d. While the main headings should reflect the author's usage, the indexer must determine if this is adequate for all potential users often associated with medical reference books. If the author uses trisomy 21 in discussion, an entry and cross-reference from Down syndrome may well be needed.

e**. Clinical features or clinical presentations** that are highly diagnostic warrant main entries, while those common to many disorders would not be of value as entries. **Diagnostic tests** might also warrant main entry if highly specific and diagnostic for a few diseases. **Syndromes** are a set of symptoms that occur together. The names may either describe the condition (e.g., battered-child syndrome) or be treated as a named condition, e.g., Ehlers-Danlos syndrome). In general, follow the usage in the text. Major symptoms may warrant an entry if they are of diagnostic significance.

f. Discussions of **differential diagnosis,** even if only brief**,** suggest that headings will be needed to gather information from alternative diseases elsewhere in the text for easy access by the user. These may be major symptoms that would be of diagnostic significance.

g. In medical terminology, adjective and noun forms may be quite different. Care must also be taken to consolidate information from various points, e.g. pulmonary and lung. The indexer must also be aware of synonyms and alternate names of conditions, e.g. gastrointestinal and enterogastric; cerebral vascular accident, stroke; vasculitis and angiitis, etc.

h. Common names for diseases may be included, depending on the anticipated level and breadth of audience. A beginning nursing text might well have listings for German measles, and rubella, while an infectious disease specialty work might include only rubella.

i. Drugs can be indexed either to the individual drug name (cyclophosphamide) or to the drug family (alkylating agents), and *see also* cross-references between family and individual drug names are common.

Except for pharmacology texts and consumer health publications, only the generic name is indexed, not the trade or proprietary name, and cross-references from trade names are rarely required. For consumer health books, trade names are usually preferred as most helpful for consumers (with or without cross-references from the generic), and pharmacology texts require access to both trade and generic terms as a function of the discipline.

General aspects and actions of drugs should be indicated by main headings such as drug-induced disorders, drug interactions, or drug resistance. "Functional" subheadings for individual drug names might include adverse effects, dosage, contraindications, or

pharmacokinetics. Drug effects should also be indicated by appropriate subheadings under the names of the condition or effect, e.g.,

aspirin
    adverse effects, 83
    prophylactic use, 75
heart attack
    aspirin preventing, 75
peptic ulcer
    aspirin causing, 83

Subheadings

a. Medical and health sciences indexes are customarily in indented format. The complexity of the text may well require multiple subheadings, but for usability, if there is a need to go beyond a third subheading, then it is most likely appropriate to add additional main headings, or first level subheadings, rather than a fourth-level subheading.

b. Medical books focused on teaching and reference use may have very specific outlines for chapters (e.g. clinical features, diagnosis, treatment, prognosis, etc.) that need to be reflected in subheadings. Consistent and parallel phrasing for similar subheadings should be used when possible. Each disease entry may have similar subheadings such as diagnosis, treatment, epidemiology, etc. The disease may be covered in a few pages or even a single page, with discussion of clinical features, diagnosis, etc. It may be useful, despite duplication of locators, to include all these subheadings so that it is immediately clear that all those topics are discussed for the disorder. If these are not specifically listed, then some typographical convention and/or the headnote should make it clear to the user that these would be included despite only a single heading and locator.

c. Subheadings must be clear and concise with obvious relation to the main heading. Keywords should not be obscured by function words (e.g. prepositions, conjunctions) unless necessary for clarity. Appropriate use of correct medical terminology can be used to avoid inversions or complex wording. For an entry relating to a section on arthritis associated with inflammatory bowel disease, an index heading of “arthritis, enteric” will avoid complex phrasing.

d. Depending on publisher’s specifications, it may be desirable to use very common acronyms or initialisms in subheadings to conserve space: e.g. CNS instead of central nervous system.

Cross-references

a. Cross-references are used to direct the user to alternative terms for acronyms, eponyms, or to author’s preferred term (e.g. Down syndrome and trisomy 21).

b. Cross-references from subheadings under broad headings may be used to direct the reader to other locations where large blocks of specific information may be found, e.g.,

Cancer. *See also specific histologic types and sites.*
in children. *See* pediatric cancer
definitions, 1-10
drug therapy. *See chemotherapy*
in elderly. *See* geriatric cancer
epidemiology, 15-20

c. Generic cross-references may be needed: an entry for autoimmune disorders may need a cross reference referring to specific autoimmune disorders. Where the audience is expected to know these conditions, then a generic cross-reference may be appropriate (*See also specific autoimmune diseases*). For an audience of beginning students it might be appropriate to list the specific autoimmune disorders as cross-references since the user may not be familiar with these (*See also* systemic lupus erythematosis; thyroiditis).

Double-posting

Double-posting should be used where only a few locators appear with each entry.

References

Tullar, Irving Conde, "General Medicine," in *Indexing Specialties: Medicine,* ed. by L. Pilar Wyman. Medford, NJ: Information Today, Inc., 1999, pp. 47-66

National Library of Medicine: Medical Subject Headings
https://www.nlm.nih.gov/mesh/MBrowser.html

Stedman's Medical Abbreviations, Acronyms and Symbols online:
http://stedmansonline.com/public/LearnMore.aspx?resourceID=Abbreviations

Stedman's Medical Dictionary online: http://stedmansonline.com/index

Dorland's Medical Dictionary online: http://www.dorlands.com/wsearch.jsp

AMA Style Manual (10th edition) online: http://www.amamanualofstyle.com

Appendix E

SCHOLARLY TEXTS

Including monographs, edited collections, primary documents, and such

Margie Towery

Metatopic:
A main heading for the metatopic is necessary in most scholarly indexes. It may be used to gather information that does not in itself require a main heading; the metatopic can also serve to point, via cross-references, to the key or most important headings in the rest of the index, thus illuminating the index structure. Moreover, many scholarly texts have multiple metatopics, as contradictory as that may seem. These multiple metatopic main headings must be connected through cross-references. In a biography, the subject is the metatopic and should be a main heading.

Main headings

b. Jargon can present a gnarly problem in scholarly texts. The index must balance inclusion of the author's terms, which may include new terms and/or discipline-related jargon, with access for a variety of audiences. Cross-references from common terms to the author's terms may be necessary (or vice versa).

f. Parenthetical glosses often appear in scholarly indexes. For personal name, glosses may include maiden, pseudonymous, alternate, or nicknames, birth and death dates, known working periods when dates are needed but birth/dates are unknown (e.g., fl. 1562–1581), a familial relationship, and occupational identifiers (e.g., when two names are the same), as well as noble and royal titles. Legal cases are often glossed with the case date; for example: *Brown v. Board of Education* (1954). Laws should include dates, and on occasion the country as well (in a text where several countries are discussed). Major events and wars are usually glossed with dates. In cases where there are multiple components within parenthetical glosses, the order should be consistent throughout the index; for example: Smith, Susan (Petname, sister) and Smith, Sam (Petname, brother). Depending on preferences, the commas may be replaced by semi-colons.

Subheadings

c. The relationship between the main heading and the subheading must be absolutely clear. Function words are more often needed in scholarly indexes to maintain the meaning and relationship.

e. Natural language in subheadings is often preferred in scholarly indexes.

h. Parallel structure of subheadings facilitates usability. That is, when two concepts or people are discussed in the same manner, the subheading may be the same. For example:

Émile (Rousseau): publication of
Mansfield Park (Austen): publication of (not, say, publishing of)

i. Phraseology must be as clear and unambiguous as possible. Many scholarly indexes are set in run-in (paragraph) format, which dictates the need for readable indexes.

Locators

e. Special formatting of locators is usually implemented for figures, tables, maps, and such. Treatment of locators should follow a style manual or the publisher's guidelines, as well as be consistent throughout the index. Locator treatment is usually explained in the headnote.

f. Formatting for end- and footnotes should follow a style manual or publisher's guidelines, as well as be consistent throughout the index. If user's confusion is possible, then such formatting should be explained in the headnote.

h. The number of undifferentiated locators allowed in an index varies by discipline. In general, more than 6 or so locators should be broken down into sub- or subsubheadings or moved out to a new main heading. This can also differ depending on the length (number of book pages) allotted for the index.

Cross-references: Because of the complex material in scholarly texts, cross-references are invaluable in helping the user navigate through the index. Indeed, cross-references highlight the index structure and may foster more intuitive searching by the user. In addition, cross-references are key to maintaining the connections in a run-in (paragraph style) format, where, for example, it's seldom possible to have subsubheadings.

Headnote: Scholarly indexes often include a headnote that explains special formatting, any abbreviations that may be employed (e.g., initials used for a key person), as well as a particular approach in the index. In general, any special features in the index should be explained in brief in a headnote.

Characteristics of a Quality Index

k. All of these characteristics are necessary, but to reiterate, readability and clarity of meaning are particularly key to scholarly indexes. This is due to the complexity of material, the often-used run-in format, and a variety of potential audiences.

It is worth noting that modified formats may be used to "get around" the limits of a run-in format, which is limited to one level of subheading. One possibility is to use an em dash; for example:

Dickens, Charles: subheadings run-in here

—WORKS: *Bleak House* . . . [this is in effect a second paragraph under the main heading]

Another possibility, though one that leans to the indented format, is to run-in from subheadings. The *Chicago Manual of Style* (15th and 16th eds.) utilizes this format.

Appendix F

SOFTWARE BOOKS

Carol Reed

One of the main purposes of software books is to help the reader accomplish a task, whether the reader is an IT professional writing code or a layperson using a popular application to manage their finances. Rarely are these books read cover-to-cover, so the index is a gateway to the content. Index users are frequently impatient; they need information to perform the next step in their task. Indexes in software books are heavily used, both for finding information and for gleaning a quick overview of concepts.

Main Headings

b. Main headings need to anticipate user needs by including both the author's terminology and anticipating users' guesses at the correct terminology. Understanding the audience is key; a mass-market book for novice software users will require common-language terms that would offend and distract advanced users of technical books.

For example, in a "For Dummies" book, you know that novice users won't necessarily know the software's jargon, so its important to anticipate alternate terms they might look under and redirect to the preferred term (or double-post).

However, in a reference book intended for IT professionals, the inclusion of "dumbed down" terms is likely to clutter the index and annoy users.

c. Main headings should provide access by subject and by task. Subject-based headings might include topics, command names, options, functions, and menu items. Task-based headings anticipate what the user is trying to accomplish, such as placing an applet in an HTML document or inserting a picture in a Word file.

Entries using subject-based access:

asin function

butterfly effect

exception handling
- centralized
- error propagation
- examples
- exception types
- **throw** statements
- try–catch
- **what** function

within functions

for statements
compared to **while** statements
examples
local variables
usage and syntax

View menu

Entries using task-based access:

address expressions, scaling

advancing to next print line. *See* newlines

backing up

files
adding to Organizer
backing up
cataloging
copying to folders
hiding

testing applications

Subheadings

j. Because users are often trying to accomplish a task, it's preferable to err on the side of overanalyzing within subheadings if space permits (check with the editor if there's any question about index length).

Where standard indexing practice might combine locators at the main heading if there are five or fewer locators, software users will appreciate a breakdown as long as the distinctions are meaningful. It will help them accomplish their task faster.

Examples of "overanalyzed" subheadings that might be retained:

FTP website
creating, 126,127
running, 130

keywords
in syntax diagrams, 3
and variable names, 29-30

Alphabetization

a. **SYMBOLS**

In software books, symbols are often sorted at the beginning of the index according to an ASCII sort.

Example:

Typographic Conventions

In software book indexes, typographic conventions are usually necessary to distinguish commands, statements, functions, etc. Follow the author's conventions, and always ask the editor for the publisher's style guidelines.

Examples of conventions used for different types of terms:

Exception Assistant
ExceptionHandled property
IFERROR function
public keyword
sqrt function

Appendix G

TRADE BOOKS

Connie Binder

Metatopic

b. In most indexes, the metatopic is included as a main heading. The metatopic can be used to gather both information of a general nature and information that is inappropriate as its own main heading. Cross-references should direct the user from the metatopic to other relevant main headings. In some instances, an entry for the metatopic may not be appropriate. If the metatopic is not included as a main heading in the index, it should be clear to the user where main topic information can be found.

In a trade book about improving brain function, "Brain" is included as a main heading with subheadings for general information. Each of the *see also* references leads to a major section of the book, providing access to all aspects of the metatopic.

Brain
anatomy 14, 16–18
percentage used 23
prenatal development 21–22
structure 10
weight 38
see also Attention; Brain health; Controlling your brain; Language; Living smart; Memory; Mood and creativity; Movement; Senses; Sustain your brain

Main Headings

b. The author's terminology is reflected in the main headings. Cross-references from more common terms may direct the user to unusual or new terminology or to unusually phrased main headings. An index should include terminology of the index's users (unless a controlled vocabulary is used).

In a trade book about brain function, the author used the term "positivity" so the indexer used that as a main heading. The indexer provided a cross-reference from the more commonly used term, "optimism."

Optimism *see* Positivity
Positivity
accentuating 182, 193
improving cognitive function 194–195
and longevity 193
strengthening immune system 193–194

switching attitude to 194–198

c. Multiple entry or access points to specific information should be provided

The indexer of the brain book provided a number of different access points for readers interested in information on hearing loss.

Aging
  hearing loss 56, 58, 228
Ear *see also* Hearing loss
Hearing loss
  age-related 56, 58, 228
  noise-induced 52, 54–55
Noise-induced hearing loss 52, 54-55
Presbycusis *see* Hearing loss, age-related
Senses *see also* Hearing loss

e. Main headings such as titles of works, institutional and organizational names, and other proper nouns should follow the same style as others in the same category. When in doubt, follow the lead of the text and the publisher's style sheet.

This publisher's style sheet called for book titles to include the author's last name as a gloss, and films to include "movie" as a gloss

Having Our Say (Delany and Delany) 183
Limitless (movie) 23
The Man Who Mistook His Wife for a Hat (Sacks) 105
Phenomenon (movie) 92, 95
Poe's Heart and the Mountain Climber (Restak) 167

f. Parenthetical glosses may be added, for example, to distinguish people with the same name, to clarify
royal titles, to provide event or legal case dates, and to provide additional information, depending on the complexity of the text. Glosses should be used only as necessary. Acronyms may also appear in parentheses. Multiple elements in parenthetical glosses for main headings should follow the same order throughout an index.

In an aviation book, a gloss was used to differentiate between Lindbergh's airplane and Lindbergh's book about his airplane.

Spirit of St. Louis (airplane)
  airmail stamp 234
  construction 138–139, 140–141
  design 134–137
  engine 134, 139
  first flight 142

goodwill trip to Mexico 242–244
instruments 143, 151
naming 133
navigation 137–138
promotional tour 239, 240–241
safety equipment 137
test flight 141
transatlantic flight 63–67, 146–148, 160
The Spirit of St. Louis (Lindbergh) 63, 388, 439–440

Subheadings

h. When appropriate, parallel structure (i.e., similar phrasing) may facilitate ease of use; that is, parallel construction of subheadings (referring to the same sort of information) that may appear under various main headings.

In a trade book about auto racing, car models and drivers were subdivided by races. The year gloss was included to allow readers to follow a driver or vehicle by season.

Courage, Piers
Dutch Grand Prix (1970) *228,* 235
Targa Florio (1970) 223, *225, 228,* 229, *229*
Elford, Vic
Daytona 24 Hours (1968) 189
Monte Carlo Rally (1968) 189
Targa Florio (1967) 172, *177,* 185
Targa Florio (1970) 221, *222,* 223, 224, *225, 226*
Targa Florio (1972) 251, 253, 255
Giunti, Ignazio
Buenos Aires 1000 Km (1971) 241
Targa Florio (1967) 175, *181*
Targa Florio (1968) 187, *188, 191,* 192, 198, *199*
Targa Florio (1969) 200, 209, *211*
Targa Florio (1970) *222,* 223, *226, 228,* 229
Mitter, Gerhard
European Hillclimb Championship (1966) 172
Targa Florio (1965) 148, *148,* 151, *152, 154,* 155, *156*
Targa Florio (1966) 159, *160, 164,* 165, *168,* 170
Targa Florio (1967) 172, *176,* 181
Targa Florio (1968) 187, *191,* 195, 197
Porsche 917
24 Hours of Le Mans (1969) 219
Brands Hatch (1970) 219
Daytona (1970) 219
Monza (1970) 219

Targa Florio (1970) *220,* 221, *221, 222,* 223, *223*

Locators

c. Locator or page ranges should reflect the text discussion, whether the discussion occurs over several continuous pages (e.g., 3–7) or is intermittent (e.g., 3, 5, 7).

In this example, language and the aging brain was a continuous discussion from page 85 through page 87, hence the page range of 85-87. Brain Booster activities for language abilities occurred as separate items on pages 89 and 90, as well as pages 93 and 94. Because these were discrete entities, not a continuous discussion, they warrant separate page locators.

Language
aging brain 85–87, 96–97
Brain Boosters 86, 89, 90, 93, 94, 99

e. Special formatting for text elements such as figures or boxes should be consistent and explained in a headnote if necessary.

This publisher requested that page numbers for photographs and information in their captions be noted with italics. This results in repeated locators (see section V.i.), but the font and headnote allow the reader to determine where on the page to look for the information.

Page numbers in *italics* refer to photographs and captions.

Piëch, Louise *184, 200,* 219
Pilette, Teddy 187, *187, 191, 192*
Pinto, Enrico 171, *171,* 200, 217

j. In entry arrays with locators at both the main and subheading levels, the meaning of the locators immediately after the main heading must be clear (e.g., a bold locator for a definition or a page range indicating the major discussion or chapter on that main heading). Otherwise, subheadings should be created for those locators

In this example, the locators immediately following the main heading indicate the major chunk of text associated with the topic, allowing the reader to quickly

navigate to the beginning of the discussion. Because the page range is so large, it needed to be broken down into separate subtopics.

Language 84–103
aging brain 85–87, 96–97
Brain Boosters 86, 89, 90, 93, 94, 99
cognitive fitness 38
insula 87–89
learning a second language 40, 98–103
phonological priming 91–92
polyglots 88
tip-of-the-tongue experiences 85–87, 91–92
verbal fluency 92–93, 95–98

Cross-references

b. Cross-references may be used to point from a common term to an author's specific term. Cross-references may also reflect the terminology of the index's users.

In our brain book, there are several ways a reader might logically look for information.

Clinical depression *see* Depression
Elderly *see* Aging
Epinephrine *see* Adrenaline

Double-posting

b. Double-posting, along with cross-referencing, provides multiple access points.

The publisher of travel guide books prefers triple-posting, with each site listed directly under its name, under a theme, and under the city name. This provides access points for several ways that a reader might approach the text. The headnote is necessary to interpret the index entry.

Boldface indicates illustrations; **CAPS** indicates thematic categories.

Ghibli Museum, Tokyo 77, 103, **104**
MUSEUMS
  Ghibli Museum, Tokyo 77, 103, **104**
Tokyo
  Ghibli Museum 77, 103, **104**

c. When a proper noun with an acronym appears with only a few locators, those locators should be included under the spelled-out version as well as under the acronym, unless they fall in close proximity in the index. This would also apply, for example, in the

case of an English title with a French translation, when they are both included in the index; that is, all locators would appear at both entries. Abbreviations are treated in the same manner.

From the brain book:

ACTIVE (Advanced Cognitive Training for Independent and Vital Elderly) 151
Advanced Cognitive Training for Independent and Vital Elderly (ACTIVE) 151

Headnote

Examples from different trade publishers:

Boldface indicates illustrations; **CAPS** indicates thematic categories.

Page numbers in *italics* refer to photographs and captions.

Alphabetization

d. In main headings, a, an, and the are ignored in alphabetizing. Prepositions, such as of, are included in alphabetizing.

Sperry Gyroscope Company 163
The Spirit of St. Louis (Lindbergh) 63, 388, 439–440
Spruance, Raymond 341n