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# INDEX-S SPECIFICATIONS (1 OF 4)

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## INDEX- Specifications

Title \_\_\_\_\_

Editor (name) \_\_\_\_\_

(phone #) \_\_\_\_\_

(e-mail) \_\_\_\_\_

Author (name) \_\_\_\_\_

(phone #) \_\_\_\_\_

(e-mail) \_\_\_\_\_

## INDEX SPECIFICATIONS

Indexer will receive proofs

\_\_\_\_ via courier

\_\_\_\_ as a PDF via e-mail

\_\_\_\_ as one complete set; Date of delivery \_\_\_\_\_

\_\_\_\_ in batches

Date of delivery of initial portion \_\_\_\_\_

Date of delivery of last portion \_\_\_\_\_

Date of delivery for the index \_\_\_\_\_

Table of contents provided?

\_\_\_\_ Yes \_\_\_\_ No

Bibliography provided?

\_\_\_\_ Yes \_\_\_\_ No

References/Endnotes provided?

\_\_\_\_ Yes \_\_\_\_ No

## NUMBER OF INDEXES

\_\_\_\_ Single Index

\_\_\_\_ Multiple indexes

\_\_\_\_ Author-title

\_\_\_\_ Authors cited

\_\_\_\_ Other

# INDEX-S SPECIFICATIONS

## STYLE GUIDE

- Chicago Manual of Style
- House Style
- Other

## FORMAT

- Indented (number of levels allowed (\_\_\_\_))
- Run-in (only 2 levels)

## ARRANGEMENT OF ENTRIES

- Main heading alphabetizing
  - World-by-word
  - Letter-by-letter
- Subheading arrangement
  - Alphabetic
  - Chronologic
  - Page number order

## ARRANGEMENT OF NUMBERS IN ENTRIES

- Numeric order
- As spelled out
- By size

## ARRANGEMENT OF SYMBOLS IN ENTRIES

- ASCII/Unicode order
- As spelled out
- Another order

## CROSS-REFERENCE FORMAT AND PLACEMENT

### **Main heading cross-references**

- term. *See xyz*       term, *see xyz*       term (*see xyz*)
- See also xyz*       *see also xyz*       (*see also xyz*)

### See also placement

- At the top of the entry run off from the main heading
- At the bottom of the entry as the last subheading
- Indented as the first subheading

### Punctuation before *See also in run-in format* \_\_\_\_\_

### **Subheading cross-references**

- term. *See xyz*       term, *see xyz*       term (*see xyz*)
- See also xyz*       *see also xyz*       (*see also xyz*)

### See also placement

- Run off from the subheading
- Other \_\_\_\_\_

# INDEX-S SPECIFICATIONS

## PUNCTUATION

### **Indented index**

- None
- Colon after main heading/subheading without locators

### **Run-in index**

- Punctuation after main headings without locators \_\_\_\_\_
- Punctuation after main headings with locators \_\_\_\_\_
- Punctuation between multiple subheadings \_\_\_\_\_

### **Between entry and locators**

- Comma followed by a space
- Two spaces

### **Between multiple locators**

- Comma followed by a space
- Semicolon followed by a space for a change in volume number

### **Between cross-references**

- Semicolon followed by a space
- Other

## MAIN HEADING CAPITALIZATION

- Proper names & nouns only
- First letter only
- Entire heading

## REFERENCE LOCATORS

### **Citation Unit**

- Page numbers, consecutive
- Page numbers, modular
- Paragraph/section numbers
- Other unit

### **Format for continuous discussion of a topic**

- Consecutive numbers
- Numbers in full with en dash (125-129)
- Numbers compressed; what style?

### Modular number concatenator

- 10-5 to 10-9
- Other

### Format for noncontinuous discussion on consecutive pages

- Follow style above for continuous discussion (12-14)
- Separate page numbers with commas (12, 13, 14)
- Use passim (12-14 passim)
- Other format required

# INDEX-S SPECIFICATIONS

## LENGTH

Is there a length limit?

No  Yes

If Yes, number of index lines allowed \_\_\_\_\_  
number of characters per line \_\_\_\_\_

## DELIVERY FORMAT

### **File format**

ASCII text file with generic codes

RTF file

Other

### **Delivery method**

E-mail attachment

On CD with printout

**Provide a list of entries in page number order?**

No  Yes

## MISCELLANEOUS

Endnotes/Footnotes:

Indexable?  No  Yes

Locator format

Display material:

Indexable?  No  Yes

### **Locator format**

Acronyms/Abbreviations:

Special posting rules?

At acronym  At spellout  Other

Articles at beginning of titles:

Invert  Drop  No inversion

Initial function word in subheadings:

Alphabetize  Ignore, do not alphabetize