

Notes for authors preparing indexes

As author, you are in the best position to know what type and size of index your book requires. Try to put yourself in the place of a user of the book: would you want to look up, for example, names of computer systems, personal names, concepts? Would you be frustrated by the omission of particular terms? Readers may not need, or want, to read the whole book: can they easily find the items that interest them? It is better to err on the side of including too much than to have too thin an index. Remember that reviewers often notice poor indexes. Facet Publishing staff can offer guidance on the number of acceptable entries for different types and lengths of books.

You will be asked to index your book at page proof stage. Please bear in mind the fact that if you make extensive amendments to the page proofs resulting in changes to the pagination, the index will be affected.

- Always bear in mind ease of use for the reader: an index entry followed by numerous page references is very time-consuming to use. It is far better to have sub-entries thus:

information 256
 exchange 156
 services 114–21
 systems 230
 technology 232–6

- Generally, one level of sub-entry should be enough; however, if you need to use sub-sub-entries, these should be run on from the sub-entry between semicolons, not given a further indent; thus:

references
 list of 167; in multi-author books 135

- If your index contains indented sub-entries, any turnover lines (i.e. the continuation of entries that are too long to fit on one line) should be given a further indent; e.g.:

political and managerial nature of chief
 librarians's post 23

- It is not necessary to put a comma between entry and page number. (The typesetter will insert extra space between the end of the entry and the start of the page references.)

- Page references followed by 'ff' or 'et seq.' are not particularly helpful: try to give the exact range of pages where possible. 'Passim' ('here and there throughout') references should also be avoided as far as possible.
- 'See' and 'See also' cross-references can be used to add more access points for the reader, especially for acronyms/full names of organizations.

data description 25, 33, 42 (*see also* metadata)
DCC *see* Digital Curation Centre

- Do not start an entry with a capital letter unless it is a proper noun, e.g.:

binding 93
Birmingham Polytechnic Library 135
Birmingham University 136
book acquisition 64-77

Capitalization should follow the style of the text.

- Insert a line of space to indicate the division between letters of the alphabet:

non-book materials 68
non-conventional literature 84
online databases 29
operational planning 258-9
organization theory 170

performance indicators 203

- Check the alphabetical order of entries. Decide whether you are using the word-by-word or letter-by-letter system and stick to it.
- Pairs of page numbers should be elided as far as possible, except for 11 to 19 in each hundred, which keep the 'tens' figure, e.g.:

42-6, 250-4, but 111-13, 414-15

- **Please supply the index electronically, preferably as a Word file.**

E-mail as an attachment to:

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