Mohr Siebeck

Compiling an Index

1. The Basics

A good index helps the reader locate and retrieve information quickly, brings disparate information together and indicates connections between entries. An index takes information out of its own context and categorises it according to new criteria.

The kind of index your book ought to contain depends on either the series it is being published in or on what has been agreed with your editor. This will be noted in the publishing agreement. If you do not wish to compile the index yourself, you are welcome to hire a professional indexer.

When Should the Index Be Compiled?

This depends on how you prefer to work. There are two options:

1. To use the tool provided by a word processing program (e.g., Word) where the index entries are embedded in the text.
   a) If your manuscript is being typeset by the publisher, the entries are to be inserted in the manuscript before typesetting begins. This cannot be done afterwards.
   b) If you are doing the formatting yourself and submitting a print-ready copy of the manuscript, you can use the indexing tool at any stage during formatting or revision work.

2. You can also compile the index once the proofs have been corrected and final pagination has been set. Prior to this, the most you can do is keep a list of entries without the page numbers.

Both methods are explained more clearly on the following pages. .

What Belongs in the Index?

Imagine you are a reader with specialist knowledge or experience in a related discipline. Choose your keywords so that such a reader could ascertain whether the book contains relevant information that can be located quickly.

Bear in mind that words not found in the text but which describe an actual theme (so-called tags) also belong in the index. Please also include images and tables.

Be careful not to include each occurrence of a word in the index without checking it, but choose relevant passages instead. For monographs and collections, each page in the manuscript should have between two and five entries, although sometimes fewer suffice.

As a rule, keywords are given as singular nouns. Adjectives and other attributes are, where necessary, separated by a comma (e.g., Ethics, ancient).

2. Tips and Tricks

Limit the Number of Locators per Entry

The art of indexing lies in the choice of relevant passages. Ideally, no more than five to seven locators (e.g., page numbers or footnotes) should be given for each entry. If there are more, these should be put into subentries or the locators should be more carefully selected. Where it is necessary to give a large number of pages, particularly relevant sources can be highlighted in bold.

Include Subentries as Separate Main Entries

Where the reader may not be aware of the context used by the author, subentries that are relevant in themselves should always be given their own main entry to help locate the information.

Examples:

publishing
- academic ~
- children's books
- ~ industry

Here, "academic publishing" should also be placed under A and "children's books (publishing)" under C as keywords in their own right. The word "publishing" does not need to be repeated in the subheading and may be replaced by ~.

Cross-references (*see* and *see also*)

To save space and avoid having to repeat locators at each position, cross-references can be used to guide the reader to further entries.

Where a synonym, generic term or keyword might be used to look something up, a *see* cross-reference should direct the reader to the relevant entry.

Similarly, if related terms are included in the index, the reader should be directed to these entries with *see also* cross-references. When compiling these, in entries with several subentries please include them as subentries directly underneath the main entry. If there are no subentries, please put the see also cross-reference directly after the last locator.

The words *see* and *see also* are always italicised.

Examples:

See cross-reference:
Elevator 5, 13, 27
Lift, *see* elevator

See also cross-reference:
Liberalism 8, 12, 16
– *see also* Ultraliberalism
– in Germany
Ultraliberalism 18, 20-24; s*ee also* Liberalism

Listing Consecutive Locators

Where there is a succession of page numbers, please do not use "ff" or "et seq.". Please give the exact page range and use an en dash between page numbers. (in Word for Windows use the combination Ctrl + the minus symbol on the numeric keypad).
139, 140, 141 → 139–141   or   139, 140, 141 → 139–41

.

3. Compiling an Index with Word's Index Tool

(Based on https://support.office.com/en-us/article/Create-and-update-an-index-cc502c71-a605-41fd-9a02-cda9d14bf073)

1. Select the text you'd like to use as an index entry, or just click where you want to insert the entry.

2. On the References tab, in the Index group, click Mark Entry.

3. You can edit the text that appears as Main Entry in the Mark Index Entry dialog box or type in the word you want to appear as main entry.

4. You can make additional changes to your entry:
   - You can add a second-level-entry in the Subentry box. If you need a third level, follow the subentry text with a colon (:) and type in the text for the third level.
   - To create a cross-reference to another entry, click Cross-reference under Options, and then type the text for the entry you want to refer to (starting with *see* or *see also*) in the box.

5. To format the page numbers that will appear in the index, select the Bold check box or Italic check box below Page number format. Bold can be used for particularly relevant entries and italics for references to footnotes. If page numbers are highlighted, please remember to inform the reader of this at the start of the index.

6. Click Mark to mark the index entry. To mark this word everywhere it shows up in the document, click Mark All. Wherever this marked word appears in your document, the chosen index entry will then be inserted. If you are working with Mark All, you should check whether all occurrences of the word are relevant and eliminate the ones which are not.

7. After you have marked the entries, you're ready to insert the index into your document. Click where you want to add the index. On the References tab, in the Index group, click Insert Index.

How to Create Codes for Multiple Indices

Word also allows you to create several different indices within a document, e.g. of people, subjects, or locations. So that it is clear afterwards which code applies to what, the entries can be arranged using the following method:

1. For one of the indices (e.g. subjects) you can use the regularly generated entry. For each entry, Word places a hidden text in this form (XE "something") in your document. If these entries are not displayed, first call up the program settings via File → Options. In the Display section, activate either Show all formatting marks or mark Hidden text.
      You may also need to edit the display options for fields. These are under File → Options → Advanced. Here, mark Show field codes instead of their values.

2. If you want to create a second index (e.g. of persons), you must edit the entry manually. To do this, click in the index code directly after the closing quotation marks and enter the character string \f p. The edited entry is then, e.g.,

   {XE "Bloggs, Joe" \f p}

   The letter after \f can be chosen at random. P stands for persons in this case. Be sure that there is a space before and after the character string, but never after the backslash.

   For the index of sources, simply add \f s after the source in the generated entry, e.g.

   {XE "Lk 22:27" \f s}

3. To create the index later, use the button Insert Index under References in the menu bar. You must now also edit this field code by inserting \f "p" or \f "s" after INDEX. The field code should then look like this:

   {INDEX \f "p" } or {INDEX \f "s" }

4. Compiling an Index Using Galley Proofs

If you do not want to create the indices with a word processing program or your manuscript has already been professionally set, you can create them using the PDF file of the typeset and paginated text. Please do not give the locators until after the page count is final (following the correction of the first proofs) or until you are sure that there are no corrections that will influence the page-break.

If wished, you can create a list of keywords based on your manuscript or the first proofs. Another option is to take the page numbers from the manuscript. As soon as you have the file with the final page-break, you can compare the documents and corresponding sections on-screen and correct the locators.

The following procedure is recommended for creating an index of subjects from proofs:

1) Create a new document in your word processing program. Go through your text page-by-page and make a note of keywords and their corresponding page numbers. Enter each key-word on a new line, and avoid entries beginning with numbers and terms in quotation marks because these can only be sorted alphabetically manually. Make a note of the page number after each entry[1].

    To ease setting the index, put two nonbreaking spaces between the entry and locator. Do this in Word for Windows using the combination Ctrl + Shift + Space. Please ensure that the index is uniform throughout by placing a comma and a space between every single locator.

    Court∘∘ 1, 2, 3, 27

    For keywords that are to appear as subentries, make a note of the main entry at the start of the line, then insert a forward slash in the same line and write the subentry after:

    Court / Flexible legal venues∘∘123, 193
    Court / Voluntary jurisdiction∘∘215, 562

    See cross-references are entered in the same line as the entry and are separated by a comma:

    Judge, *see* Court

    See also cross-references are also noted on the same line. They are separated by a forward slash and will later be formatted as a subentry.

    Court / *see also* Judiciary

    Include relevant subentries as separate main entries along with any accompanying adjectives.

    Court / Flexible legal venues∘∘123, 193
    Legal venues, flexible∘∘123, 193

    Do not arrange the entries alphabetically yet, but rather note keywords as they appear successively to save you jumping about in the document.

---

[1] If you want to highlight a main locator, set the corresponding page number in bold. To distinguish between references in the footnotes and the main text, set the page numbers for footnotes in italics. Please remember to point out clearly to the reader what these mean – and then use sparingly.

2) After you have noted all entries and corresponding page numbers and created sub- as well as main entries, you can arrange them alphabetically. Use Sort in Word to get a result that looks like this:

Court / Flexible legal venues∘∘123, 193
Court / *see also* Judiciary
Court / Voluntary jurisdiction∘∘215, 562
Court∘∘1, 2, 3, 27
Judge, *see* Court
Legal venues, flexible∘∘123, 193

3) Now sort out the subentries Place the main entry at the top and, if there are any, the see also cross-references directly underneath.

Court∘∘1, 2, 3, 27
Court / *see also* Judiciary
Court / flexible legal venues∘∘123, 193
Court / voluntary jurisdiction∘∘215, 562
Judge, *see* court
Legal venues, flexible∘∘123, 193

4) Now remove the main entries that come before slashes. Leave the slashes in because they denote the entries as sub-items and can be turned into conventional en dashes.

Court∘∘1, 2, 3, 27
/ *see also* Judiciary
/ Flexible legal venues∘∘123, 193
/ Voluntary jurisdiction∘∘215, 562
Legal venues, flexible∘∘123, 193
Judge, *see* Court

5) Next, compress the page numbers where necessary.

Court∘∘1, 2, 3, 27 → Court∘∘1–3, 27

6) You can now carefully double-check the entries. Watch out for missing or surplus commas and spaces as well as the correct alphabetical order of the main entries and subentries before either sending the index to the publisher, or formatting it yourself. The entries listed above give the following result after typesetting:

Court∘∘1-3, 27
– *see also* Judiciary
– Flexible legal venues∘∘123, 193
– Voluntary jurisdiction∘∘215, 562

Legal venues, flexible∘∘123, 193

Judge, *see* Court

5. Additional Tips for Theology and Jewish Studies

Index of Ancient Sources

Where appropriate, please use subdivisions such as Greco-Roman Literature, Rabbinic Works etc. Works are given in italics and authors' names in upright above the title. Please use blank lines to ensure that it is immediately clear which works and authors belong together. Place a tab between the reference and the page number.

Example:

Aristotle
Poetics
1450a   20

Cicero
In Verrem
2,1,66   64
Pro Caelio
20,44–47   93

Please list references following these rules:

a) A reference to a whole chapter precedes a reference to a verse in the chapter:

Genesis
15   8, 15, 23
15:1   7–9, 23

b) A reference to a range of verses precedes a reference to a single verse if they have the same starting point:

Genesis
15:1–3   16, 18
15:1   47

c) When two ranges have the same starting point, the one with the later end point has priority:

Genesis
15:1–7   5, 123 f.
15:1–3   16, 18

Index of Authors

Please use the author's full name in the index. Do not abbreviate Christian names and never use just the surname. Please only include locators where there is a discussion or detailed treatment of the author and/or work in the text or footnote.