

Preparing the index

Content

An index isn't a concordance. It needn't include every passing mention of a term or author.

The main topics of the book (e.g., the person a biography is about) should not normally appear as index terms.

General interest and most scholarly books need only one index, including both author and subject entries. A long book with a great deal of technical detail may benefit from separate author and subject indexes; normal practice in your field is also a factor.

Do not index front matter such as the Contents page, or back matter such as the Bibliography or Glossary. Do index figure captions if they contain substantive information.

In the Notes, index only substantive material, not simple documentation.

Length

The Press doesn't have strict length requirements for indexes. Some books need a detailed index, others only a short, simple one, depending on the subject matter.

A typical scholarly index is 2 to 5 percent of the length of the book. Indexes are usually set in two columns and in smaller type than the text, so your draft index might be up to about 5 percent of the length of your original manuscript. It's easier to cut or combine entries than to add them, so it's better to err on the side of inclusion in the beginning.

Format

Make sure spelling, hyphenation, capitalization, and italics follow the usage in the book.

Set entries full page width, double-spaced, 12 point Times Roman or equivalent. Margins should be 1 inch all the way around.

Format entries of more than one line with a hanging indent if you can do so. Otherwise, set everything flush left with an extra line of space between entries. Don't use hard returns or tab stops inside an entry to give the appearance of a hanging indent.

Avoid very long lists of page numbers by using subentries. Run subentries in with the main entry. Separate subentries with semicolons. Put a period at the end of the entry only if there are cross-references to follow. Do not use sub-subentries.

Use cross-references only for entire entry, not for subentries.

Arrange subentries in alphabetical order by the first substantive word (not "and," "in," etc.); don't capitalize except for proper names.

Page ranges should use en-dashes (–) rather than hyphens (-).

Put a comma after each entry word or phrase and before the first page number; if there are no page numbers preceding the first subentry, then use a colon. One or the other must be there.

Abbot, George, 241–42

ABC, printing of, 164

abridgment: cases of, 246n161; as offense, 455–56, 607; of *Philosophical Transactions*, 579n83; restrictions on, 226, 227; works as, 302–3, 316, 316–17. *See also* Abbot, George; Abridgment (Croke)

Abridgment (Croke), 302–3

Abridgment (Rolle). *See* absolutism; Académie royale des sciences (France)

absolutism: absence of in England, 48; arbitrary government and, 251–52, 252n182; Cromwell and, 273–74; Hobbes and, 308; patronage and, 24; property and, 253, 255; royal authorship of laws and, 312, 317, 336n29; royal prerogative and, 251nn1–2, 253–54

Académie royale des sciences (France), 436, 491n91, 510, 554

There are many variations on “alphabetical order” for entries (see *Chicago Manual of Style* for details if you’re interested). The Press doesn’t require a particular version; please, however, make it consistent.

Alphabetize titles (books, organizations, etc.) by first substantive word, not by “The,” “Le,” or similar terms.

Main entries that aren’t proper names should begin with either capital or lowercase letters. Make sure to treat proper names exactly as in text.

Put cross-references—*See* or *See also*—at the end of the complete entry. Don’t use them for subentries.

Cite notes by the page on which the note actually appears, not the text page where the note callout number is given.

Figure captions can be cited by book page; if necessary, use (fig.) following the page number.

Avoid “double posting” even for short subentries; use *See also*

Avoid “meta-entries” like the main subject of the book.