



UNC Press Indexing Guidelines

Please refer to the sample index at the end of this section as a guide to general index format. Note the following details:

1. The first word of a main heading is normally capitalized only if capitalized in text—a proper noun, a genus name, the title of a work, and so on.
2. In entries of more than one line, all lines after the first are indented (usually by two letter spaces). Do not enter any hard returns before the end of the entry, and do not insert extra spaces to create the indent; instead, use a hanging indent.
3. See and See also are usually italicized (see below, Making Cross-References #2).
4. If a main entry is followed by a page reference, a comma is used to separate the entry from the page number (education, higher, 16); if a main entry is followed by a modification, a colon precedes the modification (education, higher: in Canada, 24–26).
5. Semicolons are used to separate modifications.
6. Commas are used to separate page numbers.
7. A period precedes a cross-reference.
8. Semicolons separate headings in cross-references (see below, Making Cross-References #3).
9. There is no final punctuation.
10. If reference is made to an endnote (at the back of the book or, in the case of edited collections, at the end of an essay), it should take the form 409n27; the reference should always be to the page in the endnotes where the text of the note appears, not to the page of the text where the note superscript appears. If

reference is made to a note at the bottom of the page, it should take the form
209n.

11. An extra line space is used to separate the entries for each letter of the alphabet.
12. Modifications within an entry are run in, separated by semicolons; they should be arranged in alphabetical order (see below, Assembling the Index Items).

Preparation of the Index

The primary unit of the index is the entry, which is a grouping of all page references to the subject of the entry. The entry is made up of a heading (or main entry), followed by any necessary subordinate phrases, called modifications, with page numbers. A cross-reference may be added to guide the reader to other headings in the index. Mentions (i.e., brief but significant references to a subject that do not fit under a modification in the entry) precede all specific modifications, without being introduced by the term “mention.” In the following example, the main entry is “Baptists”; mentions of the topic appear on pages 7, 21, 66, and 212; modifications are “democratic ideas of” and “religious conduct of”; “See also . . .” is a cross-reference.

Baptists, 7, 21, 66, 212; democratic ideas of, 41–42, 356; religious conduct of, 98, 248–71, 300–317. See also Anabaptists; New Light Baptists

Making an index consists of assembling, analyzing, and arranging into entries the detailed information on all aspects of the subject(s) covered in the book. For most books this can be adequately done within the framework of main entries, modifications, and cross-references just described. Occasionally, however, it is necessary to include subentries as well. This would be the case when an entry is sufficiently large and complicated that the best way to analyze it is not to break it down into a great many individual modifications but rather into a smaller number of subentries (usually arranged in alphabetical order), each of which is then broken down into modifications. A greatly reduced and simplified version of this sort of entry might look like this:

Schiller, Johann Christoph Friedrich von, 25, 37, 189, 215

- childhood and youth of: birth of, 45; parents of, 46; early schooling of, 46–49; medical studies of, 50–52; . . .
- early career of: *Die Räuber*, 57; leaves Stuttgart, 58; early historical writings, 67–69; . . .
- reputation and influence of: in *Sturm und Drang*, 68, 69–70; and romanticism, 80; and Beethoven’s use of “Ode to Joy,” 82; in modern German literature, 83–85; . . .
- at Weimar: and Karl August, 70, 72; and Goethe, 70–82; historical dramas of, 74–76; . . .

Assembling the Index Items

Although you can—and probably should—think ahead about ways of analyzing your text and thus organizing your index, the actual assembling of items must await receipt of page proof. There are a number of ways to proceed with the mechanics of compiling the index. The most common starting point is to identify items worthy of indexing as they occur in the page proof and add these items to an electronic document, a process that can be enhanced by searching for items in a searchable PDF. The list would indicate the item being indexed (i.e., what will become the main entry) and the page number on which it occurs. In addition, if the item is one for which the author anticipates creating modifications, some quick note of the specific matter discussed on that page is made.

After this working list has been completed by going through all of the page proof, the work of analyzing the items on the list and shaping the final index begins. By running a sort command on the computer file (unless the author took the time to enter like items together in the file while compiling the working list), all of the items related to a single topic can be brought together. If they are few, you should simply record the page numbers for the main entry without modification (*Emancipation Proclamation*, 43, 47, 52–53); but if they are numerous (more than ten is usually a good rule of thumb), you will need to look at the notations about specific matters and group them into modifications (*Emancipation Proclamation*: background of, 45, 47; announcement of, 49; Confederate response to, 49–50, 52, 54, 78; and Northern press, 50, 53–54, 56). In shaping an entry that contains modifications, you should arrange the

modifications in alphabetical order. The order is determined by the first substantive word in the modification, not by initial articles, conjunctions, or prepositions (France: as EU member, 12; and NATO, 11, 14–15; among victims of German aggression, 13, 19). Note that a person’s name in which first and last names are provided should be alphabetized by the *first name*.)

Selecting Entries and Modifications

Effective index entries have a noun or noun phrase—the word that is the key to the entry—in the initial position. For example, “Teachings of New Light Baptists” would not be an effective entry because the initial word is not the key. The entry should read, “New Light Baptists, teachings of.” Precisely because the key word in an entry is the most important word, it is the one readers are most likely to look for in the index. This consideration of where readers are likely to look is a vital one in selecting main entries and modifications for an index. Readers are well served by authors who combine common sense and their own experience as readers (won’t most readers look under “Education” before they look under “Schools”?) with fidelity to what they have done in the text (if “Great Britain” is used throughout the text, why put references under “United Kingdom” in the index?).

Certain conventions dictate the way in which personal names are recorded and arranged in index entries. Most of these are familiar to readers, who will bear them in mind in using an index. In a few cases the rules can get complicated (and *The Chicago Manual* offers more detailed advice), but the conventions covering most cases are easily summarized.

1. Personal names are inverted so that the last name appears first in the entry (Wilde, Oscar). The primary exception is pseudonyms that are so unitary as to exclude a reader’s looking under the last name (Johnny Appleseed). In dealing with compound surnames, authors should take care to invert the whole surname (Liddell Hart, B. H.; Ortega y Gasset, José; Puvis de Chavannes, Pierre-Cécile).
2. Persons known primarily by first name (monarchs, popes, etc.) are listed by first name with parenthetical identification following. For example: Elizabeth I (queen of England), Leo X (pope), Frederick August II (elector of Saxony). In a few cases,

the identifying title is better left out of parentheses: Charles, Prince of Wales. For saints, the word “Saint” rather than a parenthetical identifier follows (Augustine, Saint; Thomas Aquinas, Saint).

3. Particles (“de,” “von,” etc.) usually are not inverted along with a person’s last name and thus play no role in determining the alphabetical position of the entry (Tocqueville, Alexis de; Alembert, Jean Le Rond d’; Beethoven, Ludwig van; Hoffmansthal, Hugo von). The particle is included with the last name, however, in those instances where it has, for whatever reason, become integral to the name, forming part of it as it is best known (Van Buren, Martin; De Gaulle, Charles; La Fontaine, Jean; Du Maurier, Daphne; De Soto, Hernando).
4. In general, persons should be identified in fullest form, and persons with pseudonyms should be listed under their real names (with a cross-reference at the pseudonym if that seems helpful). But, with an eye to the reader’s expectations, it is sometimes best to list persons by the form of their name that is most widely known (Lawrence, D. H., rather than Lawrence, David Herbert) or by a pseudonym that is universally known when their real name is obscure (Voltaire rather than Arouet, François-Marie).
5. Members of the nobility are generally indexed according to their titles, with further identification provided parenthetically or as an extension of the title. For example: Shaftesbury, First Earl of (Anthony Ashley Cooper); Byron, George Gordon, Lord; Montesquieu, Charles-Louis de Secondat, baron de; Rochambeau, Comte de (Jean-Baptiste-Donatien de Vimeur).
6. Titles other than titles of nobility (i.e., professional, civil, or military titles) usually are not included in index entries (Lincoln, Abraham, not Lincoln, President Abraham), although it is permissible to include them (consistently) in an index where they could be genuinely useful to the reader—such as the index to a history of a military campaign, in which inclusion of military ranks could be helpful. Whenever they are included, these titles are ignored in alphabetizing

entries (“Jones, Lt. Amos G.” would precede “Jones, Brig. Gen. Benjamin C.,” e.g.).

7. Suffixes (Jr., III, etc.) are included but appear after the first name, separated from it by a comma, when the name is inverted (King, Martin Luther, Jr.; Stevenson, Adlai E., III).
8. Persons with exactly the same name must be distinguished parenthetically in some way. For example:

Holmes, Oliver Wendell (1809–94)

Holmes, Oliver Wendell (1841–1935)

Pitt, William (the elder)

Pitt, William (the younger)

Young, Sarah (Associated Press correspondent)

Young, Sarah (state senator)

In creating **entries** for the index, note that the following items generally should not be included:

1. Authors and titles in bibliography entries and in simple note citations. (If a note discusses the work of an author in some detail rather than providing a citation alone, the author might be included in the index.)
2. People mentioned in the acknowledgments and dedication.
3. Brief mentions of subjects in the notes that do not add substantially to what has been said in the text.
4. People, places, and things that are mentioned only incidentally in lists and not further discussed.
5. Material in tables, charts, maps, etc.
6. People, places, and things shown in illustrations or mentioned in captions, except in certain types of books (field guides, architectural histories, etc.) where it is clearly necessary to include the illustrative material in order to have a useful index. If illustrations are indexed, the page numbers on which they fall should be

given in italics (Monticello, 23, 24, *74*), and a note “Page numbers in italics refer to illustrations” should be added at the beginning of the index.

Modifications (or subentries) should be specific but should not be so detailed as to provide all of the information found in the text or so narrowly focused as to be multiplied beyond necessity. Thematic or topical modifications are usually more helpful to readers than narrowly specific ones, as well as being more economical of ink and paper. This is especially true when the narrow modifications would carry only one or two page references.

What is or isn’t an appropriate modification necessarily varies, just as the texts being indexed vary; the best way to create effective modifications is to think in terms of topics or themes in which readers are likely to be interested and keep modifications centered around them.

Recording Page Numbers

1. Give comprehensive page numbers for locating continuous treatment of the subject (166–69, not 166ff.).
2. Do not use comprehensive page numbers for separate occurrences of the subject. Record each page.
3. If repetition of the subject occurs on a number of pages in close proximity (20, 22, 23, 24, 25, 28, 30, 31, 33, 35), use the form 20–35 passim. Passim (“here and there”) should be used only with comprehensive page numbers. *It should be used sparingly and only where ten or more pages are involved.* It should not be italicized.
4. Page numbers for matter found in notes appearing at the back of the book (or the end of an essay) should be recorded with page number and note number in this fashion: 412n22. If two or more consecutive notes are referred to, two *n*’s and an en dash are used (e.g., 412nn14–16). Nonconsecutive notes on the same page are treated separately: 412n1, 412n12, 412n22. Page numbers for material found in notes appearing at the bottom of the page (i.e., footnotes) should be

recorded 23n, 46n. If the subject of an entry is referred to in the text and in a footnote on the same page, “n” is not necessary (23, not 23, 23n).

5. Page numbers should be recorded in keeping with the style preferred for inclusive numbers in the text (as described in Section 3): 1–6, 11–15, 20–28, 31–47, 299–301, 302–7, 324–56, 400–407.

Analyzing and Alphabetizing Entries and Subentries

After the index entries, with any necessary modifications, have been selected, the author should review them carefully to see if some might logically be combined into a single entry (in much the same way possible modifications were combined). If a subject is referred to by more than one name, one entry should be analyzed with modifications and the other should carry a cross-reference. In other words, if, for the sake of variety, the text employs the terms “American Revolution” and “Revolutionary War” interchangeably, all of the page references should be put under one of the terms (ordinarily whichever is used more frequently), with a cross-reference at the other, rather than splitting them between the two according to which term is used on a given page. Similarly, when a person, institution, or organization undergoes a name change over the course of a book, it is usually helpful to the reader for all of the references to be collected under the best-known name.

The alphabetizing of the entries should then be checked and finalized, keeping the following guidelines in mind.

1. *The standard practice is to alphabetize entries letter by letter.* In the letter-by-letter system, alphabetizing continues up to the first parenthesis or comma; it then starts again after the punctuation point. Spaces and all other punctuation marks are ignored. (e.g., San Diego, CA, precedes Sandinistas).
2. When persons, places, and things share the same name, they are arranged in normal alphabetical order (e.g., Washington, George, precedes Washington, Martha).

3. Names starting with “Mac,” “Mc,” or “M’ ” are alphabetized letter by letter as they appear.
4. Abbreviations such as “St.” or “Ft.” are alphabetized as they appear, not according to their spelled-out versions. Similarly, “US” is alphabetized as it appears.
5. **IN SUBENTRIES, PERSONAL NAMES SHOULD BE ALPHABETIZE BY LAST NAME.**

Making Cross-References

Cross-references save space and prevent duplication. They are extremely useful devices, but they are subject to abuse if not used sensibly. It is inadvisable, for example, to use a cross-reference if doing so takes more space than simply listing the relevant page numbers. If, for example, you have a cross-reference at the entry “Pneumocystis carinii pneumonia” that reads “See Diseases, AIDS-related,” but the only pages cited under “Diseases, AIDS-related” are 95–97, it is kinder to the reader as well as more economical to forgo the cross-reference and make the entry read “Pneumocystis carinii pneumonia, 95–97.” Authors should also guard against making cross-references that are logical but nonetheless impractical because they do not lead to further useful information. If the index indicates that AIDS and HIV are both discussed on pp. 42, 43, 45–47, and 67–70 of the text, for example, there is no reason to add “See also HIV” at the end of the AIDS entry; despite the logical connection between the two topics, the reader will already have seen all of the relevant page references at the AIDS entry.

Note the following requirements for cross-reference style and format.

1. A period is used before *See* and *See also*.
2. See and See also should be italicized unless they precede an italic cross-reference, in which case they should be roman to distinguish them from the italicized item (See also *Roe v. Wade*). See is used when the reader is being referred to another entry for all references to a subject (Kennedy, Jacqueline. *See* Onassis, Jacqueline Kennedy). See also is used at the end of an entry that contains page references (with or without modifications) to refer the reader to

additional references under another entry (Raleigh, NC, 47, 67, 101–2. *See also* Research Triangle).

3. Capitalize the first word of each entry that appears after *See* and *See also* only if the entry itself is capitalized, and separate the entries with semicolons. If making a cross-reference to a modification, capitalize the entry if it is a proper noun and lowercase the modification (unless, of course, it is a proper noun) following a colon. The entries cross-referenced are arranged alphabetically (*See also* labor: and management; labor unions; teamsters). A cross-reference following an individual modification should be enclosed in parentheses and *See* should be lowercase: child labor in (*see* Research Triangle).
4. In making a cross-reference, be sure to use the exact words of the main entry referred to (invert personal names, e.g.); also make sure there is such an entry (in other words, be sure it hasn't been eliminated or altered over the course of putting the index into final form).
5. When useful and practical, cross-references may be generic. At the end of an entry on newspapers or the press, for example, a cross-reference might read *See also specific newspapers* rather than “*See also*” followed by the names of a dozen specific newspapers that appear in the index.
6. No terminal punctuation appears at the end of the cross-reference.

Sample Index

Following is a sample of the format and style in which indexes should be submitted.

Bourbon monarchy, 90, 241

Brahman theology, 58, 60

Brazil, 42, 48

Buckley, Cornelius, 246

buffalo, 249, 251–53, 255, 257–58, 260, 273

Buzard, James, 16, 309n27, 330n2

Byron, Goerge Gordon, 16–17, 299, 330nn2–3, 331n24, 331n26

caste, 49, 52–54, 78, 89, 313n35, 317n38

Catholicism, 23, 144; and Olympe Audouard, 265–66, 337n1; and anti-Catholicism, 241–42, 245, 247; and Coeur d’Alenes, 262; French, 46, 238, 261, 266, 271, 301, 335n21; and French culture, 37, 245–46, 264; in Europe, 45, 142, 263; and Margaret Fuller, 112–14, 142; in Italy, 115; and Jesuits, 242–42, 258; and Randal McGavock, 142, 148; and Nicolas Point, 241, 243, 245–48; in Peru, 79–80, 82–83; Roman, 112–13, 125, 206

Christianity, 60, 171, 183, 244–48, 250–52, 255, 279–81, 328n10; and churches, 143, 174; and education, 183–84, 196–97; and Jamaica, 176–77, 183, 190–91; and marriages, 253–54; and Randal McGavock, 143–44, 154; and Native American conversions, 258–64; and Nancy Prince, 194, 197; and rituals, 259–63; and Russia, 186; and sects, 46, 176; and theology, 114. *See also* Catholicism