

Indexing Guide

We follow the Chicago Manual of Style in almost all respects, and so our guidance here is aimed at giving a more concise set of instructions using examples in our field of studies. For further information, see the relevant sections listed below in chapter 15 of the 18th edition of the Chicago Manual of Style.

Starting points

Considering your readers

Our books are published globally and, while most of our books are written in English, many of our readers are non-native-English speakers. Our collective aim is to bring your material to the maximum possible readership and to have the maximum possible impact, so a usable index is one of the tools that we can employ.

While you will be very familiar with your material, your readers may not be. Readers may be encountering your book and its terminology, concepts, characters, and places for the first time. It may be useful to ask a colleague or friend who is unfamiliar with your work to test your index as you develop it, to ensure that you are creating a valuable reference tool that will enhance your work.

Professional assistance

If you wish to employ expert assistance in compiling your index the press can provide you names of indexers with whom previous authors have had good experiences.

Timing (15.4)

If you are preparing the index yourself

You can start compiling your index as soon as you have finished revising your manuscript post peer-review and have delivered it to the press for production. While you won't be able to insert page numbers until the typeset proofs are available, you can begin to compile list(s) of entries, and have your index well underway by the time the definitive page numbers become available.

If you are hiring an indexer

Indexing can begin when the typeset proof is ready. The indexer will need to have that PDF and know how many indexes you will need and the level of detail required. The press will let you know when corrections to the typeset proof will be expected to be returned; this same timeline will be expected for the index. If you plan to hire an indexer, let the production manager at the press know this early in the process so timelines can be adjusted as necessary.

Indexing tools

Professional indexers may have dedicated indexing programs. Such programs are not necessary, and an index can be prepared with an ordinary word processor. Keep in mind that while a feature such as "Find" in Word might find all instances of a term, not all instances need to be included in an index.

How many indexes? (15.6)

The complexity of your material will determine if a single, comprehensive index is needed or if multiple indexes would be of assistance to a reader. This might include an Index of Manuscripts or an Index of Place Names, in addition to the General Index.

What material is indexed?

The entire text of a book, including substantive content in notes, prologues, prefaces, and introductions should be indexed. Not indexable: title page, dedication, epigraphs, list of figures, tables, acknowledgments, bibliographies, glossaries.

References to footnotes or endnotes (15.33–15.35)

Footnotes should be referenced using “n” (or “nn” for a sequence of notes, with an en-dash). Nonconsecutive notes on the same page are treated separately (334n14, 334n16, 334n19).

Eibingen, 123, 145n67, 177, 213nn14–16

Occasionally with endnotes, entries might appear to be out of order. In these cases it can be helpful to include the chapter number in parentheses after the note number.

cathedrals, 334n19 (chap. 8), 334n2 (chap. 9), 335n5

Run-in versus indented

Although in the printed volume, your index will be presented in multiple columns, prepare your index in a single column. If you have subentries in your index, you can choose between a run-in or indented style.

Run-in style

coordinate systems: Cartesian, 14; distance within, 154–55; time dilation and, 108–14. *See also* inertial systems; moving systems

Indent style

coordinate systems
Cartesian, 14
distance within, 154–55
time dilation and, 108–14
See also inertial systems; moving systems

Headings and subheadings (15.9–15.10, 15.125–15.128)

Main headings are normally nouns or noun phrases—people, places, objects, ideas, and subjects. An adjective is almost never used alone as a heading, but is paired with a noun to form a noun phrase.

Correct:

courts, borough/urban
Statute of Gloucester (1278)
trade, foreign

Incorrect:

urban courts
Gloucester - statute
foreign trade

Complex main headings (e.g., entries that have more than 5 or 6 pages or paragraph numbers) may need to be broken down into subentries and potential sub-subentries. Subentries may often have a grammatical relationship with the main heading, so the subheading and main heading combine into a single phrase. Other subheadings form divisions or units within the category of the main heading.

Example

Christ
as Good Shepherd
as king, *rex regum*, ruler
crowned
enthroned

Repeated Entries

You may need to repeat an entry. For example, “mills” is listed twice in the examples below—once as a subentry under “ecclesiastical revenue” and then again later as an entry in its own right:

ecclesiastical revenue, 8, 89–108, 206
bees, 94, 101
Easter Roll, 93–94, 99–100, 101
ecclesiastical jurisdiction, 94
glebe income, 89–90, 94–95
mills, 94, 96, 101
mills, 56–58, 94, 96, 101, 167, 169, 173

Cross-references (15.15-15.23)

There are two main kinds: *see* and *see also* references. *See* and *see also* are normally italicized, but if what follows is in italics, then set the words in roman to distinguish them from the cross-reference. *See* should be used where a reader might otherwise miss the full entry, e.g., to direct from an informal term to a technical one, from a pseudonym to a real name, or for a variant spelling, synonym, abbreviation, etc. *See also* directs a reader to additional information elsewhere in an index, for a related but nonsynonymous concepts or terms. These references are therefore placed at the end of an entry.

Examples for see:

Good Friday. *See* adoration of the Cross
harmony. *See* music
holy oil. *See* anointing
hymns/hymnody. *See* music

If the cross-reference is to a subheading use the format below:

lace making. *See* Bruges: lace making

Examples for see also:

Agriculture, 4, 23, 90, 98, 102–03, 106, 144, 180, 190
output, 17, 49, 51, 53–58
technology, 24
See also animal husbandry; cereal cultivation
revolts, 3, 4, 197, 242, 269–81.
See also German Peasants' War; Kett's rebellion; Peasants' Revolt

Generic cross-references (15.23)

Both *see* and *see also* references may include generic references; that is, they may refer to a type of heading rather than to several specific headings. The entire cross-reference is then set in italics.

biblical commentaries, 345–46, 390–401, 455–65. *See also specific titles or authors*
deserted settlements. *See names of individual sites*

Style and formatting

Spelling

The spelling of terms in an index should be the same as in the main text. E.g., older or alternate names of cities or other geographical places should not be indexed in their current form or an alternate spelling – Constantinople to Istanbul, etc. Accents and diacritical marks must also be consistent. Italicized terms or those presented in quotation marks should have that formatting retained in an index.

Punctuation (15.102–108)

Place a comma after the main heading and before the page numbers that immediately follow it. Insert a comma also between the heading and any descriptor, and a comma goes between page numbers. Periods are only used in indented indexes before *See*. In run-in indexes, periods are only used before *See* or *See also*.

Exceptions: in a run-in index where the main heading is immediately followed by a subentry, use a colon, and then separate subentries or sub-subentries with semicolons.

Example

angel(s): 12–16, 20–22; Gabriel (archangel), 14, 224; Michael (archangel), 13–14, 46; Raphael (archangel), 13–14, 46, 107–8; rebel angels, 119–20, 122

Capitalization of initial letters

Do not capitalize initial letter unless it is a proper noun, or if the word is capitalized in the text:

angel(s), 12–16, 20–22, 38, 40, 42–45
Anna, mother of Mary, 232–33, 235, 237
anointing, 108, 128–31, 153–54

Proper Names and Variants (15.40–54). See also below for names with particles

Our publications are intended for a global readership, so do not over-Anglicize. If your subject matter might be commonly known by another name (whether a person, region, or political entity), this is a case where a cross-reference would be useful. See below.

Historical persons

Monarch, popes, and others known by official names (often including a Roman numeral), should be indexed under the official name. Identifying descriptors may be included in parentheses following the name and number.

Heinrich III. *See* Henry III (emperor)
Henri IV (king of France), 224
Henry (Somerset peasant), 215
Henry III (emperor), 265
Henry IV (king of England), 279

Modern persons

Follow the system of the country of “surname, forename” rule for all countries other than those, like Iceland, where the patronymic system operates and alphabetization operates by forename:

Árni Magnússon, 221
Rogers, Thorold, 49
Russell, Josiah Cox, 51, 61, 63, 65

Persons who have used pseudonyms or other names professionally are usually listed under their real names. If the pseudonym has become a household word, however, it should be used as the main entry, with the real name in parentheses if it is relevant to the work; a cross-reference is seldom necessary:

Molière (Jean-Baptiste Poquelin), 225

The full form of personal names should be indexed as they have become widely known. You may need to cross-reference variations:

Cervantes, Miguel de [not Cervantes Saavedra, Miguel de]
Glanvill. *See* Ranulph de Glanvill

Saints

Saints are indexed under their given names unless another name is equally well or better known. Cross-references might be needed.

Aquinas. *See* Thomas Aquinas, Saint
Borromeo, Saint Charles
Catherine of Siena, Saint
Chrysostom, Saint John
Thomas, Saint (the apostle)
Thomas Aquinas, Saint

Alphabetization (15.67, 15.70–15.101)

Sort alphabetically **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. The order of precedence is one word, word followed by parenthesis, word followed by a comma, then (ignoring spaces and other punctuation) word followed by a number, and word followed by letters. Acronyms, initialisms, and abbreviations are alphabetized as they appear (except for &, which is treated as “and” and @, which is treated like the letter *a*).

Benedict Biscop, 92–93
Benedict of Nursia, Saint, 225n33, 227–28
Berach, Saint, 172
Berengar II (king of Italy), 195
Bernard of Clairvaux (abbot), 6
 De consideratione, 332–33, 335, 338–39, 343–44
 on episcopal office, 338–44
Bernard of Pavia, *Summa decretalium*, 380
Bernard Paganelli. *See* Eugenius III (pope)
Bernward (bishop of Hildesheim), 9, 241, 434

An exception is an initial used in place of a given name; the initial would come before any spelled-out name beginning with the same letter.

Oppenheimer, J. Robert
Oppenheimer, James N.

Special characters that use the Latin alphabet but originate from other languages should be alphabetized according to the [table in 11.23](#). Some examples appear below.

Æ = ae
Ð or ð = d
3 would be placed after words beginning with an e
Œ = oe
þ þ would be placed after words beginning with a T

Names with particles (15.79)

Be aware of an individual's personal preference, and traditional or national usages. Merriam-Webster's is a resource for well-known figures; library catalogs will be of assistance for contemporary names. The Chicago Manual of Style 15.79–15.95 has a helpful guide for personal names of various formats.

Ben-Gurion, David
Costa, Uriel da
da Cunha, Euclides
D'Amato, Alfonse
de Gaulle, Charles
di Leonardo, Micaela
Keere, Pieter van den
La Fontaine, Jean de
Leonardo da Vinci
Medici, Lorenzo de'
Van Rensselaer, Stephen

Articles, prepositions, and conjunctions (15.76)

Introductory articles, prepositions, and conjunctions are disregarded in alphabetizing subentries. It may be better to invert headings or not use such introductory words for an indented style index.

Churchill, Winston: as anti-Fascist, vs 369; on Curzon line, 348, 379; and de Gaulle, 544n4	Churchill, Winston anti-Fascism of, 369 Curzon line, views on, 348, 379 de Gaulle, relations with, 544n4
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Definite and indefinite articles in any language are non-sorting and are omitted when you alphabetize a list.

Nicholas Fytton, 229
Nicholas Monksfield, 219
Nicholas of Trim, 225
Nicholas le Woder, 74

Diacritics

Alphabetize accented letters as though they were unaccented (é = e, ü = u)

Separating text when a new letter in the alphabet starts

Use a line space to separate alphabetical breaks, rather than inserting headings:

artes memoriae, 380
Artrí mac Conchobar (bishop of Armagh), 173
Athelstan see Aethelstan (king of England)
Autun, council at (1077), 283n32, 292

Bamberg, 406–7
Baudry of Bourgeuil, 279n13, 287–88, 289n49
Bede, Venerable, 6, 91