Indexes

The Chicago Manual of Style

15th edition

18

Indexes

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Introduction

18.1   *Scope.* This chapter offers basic guidelines for preparing and editing an index. It covers both general principles of indexing and specifics of Chicago's preferred style in matters of typography, alphabetizing, and the like. Many of the guidelines apply equally to electronic works, which often require indexes (see 1.186).

18.2   *Who should index a work?* The ideal indexer sees the work as a whole, understands the emphasis of the various parts and their relation to the whole, and knows—or guesses—what readers of the particular work are likely to look for and what headings they will think of. The indexer should be widely read, scrupulous in handling of detail, analytically minded, well acquainted with publishing practices, and capable of meeting almost impossible deadlines. Although authors know better than anyone else their subject matter and the audience to whom the work is addressed, not all can look at their work through the eyes of a potential reader. Nor do many authors have the technical skills, let alone the time, necessary to prepare a good index that meets the publisher's deadline. Some authors produce excellent indexes. Others would do better to enlist the aid of a professional indexer.

18.3   *The indexer and deadlines.* Most book indexes have to be made between the time page proof is issued and the time it is returned to the typesetter—usually about four weeks. (For an illustration of how indexing fits into the overall publishing process for books, see appendix B.) An author preparing his or her own index will have to proofread as well as index the work

in that short time span. Good indexing requires reflection; the indexer needs to stop frequently and decide whether the right choices have been made. A professional indexer, familiar with the publisher's requirements, may be better equipped for such reflection. For journals that publish a volume index, the indexer may have several months to prepare a preliminary index, adding entries as new issues of the journal arrive. The final issue in the volume is typically indexed from page proofs, however, and the indexer may have as little as a week to work on the last issue and prepare the final draft of the index.

18.4 *Computer software.* Computers and special indexing software can streamline the indexing process and substantially reduce the time required. No computer can produce a good index on its own, however; human intervention is always required. A computer can search, record, and alphabetize terms and can arrange numbers far more efficiently than a person. But it cannot distinguish between a term and a concept or between a relevant and an irrelevant statement. At best it can generate a concordance—a simple list of major words that appear in a document. Without human intervention, a computer cannot create appropriate subentries or cross-references.

18.5 *Resources.* For greatly expanded coverage of the present guidelines, along with alternative usages, consult Nancy Mulvany's *Indexing Books* (bibliog. 2.5). Anyone likely to prepare a number of indexes should acquire that work. For further reference, see Hans H. Wellisch, *Indexing from A to Z*, and Linda K. Fetters, *Handbook of Indexing Techniques* (bibliog. 2.5).

Kinds of Indexes and Components of an Index

18.6 *Single versus multiple indexes.* A single index, including subjects and names of persons, is usually the easiest to use. It is frustrating to hunt for a name or term only to find you are in the wrong index. Further, cross-referencing between subjects and persons is much simpler in a single index. Certain publications, however, such as journals and lengthy scientific works that cite numerous authors of other studies, may include an index of names (or author index; see 18.115–16) in addition to a subject index. An anthology may include an author-and-title index, and a collection of poetry or hymns may have an index of first lines as well as an index of titles. If two or more indexes must appear in one work, they should be visually distinct so that users know immediately where they are. In a bio-

logical work, for example, the headings in the index of names will all be in roman type and will begin with capital letters, and there will be no subentries, whereas most of the headings in the general subject index will begin lowercase and many subentries will appear; and if there is a taxonomic index many entries will be in italic. The running heads should carry the titles of each index.

MAIN HEADINGS, SUBENTRIES, AND LOCATORS

18.7 *The entries.* An entry consists of a heading (or main heading), locators (see 18.12), and subentries and cross-references as needed.

18.8 *Main headings.* The main heading of an index entry is normally a noun or noun phrase—the name of a person, a place, an object, or an abstraction. An adjective alone should never constitute a heading; it should always be paired with a noun to form a noun phrase. A noun phrase is sometimes inverted to allow the keyword—the word a reader is most likely to look under—to appear first. For capitalization, see 18.10.

agricultural collectivization, 143–46, 198
Aron, Raymond, 312–14
Bloomsbury group, 269
Brest-Litovsk, Treaty of, 61, 76, 85
capitalism, American commitment to, 383
cold war, 396–437

Communist Party (American), 425
Communist Party (British), 268
war communism, 90, 95, 125
World War I, 34–61
Yalta conference, 348, 398

18.9 *Subentries.* An entry that requires more than five or six locators (page or paragraph numbers) is usually broken up into subentries to spare readers unnecessary excursions. A subentry, like an entry, consists of a heading (usually referred to as a subheading), page references, and, rarely, cross-references. Subheadings often form a grammatical relationship with the main heading, whereby heading and subheading combine into a single phrase, as in the first example below. Other subheadings form divisions or units within the larger category of the heading, as in the second example. Both kinds can be used within one index. See also 18.129. For sub-subentries, see 18.26–28.

capitalism: and American pro-Sovietism, 273, 274; bourgeoisie as symbol of, 4, 13; as creation of society, 7; Khrushchev on burying, 480; student protests against, 491, 493

Native American peoples: Ahualucos, 140–41; Chichimecs, 67–68; Huastecs, 154; Toltecs, 128–36; Zapotecs, 168–72

18.10   *Initial lowercase letters in main headings.* The first word of a main heading is normally capitalized only if capitalized in text—a proper noun (as in the second example in the previous paragraph), a genus name, the title of a work, and so on. Indexes in the sciences often avoid initial capitals because the distinction between capitalized and lowercased terms in the text may be crucial. Traditionally, all main headings in an index were capitalized; Chicago recommends the practice only where the subentries are so numerous that capitalized main headings make for easier navigation.

18.11   *Capitalization of subentries.* Subentries are always lowercased unless, as in the second example in 18.9, the keyword is capitalized in text (a proper noun, a genus name, the title of a work, etc.).

18.12   *Locators.* In a printed work, locators are usually page numbers, though they can also be paragraph numbers (as in this manual), section numbers, or the like. When discussion of a subject continues for more than a page, paragraph, or section, the first and last numbers (inclusive numbers) are given: 34–36 (if pages), 10.36–41 (if paragraphs), and so on (see 18.13). The abbreviations *ff.* or *et seq.* should never be used in an index. Scattered references to a subject over several pages or sections are usually indicated by separate locators (34, 35, 36; 8.18, 8.20, 8.21). The term *passim* may be used to indicate scattered references over a number of not necessarily sequential pages or sections (e.g., 78–88 passim). Trivial mentions are best either ignored or, if needed for some reason, gathered at the end of the entry under a subentry "mentioned." For use of the en dash, see 6.83; for inclusive numbers, see 9.64, 18.13.

18.13   *Inclusive numbers.* Publishers vary in their preferences for the form of inclusive numbers (also known as continuing numbers). Although the simplest and most foolproof system is to give the full form of numbers everywhere (e.g., 234–235), Chicago prefers its traditional system (presented below), which more or less corresponds to the way numbers would be read aloud. The system is followed in all examples in this chapter. Whichever form is used in the text should be used in the index as well.

FIRST NUMBER	SECOND NUMBER	EXAMPLES
1–99	Use all digits	3–10, 71–72, 96–117
100 or multiples of 100	Use all digits	100–104, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 1103–4

110 through 199, 210 through 299, etc.	Use two or more digits as needed	321–28, 498–532, 1087–89, 11564–615, 12991–13001
	But if three digits change in a four-digit number, use all four	1496–1504 2787–2816

Roman numerals are always given in full, for example, xxv–xxviii, cvi–cix. For use of the en dash between numerals, see 6.83, 9.62–63.

CROSS-REFERENCES

18.14 *General principles.* Cross-references should be used with discretion; an overabundance can be irritating. They are of two main kinds—*see* references and *see also* references. Both are treated differently according to whether they refer to a main heading or to a subheading. *See* and *see also* are set in italics (but see 18.21).

18.15 *"See" references. See* references direct a reader from, for example, an informal term to a technical one, a pseudonym to a real name, an inverted term to a noninverted one, or vice versa. They are also used for variant spellings, synonyms, aliases, abbreviations, and so on. The choice of the term under which the full entry appears depends largely on where readers are most likely to look. *See* references should therefore be given only where the indexer believes many readers might otherwise miss the full entry. If the entry to which the *see* reference refers is about the same length as the *see* reference itself, it is often more useful to omit the *see* reference and simply give the page numbers under both headings. Such duplication will save readers a trip. Further, the indexer and anyone editing an index must make certain that no *see* entry merely leads to another *see* entry (a "blind cross-reference"). See also 18.46.

Federal Bureau of Investigation, 145–48
FBI (Federal Bureau of Investigation),
    145–48

18.16 *"See" references following a main entry.* When a *see* reference follows a main entry, as it usually does, it is preceded by a period and *See* is capitalized. If two or more *see* references are needed, they are arranged in alphabetical

order and separated by semicolons. They reflect the capitalization of the main entry.

adolescence. *See* teenagers; youth

American Communist Party. *See* Communist Party (American)

baking soda. *See* sodium bicarbonate

Clemens, Samuel. *See* Twain, Mark

de Kooning, Willem. *See* Kooning, Willem de

Den Haag ('s Gravenhage). *See* Hague, The

Lunt, Mrs. Alfred. *See* Fontanne, Lynn

Mormons. *See* Latter-day Saints, Church of Jesus Christ of

Roman Catholic Church. *See* Catholicism

The Hague. *See* Hague, The

Turwyn. *See* Terouenne

universities. *See* Harvard University; Princeton University; University of Chicago

van Gogh, Vincent. *See* Gogh, Vincent van

Virgin Queen. *See* Elizabeth I

18.17 *"See" references following a subentry.* When a *see* reference follows a subentry, it is put in parentheses and *see* is lowercased.

statistical material, 16, 17, 89; coding of, for typesetter (*see* typesetting); proofreading, 183

18.18 *"See" references to a subheading.* Most *see* references are to a main entry, as in the examples in 18.16. When a cross-reference directs readers to a subentry under another main heading, *see under* may be used.

lace making. *See under* Bruges
Pride and Prejudice. See under Austen, Jane

An alternative, to be used when a *see under* reference might fail to direct readers to the right spot, is to drop the word *under* and add the wording of the subentry, following a colon. (Although a comma is sometimes used, a colon is preferred.) The wording of the cross-reference must correspond to that of the relevant subentry so that readers can find it quickly.

lace making. *See* Bruges: lace making
Pride and Prejudice. See Austen, Jane: *Pride and Prejudice*

18.19 *"See also" references. See also* references are placed at the end of an entry when *additional* information can be found in another entry. They follow a period. *See* is capitalized, and both words are in italics. If the cross-

reference is to a subentry under another main heading, the words *see also under* may be used. If two or more *see also* references are needed, they are arranged in alphabetical order and separated by semicolons. As with *see* references, *see also* references must never lead to a *see* entry.

copyright, 95–100. *See also* permission to
   reprint; source notes
Maya: art of, 236–43; cities of, 178; present
   day, 267. *See also under* Yucatán

If *see also under* does not work in a particular context—for example, when one of the *see also* references is to a main entry and another to a subentry—the word *under* should be dropped and the wording of the subentry added after a colon.

Maya: art of, 236–43; cities of, 178. *See also*
   Mexican art; Yucatán: Maya

When a *see also* reference comes at the end of a subentry—a rare occurrence, and somewhat distracting—it is put in parentheses and *see* is lowercased.

equality: as bourgeois ideal, 5–6, 7; con-
   tractual quality, 13; in democracy's
   definition, 24 (*see also* democracy);
   League of the Rights of Man debate on,
   234–35

18.20   *Accuracy.* In all cross-references, headings (and subheadings, if used) should generally be cited in full, with capitalization, inversion, and punctuation exactly as in the entry referred to. But a long heading may occasionally be shortened if no confusion results. For example, in an index with frequent references to Beethoven, "*See also* Beethoven, Ludwig van" could be shortened to "*See also* Beethoven" if done consistently.

18.21   *Italics.* The words *see, see under,* and *see also* are normally italicized. But if what follows (e.g., a book title or a foreign word) is in italics, the words are preferably set in roman to distinguish them from the rest of the cross-reference. This is not necessary when they follow italics.

Austen, Jane. See *Pride and Prejudice*
but
Pride and Prejudice. See Jane Austen

18.22   *Generic cross-references.* 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.

> public buildings. *See names of individual*
>   *buildings*
> sacred writings, 345–46, 390–401, 455–65.
>   *See also specific titles*

When generic cross-references accompany specific cross-references, the former are placed last, even if out of alphabetic order.

> dogs, 35–42. *See also* American Kennel
>   Club; shelters; *and individual breed names*

RUN-IN VERSUS INDENTED INDEXES

18.23   *Flush-and-hang style.* In printed works, all indexes are set in flush-and-hang (or hanging-indention) style. The first line of each entry, the main heading, is set flush left, and any following lines are indented. When there are subentries, a choice must be made between run-in and indented styles.

18.24   *Run-in style.* In run-in style, the subentries follow one another without each one's starting a new line. They are separated by semicolons. If the main heading is immediately followed by subentries, it is separated from them by a colon (see first example below). If it is immediately followed by locators, these are preceded by a comma and followed by a semicolon (see second example below). Further examples of run-in entries may be seen in 18.9, 18.19, 18.145.

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

> Sabba da Castiglione, Monsignor, 209, 337;
>   against cosmetics, 190; on whether to
>   marry, 210–11; on wives' proper behav-
>   ior, 230–40, 350

Chicago and many other scholarly publishers generally prefer run-in style because it requires less space. It works best, however, when there is only one level of subhead (but see 18.27). For the examples above in indented style, see 18.25.

18.25   *Indented style.* In indented style (also known as stacked style), each subentry begins a new line and is indented (usually one em). No colon appears before the first subentry, and subentries are not separated by semicolons. Runover lines must therefore be further indented (usually two

ems) to distinguish them clearly from subentries; whether runover lines belong to the main heading or to subentries, their indention should be the same. (Indention is always measured from the left margin, not from the first word in the line above.) Cross-references appear at the end of the list of subentries. A period is used only before *See,* which immediately follows the main entry, not before *See also. See* and *see under* references are treated in the same way as in run-in indexes (see 18.24).

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

Sabba da Castiglione, Monsignor, 209,
   337
   against cosmetics, 190
   on whether to marry, 210–11
   on wives' proper behavior, 230–40, 350

Indented style is usually preferred in scientific works and reference works (such as this manual). It is particularly useful where sub-subentries are required (see 18.28).

18.26   *Sub-subentries.* If an index requires a second level of subentries (sub-subentries), a mixture of run-in and indented styles can be used (see 18.27–28, 18.146).

18.27   *Sub-subentries in run-in indexes.* If more than a handful of sub-subentries are needed in an index, the indented format rather than the run-in type should be chosen (see 18.26). A very few, however, can be accommodated in a run-in index or, better, avoided by repeating a keyword (see example A). If repetition will not work, subentries requiring sub-subentries can be indented, each starting a new line but preceded by an em dash flush with the margin; the sub-subentries are then run in (see example B). Em dashes are *not* used where only one level of subentry is needed.

Example A (run-in index: sub-subentries avoided)

Inuits: language, 18; pottery, 432–37;
   tradition of, in Alaska, 123; tradition of,
     in California, 127

Example B (run-in index: subentries requiring sub-subentries indented with em dash, sub-subentries run in)

Argos: cremation at, 302; and Danaos of
   Egypt, 108; Middle Helladic, 77; shaft
   graves at, 84

Arkadia, 4; Early Helladic, 26, 40; Myce-
   naean, 269, 306

Armor and weapons
—attack weapons (general): Early Hel-
　ladic and Cycladic, 33; Mycenaean, 225,
　255, 258–60; from shaft graves, 89,
　98–100; from tholos tombs, 128, 131,
　133
—body armor: cuirass, 135–36, 147,
152, 244, 258, 260, 311; greaves, 135,
179, 260; helmets, 101, 135, 147, 221,
243, 258
—bow and arrow, 14, 99, 101, 166, 276
Asine: Early Helladic, 29, 36; Middle Hel-
　ladic, 74; Mycenaean town and trade,
　233, 258, 263; tombs at, 300

18.28　*Sub-subentries in indented indexes.* In an indented index, sub-subentries are best run in (see example A below). If, in a particular index, running them in makes the index hard to use, they have to be indented more deeply than the subentries (example B). When the first method is used, runover lines need not be indented more than the standard two ems, already a fairly deep indention. When the second is used, runover lines have to be indented three ems, and some very short lines appear. See also 18.146–47.

Example A (indented index: run-in sub-subentries)

nutritional analysis of bamboo, 72–81
　digestible energy, 94–96, 213–14, 222
　inorganic constituents: minerals, 81,
　　83–85, 89; silica (*see* silica levels in
　　bamboo); total ash, 73, 79, 80, 91
　　269, 270
　methods used, 72–73
organic constituents, 73–79, 269, 270;
　amino acids, 75–76, 86, 89; amino
　acids compared with other foods,
　77; cellulose, 73, 78, 269, 270; crude
　protein, 73–75, 80, 89–91, 213, 269,
　270; standard proximate analysis of,
　78–80; vitamin C, 78, 79

Example B (indented index: sub-subentries indented)

nutritional analysis of bamboo, 72–81
　digestible energy, 94–96, 213–14, 222
　inorganic constituents:
　　minerals, 81, 83–85, 89
　　silica (*see* silica levels in bamboo)
　　total ash, 73, 79, 80, 91, 269, 270
　methods used, 72–73
　organic constituents, 73–79, 269, 270
　　amino acids, 75–76, 86, 89
　　amino acids compared with other
　　　foods, 77
cellulose, 73, 78, 269, 270
crude protein, 73–75, 80, 89–91, 213,
　269, 270
standard proximate analysis of,
　78–80
vitamin C, 78, 79

If sub-sub-subentries are required (which heaven forbid!), style B must be used, and they must be run in.

General Principles of Indexing

18.29   *Style and usage.* An index is a tool for one particular work. By the time the index is prepared, the style used in the work has long been determined, and the index must reflect that style. If British spelling has been used throughout the text, it must be used in the index. Shakspere in the text calls for Shakspere in the index. Hernando Cortez should not be indexed as Cortés. Older geographical terms should not be altered to their present form (Constantinople, Istanbul; Siam, Thailand; etc.), though a cross-reference may be appropriate. The use of accents and other diacritical marks must be observed exactly as in the text (Schönberg, *not* Schoenberg). Only in the rare instance in which readers might not find information sought should a cross-reference be given. Any terms italicized or enclosed in quotation marks in the text should be treated similarly in the index. If inclusive numbers are given in full in the text (see 18.13), that style should be used in the index.

18.30   *Choosing terms.* The wording for all entries should be concise and logical. As far as possible, terms should be chosen according to the author's usage. If, for example, the author of a philosophical work uses *essence* to mean *being*, the main entry should be under *essence*, possibly with a cross-reference from *being*. If the terms are used interchangeably, the indexer must choose one; in this case a cross-reference is imperative. An indexer relatively unfamiliar with the subject matter may find it useful to ask the author for a brief list of terms that must appear in the index, though such terms will usually suggest themselves as the indexer proceeds through the proofs. Common sense is the best guide. For journals, terms may have been established in advance, either by a predetermined list of keywords within the discipline or by previous journal indexes. See also 18.20.

18.31   *Terms that should not be indexed.* Although proper names are an important element in most indexes, there are times when they should be ignored. In a work on the history of the automobile in the United States, for example, an author might write, "After World War II small sports cars like the British MG, often owned by returning veterans, began to make their appearance in college towns like Northampton, Massachusetts, and Ann Arbor, Michigan." An indexer should resist the temptation to index these place-names; the two towns mentioned have nothing to do with the theme of the work. The MG sports car, on the other hand, should be indexed, given the subject of the work. Similarly, names or terms that occur in passing references and scene-setting elements that are not essential to the theme of a work need not be indexed. (An exception might be made if

many readers of a publication would be likely to look for their own names in the index. Occasional vanity entries are not forbidden.)

Proper Names and Variants

18.32 *Choosing between variants.* When names appear in the text in more than one form, or in an incomplete form, the indexer must decide which form to use for the main entry and which for the cross-reference (if any) and occasionally must furnish information not given in the text. Few indexes need to provide the kind of detail found in biographical or geographical dictionaries, though reference works of that kind will help in decision making.

18.33 *Familiar forms of personal names.* Personal names should be indexed as they have become widely known. Note that brackets are used in the following examples to distinguish Chicago's editorial glosses from parenthetical tags, such as those in some of the examples in 18.34–38, which would actually appear in a published index.

Cervantes, Miguel de [*not* Cervantes Saavedra, Miguel de]
Fisher, M. F. K. [*not* Fisher, Mary Frances Kennedy]
London, Jack [*not* London, John Griffith]
Poe, Edgar Allan [*not* Poe, E. A., *or* Poe, Edgar A.]

But in a work devoted to, say, M. F. K. Fisher or Cervantes, the full form of the name should appear in the index.

18.34 *Pseudonyms.* Persons who have used pseudonyms or other professional names are usually listed under their real names. If the pseudonym has become a household word, however, it should be used as the main entry, often with the real name in parentheses; a cross-reference is seldom necessary.

Ouida. *See* Ramée, Marie Louise de la
Ramée, Marie Louise de la (pseud. Ouida)
Æ. *See* Russell, George William
Russell, George William (pseud. Æ)
but
Voltaire (François-Marie Arouet)
Molière (Jean-Baptiste Poquelin)

Twain, Mark (Samuel Langhorne Clemens)
Monroe, Marilyn (Norma Jean Baker)

The real name should be included only where it is relevant to the work.

18.35 *Persons with the same name.* Persons with the same name should be distinguished by a middle initial (if either has one) or by a parenthetical tag.

Campbell, James	Field, David Dudley (lawyer)
Campbell, James B.	Pitt, William (the elder)
Field, David Dudley (clergyman)	Pitt, William (the younger)

In works that include many persons with the same last name (often a family name), parenthetical identifications are useful. For example, in *Two Lucky People,* by Milton Friedman and Rose D. Friedman (University of Chicago Press, 1998), the following identifications appear.

Friedman, David (son of MF and RDF)	Friedman, Milton (MF)
Friedman, Helen (sister of MF)	Friedman, Rose Director (RDF)
Friedman, Janet (daughter of MF and RDF)	Friedman, Sarah Ethel Landau (mother of MF)

18.36 *Married women's names.* Married women who are known both by their birth names and by their married names should be indexed by their birth names unless the married name is the more familiar. Parenthetical clarifications or cross-references may be supplied as necessary.

Sutherland, Joan (Mrs. Richard Bonynge)
Marinoff, Fania (Mrs. Carl Van Vechten)
Van Vechten, Mrs. Carl. *See* Marinoff, Fania
but
Browning, Elizabeth Barrett
Besant, Annie (née Wood)
Dole, Elizabeth

18.37 *Monarchs, popes, and the like.* Monarchs, popes, and others who are known by their official names, often including a roman numeral, should be indexed under the official name. Identifying tags may be omitted or expanded as appropriate in a particular work.

Anne, Queen
Elizabeth II (queen)
John Paul II (pope)

18.38 *Princes, dukes, and other titled persons.* Princes and princesses are usually indexed under their given names. Dukes, earls, and the like are indexed under the title. A cross-reference may be needed where a title differs from a family name.

Charles, Prince of Wales

William, Prince

Shaftesbury, 7th Earl of (Anthony Ashley
  Cooper)

Cooper, Anthony Ashley. *See* Shaftesbury,
  7th Earl of

Unless necessary for identification, the titles *Lord* and *Lady* are best omitted from an index, since their use with given names is far from simple. *Sir* and *Dame,* while easier to cope with, are also unnecessary in most indexes. If used, they are ignored in alphabetizing. Brackets are used here to denote Chicago's editorial glosses (see 18.33).

Churchill, Winston [*or* Churchill, Sir Winston]

Hess, Myra [*or* Hess, Dame Myra]

Thatcher, Margaret [even if referred to as Lady Thatcher in text]

But in a work dealing with the nobility, or a historical work such as *The Lisle Letters* (University of Chicago Press, 1981), from which the following examples are taken, titles may be an appropriate or needed element in index entries. The last two examples illustrate distinctions for which expert advice may be needed.

Arundell, Sir John

Audley, Thomas Lord

Courtenay, Gertrude, Marchioness of
  Exeter

Grenville, Sir Richard

Grenville, Sir Roger

Grey, Lady Jane ["Lady Jane Grey" in text]

Whethill, Elizabeth (Muston), Lady
  ["Lady Whethill" in text]

18.39 *Clerical titles.* Like titles of nobility, such abbreviations as *Rev*. or *Msgr.* should be used only when necessary for identification (see 18.38). They are ignored in alphabetizing.

Jaki, Rev. Stanley S.

Manniere, Msgr. Charles L.

George E. Councell (rector of the Church of the Holy Spirit)

Cranmer, Thomas (archbishop of Canterbury)

18.40 *Academic titles and degrees.* Academic titles such as *Professor* and *Doctor,* used before a name, are not retained in indexing, nor are abbreviations of degrees such as *PhD* or *MD.*

18.41 *"Jr.," "Sr.," "III," and the like.* Suffixes such as *Jr.* are retained in indexing but are placed after the given name and preceded by a comma.

> King, Martin Luther, Jr.
> Stevenson, Adlai E., III

18.42 *Saints.* Saints are indexed under their given names unless another name is equally well or better known. Parenthetical identifications or cross-references (as well as discretion) may be needed. See also 18.73.

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

18.43 *Persons whose full names are unknown.* Persons referred to in the work by first or last names only should be parenthetically identified if the full name is unavailable.

> John (Smith's shipmate on *Stella*)
> Thaxter (family physician)

18.44 *Names incomplete or alluded to in text.* Even if only a shortened form of a name or an epithet is used in the text, the index should give the full form.

TEXT	INDEX
the lake	Michigan, Lake
the bay	San Francisco Bay
the Village	Greenwich Village
the Great Emancipator	Lincoln, Abraham

18.45 *Confusing names.* When the same name is used of more than one entity, identifying tags should be provided.

> New York (city)   *or*   New York City
> New York (state)   *or*   New York State

18.46 *Abbreviations and acronyms.* Organizations that are widely known under their abbreviations should be indexed and alphabetized according to the abbreviations. Parenthetical glosses, cross-references, or both should be added if the abbreviations, however familiar to the indexer, may not be known to all readers of the particular work. Lesser-known organizations are better indexed under the full name, with a cross-reference from the abbreviation if it is used frequently in the work. See also 18.15.

EEC (European Economic Community)
MLA. *See* Modern Language Association
NATO

Titles of Publications and Other Works

18.47 *Typographic treatment.* Titles of newspapers, books, journals, stories, poems, artwork, musical compositions, and such should be treated typographically as they appear in text—whether italicized, set in roman and enclosed in quotation marks, or simply capitalized (see 8.164–210).

18.48 *Newspapers.* English-language newspapers should be indexed as they are generally known, whether or not the city of publication appears on the masthead. The name is italicized, as in text, and *The* is omitted.

Chicago Sun-Times	*Wall Street Journal*
Cleveland Plain Dealer	*New York Times*
Christian Science Monitor	*Times* (London)

For foreign-language newspapers, the place of publication may be included in parentheses, not italicized. Any article (*Le*, *Die*, etc.) follows the name, separated by a comma. See also 18.52.

Monde, Le (Paris)
Prensa, La (Buenos Aires)
Süddeutsche Zeitung, Die

18.49 *Periodicals.* Magazines and journals are indexed in the same way as newspapers. *The* is omitted in English-language publications, but the article is included, following the name, in foreign ones.

JAMA (*Journal of the American Medical Association*)
New England Journal of Medicine
Spiegel, Der
Time

18.50 *Titles of works.* A published work, a musical composition, or a piece of art is usually indexed both as a main entry and as a subentry under its creator. The main entry is followed by the creator's name in parentheses (except in an index in which all titles cited have the same creator).

Look Homeward, Angel (Wolfe), 34–37
Wolfe, Thomas: childhood, 6–8; early
    literary influences on, 7–10; *Look
    Homeward, Angel*, 34–37; and Maxwell
    Perkins, 30–41

Several works by a single creator are sometimes treated as subentries under a new main heading, following a main entry on the creator. This device is best employed when many works as well as many topics are listed. Separate main entries may also be included for the works.

Mozart, Wolfgang Amadeus, 49–51, 55–56;
    early musical compositions of, 67–72,
    74–80; to Italy with father, 85–92; Salz-
    burg appointment, 93–95; in Vienna,
    98–105

Mozart, Wolfgang Amadeus, works of:
    La clemenza di Tito, 114; *Don Giovanni*,
    115; *Idomeneo*, 105–6; *Jupiter* Sym-
    phony, 107; *The Magic Flute*, 111–13;
    The Marriage of Figaro, 109–12

18.51   *English-language titles beginning with an article.* In titles beginning with *The, A,* or *An,* the article is traditionally placed at the end of the title, following a comma, when the title forms a main heading. When such a title occurs as a subheading, it appears in its normal position in a run-in index, where inversion would be clumsy and unnecessary, but is inverted in an indented index for easier alphabetic scanning.

Professor and the Madman, The
    (Winchester), 209–11
Winchester, Simon, *Pacific Rising*, 190–95;
    The Professor and the Madman, 209–11;
    The River at the Center of the World,
    211–15

Winchester, Simon
    Pacific Rising, 190–95
    Professor and the Madman, The, 209–11
    River at the Center of the World, The,
    211–15

If numerous titles with initial articles appear in one index, clutter may be eliminated by simply omitting the articles. An article should be omitted, however, only if the full title appears elsewhere in the work (whether in text, notes, or bibliography). See also 18.55.

Dickens, Charles, 38–46; *Old Curiosity
    Shop*, 45; *Tale of Two Cities*, 39
Old Curiosity Shop (Dickens), 45

18.52   *Foreign-language titles beginning with an article.* Since initial articles in foreign titles sometimes modify the following word, they are usually retained

in an index. They follow the rest of the title in main headings but remain, as in English titles, in their normal position in run-in subentries (see 18.51). Articles are ignored in alphabetizing.

Bohème, La (Puccini)
clemenza de Tito, La (Mozart), 22
kleine Nachtmusik, Eine (Mozart), 223
Mozart, Wolfgang Amadeus: *La clemenza*
  de Tito, 22; *Eine kleine Nachtmusik*, 23
trovatore, Il (Verdi), 323
but
"Un deux trois" (Luboff) [alphabetize under *U*]

An indexer unfamiliar with the language of a title should make sure that the article is indeed an article and not a number (see last example above). French *un* and *une*, for example, and German *ein* and *eine* can mean *one* as well as *a*. In the absence of verification, the indexer will do better to alphabetize all foreign titles just as they appear in text, without inversion. Inversion is customary but not mandatory, whereas faulty inversion will confuse or irritate the user and embarrass the publisher.

18.53   *Titles beginning with a preposition.* Prepositions beginning a title always remain in their original position and are never dropped, whether in English or foreign titles.

Auf meines Kindes Tod
Of Mice and Men

18.54   *Subtitles.* Subtitles of books or articles are omitted both in main headings and in subentries unless essential for identification.

Alphabetizing

18.55   *Main headings: the basic rule.* To exploit the virtues of alphabetizing and thus ease the way for readers, the first word in a main heading should always determine the location of the entry. Thus *A Tale of Two Cities* is inverted as *Tale of Two Cities, A*, and alphabetized under *T*, where readers would naturally look first. Or the article may simply be omitted. See also 18.49, 18.51–52.

LETTER BY LETTER OR WORD BY WORD?

18.56 *Two systems.* The two principal modes of alphabetizing—or sorting—indexes are the *letter-by-letter* and the *word-by-word* systems. A choice between the two should be made before indexing begins, though occasionally an indexer will find, as indexing progresses, that a change from one to the other is appropriate. Dictionaries are arranged letter by letter, library catalogs word by word. Chicago, most university presses, and many other publishers have traditionally preferred the letter-by-letter system but will normally not impose it on a well-prepared index that has been arranged word by word. In an index including many open compounds starting with the same word, the word-by-word system may be easier for users. Both systems have their advantages and disadvantages, and few users are confused by either. Most people simply scan an alphabetic block of an index until they find what they are looking for. The indexer must understand both systems, however, and the following paragraphs offer guidelines for each. For a fuller discussion, consult Nancy Mulvany, *Indexing Books* (bibliog. 2.5).

18.57 *The letter-by-letter system.* In the letter-by-letter system, alphabetizing continues up to the first parenthesis or comma; it then starts again after the punctuation point. Word spaces and all other punctuation marks are ignored. Both open and hyphenated compounds such as *New York* or *self-pity* are treated as single words. The order of precedence is one word, word followed by a parenthesis, and word followed by a comma, number, or letters. The index to this manual, in accordance with Chicago's traditional preference, is arranged letter by letter.

18.58 *The word-by-word system.* In the word-by-word system, alphabetizing continues only up to the end of the first word (counting hyphenated compounds as one word), using subsequent words only when additional headings begin with the same word. As in the letter-by-letter system, alphabetizing continues up to the first parenthesis or comma; it then starts again after the punctuation point. The order of precedence is one word, word followed by a parenthesis, word followed by a comma, word followed by a space, and word followed by a comma, number, or letters.

18.59 *The two systems compared.* In both systems a parenthesis or comma interrupts the alphabetizing, and other punctuation marks (hyphens, slashes, quotation marks, periods, etc.) are ignored. The columns below illustrate the similarities and differences between the systems.

LETTER BY LETTER	WORD BY WORD
NEW (Neighbors Ever Watchful)	NEW (Neighbors Ever Watchful)
NEW (Now End War)	NEW (Now End War)
New, Arthur	New, Arthur
New, Zoe	New, Zoe
new-12 compound	New Deal
newborn	new economics
newcomer	New England
New Deal	new math
new economics	New Thorndale
newel	new town
New England	New Year's Day
"new-fangled notions"	new-12 compound
Newfoundland	newborn
newlyweds	newcomer
new math	newel
new/old continuum	"new-fangled notions"
news, lamentable	Newfoundland
News, Networks, and the Arts	newlyweds
newsboy	new/old continuum
news conference	news, lamentable
newsletter	*News, Networks, and the Arts*
news release	news conference
newt	news release
NEWT (Northern Estuary Wind Tunnel)	newsboy
New Thorndale	newsletter
new town	newt
New Year's Day	NEWT (Northern Estuary Wind Tunnel)

GENERAL RULES OF ALPHABETIZING

18.60 *Same name.* When a person, a place, and a thing have the same name, they are arranged in normal alphabetical order.

hoe, garden	London, England
Hoe, Robert	London, Jack

Common sense must be exercised. If Amy London and Carolyn Hoe were to appear in the same index as illustrated above, adjustments in the other entries would be needed.

garden hoe	London (England)
hoe. *See* garden hoe	London, Amy
Hoe, Carolyn	London, Jack
Hoe, Robert	

18.61 *Initials versus spelled-out names.* Initials used in place of a given name come before any spelled-out name beginning with the same letter.

Oppenheimer, J. Robert	Oppenheimer, K. T.
Oppenheimer, James N.	Oppenheimer, Keven S.

18.62 *Abbreviations.* Acronyms, initialisms, and most abbreviations are alphabetized as they appear, not according to their spelled-out versions, and are interspersed alphabetically among entries. See also 18.46, 18.73.

faculty clubs	NATO
FBI	North Pole
Feely, John	NOW (National Organization for Women)
LBJ. *See* Johnson, Lyndon B.	

18.63 *Numerals.* Numerals, when isolated entries, are alphabetized as though spelled out.

1984 (Orwell) [*alphabetized as* nineteen eighty-four]	10 Downing Street [*alphabetized as* ten downing street]
125th Street [*alphabetized as* one hundred twenty-fifth street]	

If many numerals occur in an index, they may be listed together in numerical order at the beginning of the index, before the *A*s.

18.64 *Headings with numerals.* When two or more similar headings with numerals occur together, they are ordered numerically, regardless of how they would be spelled out.

Henry III	L7	section 9
Henry IV	L44	section 44
Henry V	L50	section 77

The *L* entries above would be placed at the beginning of the *L* section.

18.65 *Accented letters.* Words beginning with or including accented letters are alphabetized as though they were unaccented. (Note that this rule is in-

tended for English-language indexes that include some foreign words. The alphabetizing practices of other languages are not relevant in such instances.)

Ubeda	Schoenberg
Über den Gipfel	Schomberg
Ubina	Schönborn

SUBENTRIES

18.66 *Alphabetical order.* Introductory articles, prepositions, and conjunctions are disregarded in alphabetizing subentries, whether the subentries are run in or indented.

> Churchill, Winston: as anti-Fascist, 369;
>   on Curzon line, 348, 379; and de Gaulle,
>   544n4

Especially in indented style, where alphabetizing functions more visually, such introductory words should be used only where needed for clarity. The subheadings could be edited as follows.

> Churchill, Winston
>   anti-Fascism of, 369
>   Curzon line, views on, 348, 379
>   de Gaulle, relations with, 544n4

18.67 *Numerical order.* Occasional subentries demand numerical order even if others in the same index (but not the same entry) are alphabetized.

> Daley, Richard (mayor): third term, 205;
>   fourth term, 206–7
> flora, alpine: at 1,000-meter level, 46,
>   130–35; at 1,500-meter level, 146–54;
>   at 2,000-meter level, 49, 164–74

18.68 *Chronological order.* In a run-in index, an entry for the subject of a biography may be arranged chronologically rather than alphabetically so as to provide a quick summary of the subject's career and to avoid, for example, a subheading "death of" near the beginning of the entry.

PERSONAL NAMES

18.69 *Names with particles.* In alphabetizing family names containing particles, the indexer must consider the individual's personal preference (if known) as well as traditional and national usages. *Merriam-Webster's Biographical Dictionary* (bibliog. 4.1) provides a safe guide; library catalogs are another useful source. Cross-references are often advisable (see 18.16). Note the wide variations in the following list of actual names arranged alphabetically as they might appear in an index. See also 8.7, 8.11–13.

Beauvoir, Simone de
Ben-Gurion, David
Costa, Uriel da
da Cunha, Euclides
D'Amato, Alfonse
de Gaulle, Charles
di Leonardo, Micaela

Keere, Pieter van den
Kooning, Willem de
La Fontaine, Jean de
Leonardo da Vinci
Medici, Lorenzo de'
Van Rensselaer, Stephen

Chicago occasionally deviates from Webster when a name is invariably accompanied by a particle and thus likely to be sought by most readers under the particle—de Gaulle, for example.

18.70 *Compound names.* Compound family names, with or without hyphens, are usually alphabetized according to the first element. See also 8.8, 8.14.

Lloyd George, David
Mies van der Rohe, Ludwig

Sackville-West, Victoria
Teilhard de Chardin, Pierre

18.71 *Names with "Mac" or "Mc."* Names beginning with *Mac* or *Mc* are alphabetized letter by letter, as they appear. (Here Chicago parts company with *Merriam-Webster's Biographical Dictionary*.)

Macalister, Donald
MacAlister, Paul
Macauley, Catharine
Macmillan, Harold

Madison, James
McAllister, Ward
McAuley, Catherine
McMillan, Edwin M.

18.72 *Names with "O'."* Names beginning with *O'* are alphabetized as if the apostrophe were missing.

Onassis, Aristotle
O'Neill, Eugene
Ongaro, Francesco dall'

18.73 *Names with "Saint."* A family name in the form of a saint's name is alphabetized letter by letter as the name is spelled, whether *Saint*, *San*, *St.*, or however. (Here too Chicago differs from Webster.) A cross-reference may be useful if *Saint* and *St.* are far apart in an index. See also 18.42, 18.91.

Sainte-Beuve, Charles-Augustin   San Martin, José de
Saint-Gaudens, Augustus   St. Denis, Ruth
Saint-Saëns, Camille   St. Laurent, Louis Stephen

FOREIGN PERSONAL NAMES

18.74 *Arabic names.* Modern Arabic names consisting of one or more given names followed by a surname present no problem.

Himsi, Ahmad Hamid
Sadat, Anwar

Arabic surnames prefixed by *al-* or *el-* (the) are alphabetized under the element following the particle; the article is treated like *de* in French names.

Hakim, Tawfiq al-
Jamal, Muhammad Hamid al-

Names beginning with *Abu, Abd,* and *ibn,* elements as integral to the names as *Mc* or *Fitz,* are alphabetized under those elements.

Abu Zafar Nadvi, Syed
Ibn Saud, Aziz

Context and readership may suggest cross-references. For example, in an index to a work likely to have readers unfamiliar with Arabic names, a cross-reference "al-Farabi. *See* Farabi, al-" may be useful.

18.75 *Burmese names.* Burmese persons are usually known by a given name of one or more elements and should be indexed under the first element. If the name is preceded in text by a term of respect (*U, Daw,* etc.), that term either is omitted or follows in the index.

Aung San Suu Kyi [alphabetize under *A*]
Thant, U [alphabetize under *T*]

18.76 *Chinese names.* Chinese names should be indexed as spelled in the work, whether in the pinyin or the Wade-Giles system. Cross-references are

needed only if alternative forms are used in the text. Since the family name precedes the given name in Chinese usage, names are not inverted in the index, and no comma is used.

Li Bo [pinyin; alphabetize under *L*]
Mao Tse-tung [Wade-Giles; alphabetize under *M*]

Persons of Chinese ancestry or origin who have adopted the Western practice of giving the family name last are indexed with inversion and a comma.

Kung, H. H.
Tsou, Tang

18.77 *Hungarian names.* In Hungarian practice the family name precedes the given name—for example, Bartók Béla, Molnár Ferenc. In English contexts, however, such names are usually inverted; in an index they are therefore reinverted, with a comma added.

Bartók, Béla
Molnár, Ferenc

18.78 *Indian names.* Modern Indian names generally appear with the family name last and are indexed accordingly. As with all names, the personal preference of the individual as well as usage should be observed.

Gandhi, Mohandas Karamchand
Krishna Menon, V. K.
Narayan, R. K.

18.79 *Indonesian names.* Usage varies. Some Indonesians (especially Javanese) use only a single, given name. Others use more than one name; since the family name comes first, these are indexed like Chinese names, with no inversion or punctuation (see third and fourth examples). Indonesians with Muslim names and certain others whose names may include a title or an honorific are indexed by the final element, with inversion. The indexer must therefore ascertain how a person's full name is referred to in text and which part of the name is used for a short reference.

Suharto
Sukarno
Pramoedya Ananta Toer
Marzuki Darusman

Hatta, Mohammed
Suryojusumo, Wiyono
Habibi, B. J.

18.80   *Japanese names.* In Japanese usage the family name precedes the given name; names are therefore not inverted in the index, and no comma is used. If the name is westernized, as it often is by authors writing in English, the family name comes last. The indexer must therefore make certain which practice is followed in the text so that the family name always appears first in the index.

> Tajima Yumiko [alphabetize under *T*]
> Yoshida Shigeru [alphabetize under *Y*]
> *but*
> Kurosawa, Noriaki [referred to in text as Noriaki Kurosawa]

18.81   *Portuguese names.* The Portuguese, unlike the Spanish (see below), index surnames by the last element. (Where both Portuguese and Spanish names appear in the same context, cross-references may be necessary.)

> Vasconcellos, J. Leite de
> Martins, Luciana de Lima

18.82   *Spanish names.* In Spain and in some Latin American countries a double family name is often used, of which the first element is the father's family name and the second the mother's birth name (*her* father's family name). The two names are sometimes joined by *y* (and). Such compound names are alphabetized under the first element. Cross-references will often be needed, especially if the person is generally known under the second element or if the indexer is uncertain where to place the main entry. Webster is a good guide for persons listed there. Where many Spanish names appear, an indexer not conversant with Spanish or Latin American culture should seek help.

> Ortega y Gasset, José
> Sánchez Mendoza, Juana
> García Lorca, Federico
> Lorca, Federico García. *See* García Lorca, Federico

When the particle *de* appears in a Spanish name, the family name, under which the person is indexed, may be either the preceding or the following name (depending in part on how a person is known). If it is not clear from the text and the name is not in Webster, a cross-reference will be needed.

> Esquivel de Sánchez, María
> Fernández de Oviedo, Gonzalo
> Navarrete, Juan Fernández de

Traditionally, a married woman replaced her mother's family name with her husband's (first) family name, sometimes preceded by *de*. Her name should be alphabetized, however, by the first family name (her father's).

Mendoza Salinas, María Carmen [woman's name before marriage]
Peña Montalvo, Juan Alberto [husband's name]
Mendoza de Peña, María Carmen [woman's name after marriage]

In telephone directories and elsewhere, some women appear under the husband's family name, but this is not a recommended bibliographic or indexing practice. Many modern women in Spanish-speaking countries no longer take the husband's family name. See also 8.14.

18.83   *Thai names.* Although family names are used in Thailand, Thais are normally known by their given names, which come first, as in English names. The name is often alphabetized under the first name, but practice varies. Seek expert help.

Supachai Panitchpakdi
Sarit Thanarat [*or* Thanarat, Sarit]
Sivaraksa, Sulak [*or* Sulak Sivaraksa]

18.84   *Vietnamese names.* Vietnamese names consist of three elements, the family name being the first. Since Vietnamese persons are usually referred to by the last part of their given names (Premier Diem, General Giap), they are best indexed under that form.

Diem, Ngo Dinh [*cross-reference under* Ngo Dinh Diem]
Giap, Vo Nguyen [*cross-reference under* Vo Nguyen Giap]

18.85   *Other Asian names.* Throughout Asia, many names derive from Arabic, Chinese, the European languages, and other languages, regardless of where the bearers of the names were born. In the Philippines, for example, names follow a Western order, giving precedence to the family name, though the names themselves may be derived from local languages. In some parts of Asia, titles denoting status form part of a name as it appears in written work and must be dealt with appropriately. When the standard reference works do not supply an answer, query the author.

NAMES OF ORGANIZATIONS AND BUSINESSES

18.86 *Omission of article.* In indexing organizations whose names begin with *the* (which would be lowercase in running text), the article is omitted.

University of Chicago
Sutherland Group

18.87 *Personal names as corporate names.* When used as names of businesses or other organizations, full personal names are not inverted, and the corporate name is alphabetized under the first name or initials. An organization widely known by the family name, however, should be indexed under that name. In both instances, cross-references may be appropriate.

A. G. Edwards & Sons, Inc. [alphabetize under *A*]
Penney, J. C. *See* J. C. Penney Company, Inc.
Saphir, Kurt. *See* Kurt Saphir Pianos, Inc.
but
John G. Shedd Aquarium. *See* Shedd Aquarium

A personal name and the name of that person's company should be indexed separately.

J. S. Morgan & Company, 45–48. *See also*
    Morgan, Junius S.
Morgan, Junius S., 39, 42–44; J. S.
    Morgan & Company, 45–48

NAMES OF PLACES

18.88 *Names beginning with "Mount," "Lake," and such.* Proper names of mountains, lakes, and so forth that begin with a generic name are usually inverted and alphabetized under the nongeneric name.

Geneva, Lake
Japan, Sea of
McKinley, Mount

Names of cities or towns beginning with topographic elements, as well as islands known as "Isle of . . . ," are alphabetized under the first element.

Isle of Pines   Isle of Wight

Lake Geneva, WI	Valley Forge
Mount Vernon, NY	

18.89 *Names beginning the definite article.* Aside from such cities as The Hague (unless the Dutch form *Den Haag* is used; see 18.90) or The Dalles, where *The* is part of the formal name and thus capitalized, an initial *the* used informally with place-names is omitted in indexing.

Bronx	Netherlands
Hague, The	Ozarks
Loop (Chicago's downtown)	Philippines

18.90 *Names beginning with foreign definite articles.* Names of places beginning with *El, Le, La,* and such, whether in English- or non-English-speaking countries, are alphabetized according to the article.

Den Haag	La Mancha
El Dorado	Le Havre
El Paso	Les Baux-de-Provence
La Crosse	Los Alamos

18.91 *Names with "Saint."* Names of places beginning with *Saint, Sainte, St.,* or *Ste.* should be indexed as they appear in the text, that is, abbreviated only if abbreviated in text. Like personal names, they are alphabetized as they appear. Note that French hyphenates place-names with *Saint.*

Saint-Cloud (in France)	Ste. Anne de Beaupré
Sainte-Foy	St. Louis
Saint-Luc	St. Vincent Island
St. Cloud (in Florida)	

Merriam-Webster's Geographical Dictionary (bibliog. 4.2) spells out English-language place-names beginning with *Saint.* Because *St.* is widely used in references to St. Paul, St. Petersburg, St. Louis, and the like, Chicago no longer insists on spelling it out in such place-names. Cross-references may be appropriate (e.g., "Saint. *See* St.," or vice versa).

Punctuation: A Summary

18.92 *Overview.* The following paragraphs merely summarize conventions of punctuation in an index. See further examples throughout this chapter.

18.93   *Comma.* In both run-in and indented indexes, when a main heading is followed immediately by locators (usually page or paragraph numbers; see 18.12), a comma appears before the first locator. Commas appear between locators. Commas are also used when a heading is an inversion or when a main entry is qualified, without subentries. The first example illustrates three uses of the comma.

> Sabba da Castiglione, Monsignor, 209,
>   337; against cosmetics, 190, 195, 198
> lighthouses, early history of, 40-42

18.94   *Colon.* In a run-in index, when a main heading is followed immediately by subentries, a colon appears before the first subentry. In an indented index, no punctuation is used after the main entry. A colon is also used in a cross-reference to a subentry. See also 18.19.

> Maya: art of, 236–43; cities of, 178. *See*   Maya
>   *also* Yucatán: Maya   art of, 236–43
>   cities of, 178
>   *See also* Yucatán: Maya

18.95   *Semicolon.* When subentries or sub-subentries are run in, they are separated by semicolons. Cross-references, if more than one, are also separated by semicolons.

> astronomy: Galileo's works on, 20–21,
>   22–23, 24; skills needed in, 548–49.
>   *See also* Brahe, Tycho; comets;
>   Flamsteed, John

18.96   *Period.* In a run-in index a period is used only before *See, See also,* or *See under.* In an indented index a period is used only before *See.* When a *see* reference in parentheses follows a subentry in either a run-in or an indented index, no period is used. No period follows the final word of any entry.

18.97   *Parentheses.* Parentheses enclose identification or supplementary information.

> Charles I (king of England)
> Charles I (king of Portugal)
> *Of Human Bondage* (Maugham)

18.98   *Em dash.* For use of the em dash in run-in indexes that require occasional sub-subentries, see example B in 18.27.

18.99   *En dash.* The en dash is used for page ranges and all other inclusive locators (e.g., "dogs, 135–42"). See 6.83, the index to this manual, and examples throughout this chapter.

The Mechanics of Indexing

BEFORE INDEXING BEGINS: TOOLS AND DECISIONS

18.100   *Schedule.* Anyone making an index for the first time should know that the task is intensive and time consuming. An index for a three-hundred-page book could take as much as three weeks' work. See also 18.3.

18.101   *Proofs.* The indexer must have in hand a clean and complete set of proofs before beginning to index. For a printed work, page proofs are required; for an electronic work, the indexer typically requires a printout showing both content and locators. For a journal volume, the work may begin when the first issue to be indexed has been paginated, and it may continue for several months, until page proofs for the final issue in the volume have been generated. For a nonprint work, the final version must be available. See also 18.107–8, 18.118–27.

18.102   *Publisher's preferences.* Before beginning work, the indexer should know the publisher's preferences in such matters as alphabetizing, run-in or indented style, inclusive numbers, handling of numeric entries, and the like (all matters dealt with in earlier sections of this chapter). For a journal volume index, the style is likely to be well established, and the indexer must follow that style. If the publisher requests an index of a particular length, the indexer should allow more than the normal time for editing (see 18.133). See also 18.134.

18.103   *Software.* Software programs commonly used by professional indexers require more learning time than most authors can afford. Less complicated ones are becoming available (check with your publisher or the American Society of Indexers). But an index can be prepared with patience and an ordinary word processor.

18.104   *Using the text files.* Authors often request a copy of the final electronic files that correspond exactly to the page proofs and thus include page numbers

or other locators. Unfortunately, those files are heavily formatted for type-setting and perhaps other uses; to convert them for use by the indexer is therefore extremely expensive. A copy of the publisher's edited files could be used for searches and other tasks, but it may not include locators.

18.105   *Typing and format.* Before beginning to type—*typing* is used here to mean keyboarding on a computer as well as on a typewriter (see 18.106)—consult the publisher about the format in which the index is to be submitted (see 18.134). Although the index will eventually appear in flush-and-hang style, you may find it easier to type it in the form of simple paragraphs, flush left, with a hard return at the end of each entry. In indented style, use the hanging-indent feature after the main entry and all but the final subentries; use a hard return only at the end of the entire entry. Avoid the tab; just let the runover lines wrap normally. Use your regular software to create italics and boldface, if needed.

18.106   *The old-fashioned way.* Indexers used to handwrite or type preliminary entries and subentries on 3 × 5-inch index cards, then alphabetize and edit the cards, and finally type the index, while further refining it, on $8^1/_2$ × 11-inch sheets. For details, consult Nancy Mulvany, *Indexing Books* (bibliog. 2.5), or the thirteenth or fourteenth edition of this manual (no longer in print but available in large libraries). The procedures described in the following sections can be adapted to the index-card method.

WHEN TO BEGIN

18.107   *Preliminary work.* Although some planning can be done at the manuscript stage, most indexes are prepared as soon as a work is in page proof or, if electronic, in its final form. For indexes in which the locators are paragraph or section numbers rather than page numbers, galley proof or, for an electronic work, a nonfinal printout can be used. Authors who are not preparing their own indexes may compile a list of important terms for the indexer, but doing much more is likely to cause duplication or back-tracking.

18.108   *Pagination of printed works.* Once an indexer has started work on an index that uses page numbers, adding or moving an illustration or more than two or three words of text will affect pagination. No index using page numbers should be begun, let alone completed, until page numbering is final.

WHAT PARTS OF THE WORK TO INDEX

18.109   *Text, front matter, and back matter.* The entire text of a book or journal article, including most notes (see next paragraph), should be indexed. Much of the front matter, however, is not indexable—title page, dedication, epigraphs, lists of illustrations and tables, and acknowledgments. A preface, or a foreword by someone other than the author of the work, may be indexed if it concerns the subject of the work and not simply how the work came to be written. A true introduction, whether in the front matter or, more commonly, in the body of the work, is always indexed (for introduction versus preface, see 1.53). Book appendixes should be indexed if they contain information that supplements the text, but not if they merely reproduce documents that are discussed in the text (the full text of a treaty, for example, or a questionnaire). Appendixes to journal articles are indexed as part of the articles. Glossaries, bibliographies, and other such lists are not indexed.

18.110   *Notes.* Notes, whether footnotes or endnotes, should be indexed if they continue or amplify discussion in the text (substantive notes). Notes that merely document statements in the text (reference notes) need not be indexed if the source is clearly implied in the text itself. But if a note documents an otherwise unattributed statement or idea discussed in the text, the author of that statement or idea should indeed be indexed. And in works that contain no bibliography, reference notes—at least those giving full details—should be carefully indexed.

18.111   *Endnote locators.* Endnotes in printed works are referred to by page, the letter *n* (for *note*), and—extremely important—the note number, with no internal space (334n14). If two or more consecutive notes are referred to, two *n*'s and an en dash are used (e.g., 334nn14–16). Nonconsecutive notes on the same page are treated separately (334n14, 334n16, 334n19). Occasionally, when reference to a late note in one chapter of a book is followed by reference to an early note in the next, nonchronological order will result (334n19, 334n2). To avoid the appearance of error, the chapter number may be added in parentheses after the lower note number.

dogs, 334n19, 334n2 (chap. 9), 335n5

18.112   *Footnote locators.* Footnotes in a printed work are generally referred to in the same way as endnotes. When a footnote is the only one on the page, however, the note number (or symbol, if numbers are not used) may be omitted (156n). Note numbers should never be omitted when several notes appear on the same page. If there is indexable material in a text pas-

sage and in a related footnote, only the page number need be given. But if the text and the footnote materials are unrelated, both text and note should be cited (156, 156n, 278, 278n30).

18.113 *Notes spanning more than one printed page.* For endnotes or footnotes that continue onto another page, normally only the first page number is given. But if the reference is specifically to a part of a note that appears on the second page, the second page number should be used. Referring to a succession of notes, however, may require inclusive page numbers, e.g., 234–35nn19–23.

18.114 *Parenthetical text citations.* Documentation given as parenthetical author-date citations in text is not normally indexed unless the citation documents an otherwise unattributed statement in the text (see 18.110). Any author discussed in text should be indexed. In some fields it is customary to index every author named in the text; check with the publisher on the degree of inclusiveness required. See also 18.115–16.

18.115 *Author indexes: time involved.* Preparing an author index, though somewhat mechanical, takes more time than often supposed. Since most authors are cited in text by last name and date only, full names must be sought in the reference list. Occasional discrepancies between text and reference list, not caught in editing, have to be sorted out or queried. Is L. W. Dinero, cited on page 345, the same person as Lauren Dinero, discussed on page 456? If so, should she be indexed as Dinero, Lauren W.? (Answer: only if all or most authors are indexed with full first names.)

18.116 *Author indexes: multiple authors.* Where a work by two or more authors is cited in text, the indexer must determine whether each author named requires a separate entry. Should Jones, Smith, and Black 1999 share one index entry, or should three entries appear? And what about Jones et al.? Chicago recommends the following procedure: Make separate entries for each author whose name appears in text. Do not index those unfortunates whose names are concealed under *et al.* in text.

TEXT CITATION	INDEX ENTRIES
(Jones, Smith, and Black 1999)	Black, M. X., 366
	Jones, E. J., 366
	Smith, R. A., 366
(Sánchez et al. 2001)	Sánchez, J. G., 657
(Sánchez, Cruz, et al. 2002)	Cruz, M. M., 435
	Sánchez, J. G., 435

18.117 *Illustrations, tables, charts, and such.* Illustrative matter may be indexed if it is of particular importance to the discussion, especially when such items are not listed in or after the table of contents. References to illustrations may be set in italics (or boldface, if preferred); a headnote should then be inserted at the beginning of the index (see 18.145 for an example).

reptilian brain, 199, 201–3, *202*

Alternatively, references to tables may be denoted by *t*, to figures by *f*, plates by *pl*, or whatever works (all set in roman, with no space following the page number). Add an appropriate headnote (e.g., "The letter *t* following a page number denotes a table"). If the number of an illustration is essential, it is safer to use *table*, *fig.*, and so on, with no comma following the page number.

titi monkeys, 69, 208t, 209t, 210f
authors and printers, 88 table 5, 89–90,
    123–25, 122 fig. 7

MARKING PROOFS AND PREPARING ENTRIES

18.118 *The initial review.* Experienced indexers usually begin by perusing the table of contents and scanning the rest of the proofs to establish what is in the work and where.

18.119 *Highlighting terms and beginning to type.* Highlighting terms to be used as main headings or subentries is the first essential step in preparing an index. It is normally done by hand-marking a set of proofs. Inexperienced indexers are advised to mark the proofs—at least in the early stages—with the same kind of detail as is illustrated in figure 18.1. Most indexers prefer to mark one section (or chapter or journal issue) at a time and to type and alphabetize the marked terms in that section before going on to the next section. The notes belonging to the section, even if endnotes, should be checked and, if necessary, indexed at the same time (see 18.110–13). As the indexer becomes more skilled in marking the proofs, less underlining and fewer marginal notes may suffice.

18.120 *How many terms to mark.* The number of terms to mark on any one printed page obviously depends on the kind of work being indexed. As a very rough guide, an average of five references per text page in a book will yield a modest index (one-fiftieth the length of the text), whereas fifteen or more

will yield a fairly long index (one-twentieth the length of the text). If the publisher has budgeted for a strictly limited number of pages, the indexer should work accordingly. Remember that it is always easier to drop entries than to add them; err on the side of inclusiveness. See also 18.30–31, 18.102, 18.114–17, 18.133.

18.121 *Marking entries.* To visualize the method advocated here, suppose you are indexing a chapter from Wayne Booth's *For the Love of It* (University of Chicago Press, 1999), a discussion of work and play and work as play (see fig. 18.1). You have read through the chapter once and now have to go back and select headings and subheadings for indexing this particular section (of which only the first paragraphs are shown here). You decide that the whole section (pp. 54–56) will have to be indexed under both *work* and *play*, so you mark the section head as shown. (On the marked proofs, a colon separates a proposed principal heading from a proposed subheading.) Going down the page, you underline *Bliss Perry* (noting that it is to be inverted—Perry, Bliss—as a heading; similarly for the other personal names). You also underline *amateur* and *professional* (modifying them to the plural). In the second paragraph, you underline *work* and *love,* with proposed subheads, and Churchill (if you have to look up the first name, note it in the margin). You pass by *Chicago Symphony Orchestra* as tangential, but politicians may be considered as a heading.

18.122 *Planning subentries.* For each term marked, you should write in a modification—a word or phrase that narrows the application of the heading, hence a potential subentry. Although some such modifications may eventually be dropped, they should be kept on hand in case they are needed. Otherwise you may end up with some headings that are followed by nothing but a long string of numbers, which makes for an all but useless index entry. The modifications can be altered and added to as the indexing proceeds.

18.123 *Inclusive numbers.* If a text discussion extends over more than one page, section, or paragraph, both beginning and ending numbers—which will depend on what locator system is being used (see 18.12)—must be written in.

18.124 *Typing and modifying entries.* Each entry at this stage should include three elements: a heading, a modification (or provisional subentry), and a locator (page or paragraph number). While typing, you will probably modify some of the headings and add, delete, or alter subentries and locators. After typing each entry, read it carefully against the page proof. You are unlikely to have time to read the final printout against the marked-up proofs,

Fig. 18.1. Sample page of proof from Wayne Booth's *For the Love of It*, marked up for indexing.

though you should certainly retain the proofs for reference until the work has been printed. See also 18.105.

18.125   *Alphabetizing.* Many indexers alphabetize as they type; others let their software do it, intervening as necessary. By this time the indexer should have decided whether to use the letter-by-letter or the word-by-word system (see

18.57–59). If the system chosen proves unsatisfactory for the particular work as the index proceeds, a switch can be made if the publisher agrees.

18.126   *Final check of proofs.* After typing all the entries, read quickly through the marked-up proofs once again to see whether anything indexable has been omitted. You may find some unmarked items that seemed peripheral at the time but now, in the light of themes developed in later chapters, declare themselves significant. Or you may have missed major items. Now is the time to remedy all omissions.

18.127   *Noting errors.* Although not engaged to proofread, the indexer has to read carefully and usually finds a number of typographical errors and minor inconsistencies. If indexing a book (rather than a journal volume, most of which will already have been published), keep track of all such errors and send a list to the publisher (who will be very grateful) when, or before, submitting the index.

EDITING AND REFINING THE ENTRIES

18.128   *Deciding on terms for main headings.* The assembled entries must now be edited to a coherent whole. You have to make a final choice among synonymous or closely related terms—*agriculture*, *farming*, or *crop raising*; *clothing*, *costume*, or *dress*; *life*, *existence*, or *being*—and, if you think necessary, prepare suitable cross-references to reflect those choices. For journals, the terms may have been established in the indexes for previous volumes and should be retained.

18.129   *Main headings versus subentries.* You also have to decide whether certain items are best treated as main headings or as subentries under another heading. Where will readers look first? In a work dealing with schools of various kinds, such terms as *kindergarten*, *elementary school*, *middle school*, and *public school* should constitute separate entries; in a work in which those terms appear but are not the primary subject matter, they may better be treated as subentries under *school*. An index with relatively few main entries but masses of subentries is unhelpful as a search tool. Furthermore, in an indented index an excessively long string of subentries may begin to look like a set of main entries, so that users lose their way alphabetically. Promote subentries to main entries and use the alphabet to its best advantage.

18.130   *When to furnish subentries.* Main entries unmodified by subentries should not be followed by more than five or six locators. If, for example, the draft

index of a work on health care includes an entry like the first example below, it should be broken up into a number of subentries, such as those in the second example, to lead users quickly to the information sought. The extra space needed is a small price to pay for their convenience.

18.131   *How to phrase subentries.* Subentries should be as concise and informative as possible and begin with a keyword likely to be sought. *The, a,* and *an* are omitted whenever possible. Example A below, *not* to be emulated, shows poorly worded and rambling subentries. Example B shows greatly improved subentries that conserve space. Example C adds sub-subentries, making for quicker reference but requiring more space (see 18.26–28). For arrangement of subentries, see 18.66–68.

Example A (*not* to be emulated)

Example B (improvement with fairly inclusive subentries)

Example C (improvement with sub-subentries)

house renovation, 5, 8
  electrical repairs: circuit overload, 136;
    code violations, 135; old wiring,
    129–34
  heating system: balancing, 65;
    fireplace installation, 191–205
  legal requirements: electrical code, 135;
    permits, 7; separate chimney for
    fireplace, 192

painting and decorating: painting
  exterior, 11; stripping woodwork,
  156–58
plumbing repairs: clogged water pipes,
  125–28; dripping faucets, 99–100
structural problems: sagging joists,
  40–42; termite damage, 25
wall and ceiling repairs: broken plaster,
  160–62; wallboard, finishing, 140–44

If it looks as though an index is going to require a great many sub-subentries, the indexer should check with the publisher before proceeding.

18.132 *Cross-referencing.* Make sure that all cross-references match the edited headings (see 18.15–22).

SUBMITTING THE INDEX

18.133 *Gauging length.* If the publisher has specified a maximum number of pages for a printed index, you can gauge whether you are within the limit by temporarily formatting your index to a narrow line width (but see next paragraph). The publisher can tell you (or has already told you) whether the printed index is to appear in two or three columns, how wide each column is to be, and how many lines are to appear on each page. If necessary, you then may do further editing and cutting. See also 18.120.

18.134 *Submission format.* Having carefully proofread the draft and checked all cross-references, punctuation, and capitalization to ensure consistency, you will now send the final draft in electronic and printout form to the publisher. Allow margins of at least one inch both left and right, and leave the right margin unjustified. Do not waste paper by using a very narrow line length; the index will probably be edited online in any case. (Do not attempt to print double columns.) Avoid hyphenation except for hard hyphens (see 2.15). Leave an extra line space between alphabetical sections. Unless otherwise instructed, double-space the entire printout (though the electronic file can remain single spaced). Ask the publisher whether hanging indention is required (see 2.14, 18.105). If there is more than one index, give each an appropriate title (Author Index, Subject Index, etc.); each

index should be in a separate file, and pages should be numbered. To avert disaster, keep a copy of the final draft that you send to the publisher, as well as your set of marked-up proofs, until the work has been published. For a book, send the publisher a list of any errors you have found (see 18.127).

Editing an Index Compiled by Someone Else

18.135 *Quality of the index.* Editing a well-prepared index can be a pleasure. Little work should be needed. A poorly prepared one, however, presents serious problems. As an editor, you cannot remake a really bad index. If an index cannot be repaired, you have two choices: omit it or have a new one made by a professional indexer—thereby delaying publication.

18.136 *Editing an index.* Copyediting an index requires some or all of the following steps, not necessarily in the order given here. *Checking* does not mean referring to the page proof for every entry—which would take forever—but merely reading carefully and referring to the page proof as necessary.

1. Check headings for alphabetical order.
2. Check the spelling, capitalization, and font of each heading, consulting the page proofs if in doubt.
3. Check punctuation—commas, colons, semicolons, en dashes, etc.—for proper style.
4. Check cross-references to make sure they go somewhere and that headings match. Make sure they are needed; if only a few locators are involved, substitute these for the *see* reference (see 18.15–18). Ensure that the placement of all cross-references within entries is consistent.
5. Add cross-references you believe are necessary.
6. Check to make sure there are no false locators such as "193–93" or "12102," and make sure the locators are in ascending order.
7. Check subentries for consistency of order, whether alphabetical or chronological.
8. If some entries seem overanalyzed (many subentries with only one locator or, worse, with the same locator), try to combine some of them if it can be done without sacrificing their usefulness. If subentries are more elaborate than necessary, try to simplify them.
9. If awkward or unnecessary sub-subentries appear, correct them by adding appropriate repeated subentries or by adjusting punctuation (see 18.26–28).
10. Look for long strings of unanalyzed locators and break them up, if possible, with subentries (see 18.9, 18.131).

11. Evaluate the accuracy of locators by a random check of five to ten entries. If more than one error shows up, consult the author or the publisher; every locator may have to be rechecked.

12. If the index needs trimming, delete any entries that you know from your work on the book are trivial, such as references to persons or places used only as examples of something. But be careful. You may offend someone or let yourself in for a lot of work. A handful of unnecessary entries, if they are very short, does not mar an otherwise good index.

18.137   *Instructions for typesetting.* At this stage the typesetter should have the specifications in hand, and few instructions are needed. To avoid problems, a brief note such as the following (for an indented index) may be attached to the index manuscript (usually consisting of an electronic file and a printout).

Set two columns, flush and hang, ragged right; indent subentries one em; indent runovers two ems; set en dashes between all continuing numbers; leave one line space between alphabetical chunks. Set headnote across both columns. See specs for size and measure.

Typographical Considerations

18.138   *Type size and column width.* In print works, indexes are usually set in smaller type than the body of the work, often two sizes smaller. That is, if the body copy is set in ten-on-twelve-point type, and the extracts, bibliography, and appendixes in nine-on-eleven, the index will probably be set in eight-on-ten. Indexes are usually set in two columns; with a type page twenty-seven picas wide, the index columns will each be thirteen picas, with a one-pica space between them. In large-format print works, however, the index may be set in three or even four columns.

18.139   *Unjustified right-hand margin.* For very short lines, such as those in an index, justifying the right-hand margin usually results in either gaping word spaces or excessive hyphenation, making for difficult reading. Chicago therefore sets all indexes with unjustified right-hand margins ("ragged right").

18.140   *Indention.* All runover lines are indented, whether the subentries are run in or indented. In indexes with indented subentries (see 18.25), runover

lines have to be indented more deeply than the subentries; all runovers, whether from a main heading or a subentry (or even a sub-subentry, should these too be indented), should be indented equally from the left margin. Thus, in an indented index the subentries may be indented one em, the sub-subentries two ems, and the runovers three ems. For avoiding sub-subentries, see 18.27–28. These matters must be determined before type is set.

18.141 *Bad breaks.* What cannot be solved before type is set are problems connected with page and column breaks. A line consisting of only one or two page numbers should not be left at the top of a column, for example. A single line at the end of an alphabetic section (followed by a blank line) should not head a column, nor should a single line at the beginning of an alphabetic section remain at the foot of a column. Blemishes like these (called bad breaks) are eliminated by transposing lines from one column to another, by adding to the white space between alphabetic sections, and sometimes by lengthening or shortening all columns on facing pages by one line.

18.142 *"Continued" lines.* If an entry breaks at the foot of the last column on a right-hand page (a recto) and resumes at the top of the following left-hand page (a verso), the main heading is repeated, followed by the word *continued* in parentheses, above the carried-over part of the index.

> ingestive behavior (*continued*)
>   network of causes underlying, 68;
>   physiology of, 69–70, 86–87; in rat,
>   100; in starfish, 45, 52–62

In an indented index with indented sub-subentries it may be necessary to repeat a subentry if the subentry has been broken.

> house renovation (*continued*)
>   structural problems (*continued*)
>   termite damage, 25–27
>   warped overhangs, 46–49

18.143 *Special typography.* A complicated index can sometimes be made easier to read by using different type styles or fonts. If, for example, names of writers need to be distinguished from names of literary characters, one or the other might be set in caps and small caps. Page references to illustrations might be in italic type (see 18.117) and references to the principal treat-

ment of a subject in boldface. If devices of this kind are used, a headnote to the index must furnish a key (see 18.145, 18.147).

Examples

18.144   *Five formats.* The following examples, some of which illustrate styles described earlier in this chapter, are presented here for overview and comparison. For discussion, see the paragraphs referred to.

18.145   *A run-in index.* See 18.23–24, 18.26–27, 18.93–97.

Page numbers in italics refer to figures and tables.

Abbot, George, 241–42
ABC, printing of, 164
Abridgement (Croke), *302–3*
Abridgment (Rolle), *316*, 316–17
abridgment: cases of, 246n161; as offense, 455–56, 607; of *Philosophical Transactions*, 579n83; restrictions on, 226, 227; works as, *302–3, 316*, 316–17

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, 251, 253–54
Académie Royale des Sciences (France), 436, 491n91, 510, 554

If occasional sub-subentries are required in a run-in index, you may resort to the style illustrated in 18.27, example B, using an em dash.

18.146   *An indented index with run-in sub-subentries.* See 18.26, 18.28, 18.66.

American black bear
   compared with giant panda: activity, 216–17; habitat, 211–12; home range, 219; litter size, 221; movement patterns of males, 124–26, 219
   delayed implantation in, 191
   reproductive flexibility of, 221
   see also bears

amino acid content of bamboo, 75–76, 86, 89; compared with other foods, 77
artificial insemination, 179
Ascaris schroederi, 162
Asiatic black bear
   constructing sleeping nests, 140
   giant panda serologically close to, 228
   see also bears

18.147   *An indented index with indented sub-subentries and highlighted definitions.* Note the deep indention for runover lines. A boldface page number indicates that the term is defined on that page. Italics could also be used for

that purpose. Similarly, either boldface or italics can be used to indicate illustrations. If any of these devices is used, an explanatory headnote should appear at the beginning of the index. See 18.28, example B, 18.66, 18.117.

Page numbers for definitions are in boldface.

brightness temperatures, 388, 582, 589, 602

bright rims, **7**, 16, 27–28 (*see also* nebular forms)

B stars, **3**, 7, 26–27, 647

bulbs (in nebulae). *See* nebular forms

cameras, electronic, 492, 499

carbon flash, 559

Cassiopeia A (3C461). *See* radio sources; supernovae

catalogs

  of bright nebulae, 74

  of dark nebulae, 74, 120

    Lundmark, 121

    Lynds, 123

    Schoenberg, 123

  Herschel's (of nebulae), 119

  of planetary nebulae, 484–85, 563

    Perek-Kohoutek, 484, 563

    Vorontsov-Velyaminov, 484

  of reflection nebulae, 74

  3C catalog of radio sources, revised, 630

central stars. *See* planetary nebulae

Cerenkov radiation, **668**, 709

chemical composition, 71. *See also* abundances; *and names of individual elements*

If occasional sub-sub-subentries are essential (they should be avoided if at all possible), they must be run in to the sub-subentries in the same way as sub-subentries are run in at 18.28, example B.

18.148   *An index of first lines.* Unless all the poems, hymns, or songs indexed have very short lines, indexes of this kind are often set full measure for easier reading. Letter-by-letter alphabetizing is normally used. Note that lines beginning with *A, An, or The* are alphabetized under *A* or *T*.

After so long an absence, 295

A handful of red sand, from the hot clime, 108

An old man in at a lodge within a park, 315

Beautiful valley! through whose verdant meads, 325

From this high portal, from where upsprings, 630

O'er all the hill-tops, 617

Of Prometheus, how undaunted, 185

O hemlock tree! O hemlock tree! how faithful are thy branches, 614

There is no flock, however watched and tended, 107

The young Endymion sleeps Endymion's sleep, 316

18.149 *Authors, titles, and first lines combined.* To distinguish the elements, authors' names may be set in caps and small caps, titles of poems in italics, and first lines in roman type, sentence style, without quotation marks. If needed, a headnote to this effect could be furnished. Letter-by-letter alphabetizing should be used.

Cermak, it was, who entertained so great astonishment, 819

Certain she was that tigers fathered him, 724

Chesterville, Nora M., 212

Come, you whose loves are dead, 394

Coming Homeward Out of Spain, 73

Commemorate me before you leave me, Charlotte, 292

Complaint of a Lover Rebuked, 29

Compton, Wilber C., 96

Confound you, Marilyn, confound you, 459

In a general index, poem titles would be set in roman and enclosed in quotation marks, as in text or notes (see 8.191–92).

Index