

EQUINOX PUBLISHING LTD

NOTES FOR AUTHORS PREPARING INDEXES

Your index should be compiled during the time allowed for reading your proofs and the index copy must be returned with them. If you are not able to do this, and would like Equinox to arrange for your index to be compiled on your behalf, please let us know at your earliest opportunity, and not later than a day or two after receiving page proofs. The cost of this will be deducted from your royalties, unless a specific exception has been made in your contract.

The number of pages available for the index may be limited. We will let you know when sending page proofs how many pages/entries are available.

If the book is in a series, the index will normally follow the style and length of previous volumes in the series. We can send you a sample if you do not have one.

General Points to Consider

Does the book need an index at all? If we have asked you for one but you think it is not necessary, tell us and we will discuss this with you.

Who will use the index? Try to consider the level of readership and what they are likely to want to know. It is not necessarily the case that the longer the index is, the more useful it is. Often the reverse is true. It is better to have fewer, really useful entries than a myriad of obscure ones.

Try to group entries under key main headings with up to two levels of sub-entries. More than that is rarely necessary.

Presentation

Please supply a disk and double spaced print out on A4 paper. Ensure pages are numbered and label each page with the book title and your name.

Also note the following points:

1. Make sure all the entries (including sub-entries) are in alphabetical order.
2. Separate alphabetical sections with a line space.
3. Do not include full points after entries, or commas after the headword- just leave a good space.
4. Leave a space between the entry and the first page number (but do not use a comma).
5. Do not use capital letters at the start of entries unless the entry is a proper name.
6. Check that entries correspond exactly with the text (spellings, hyphenation, etc.).

General Style Points

Names:

Always ensure that Christian names or initials are included (a title or rank such as Sir, Colonel, Dr is not sufficient). Conversely, it is acceptable to include information

which may not be in the text, e.g. Churchill (Sir) W.S. (1892-1965), Prime Minister (1940-45, 1951-52).

Index Mc, MacK, Mackenz, etc. under Ma regardless of varying forms (likewise Saint, St).

Acronyms like UNESCO or DFEE should normally be indexed under the full form, spelt out. Either include the abbreviation in parentheses after the entry or, better still, index the acronym separately and include a cross-reference, e.g. UN see United Nations.

Do not use full points in abbreviations, unless for some reason the style of the book is to use them.

Numbers:

Abbreviate numbers using as few digits as possible: 134-5; 200-1

But note: 16-17; 112-113

Years should be spelt out more fully: 1956-57.

Commas are not usually to be used in numbers up to 9999, unless the book differs from this.

Further Guidance

Copy-Editing by Judith Butcher, Cambridge University Press, Chapter 8.