

Attachment A: Index Specifications

Publisher: _____

Title: _____

Author: _____

Contact name: _____

Contact phone and email: _____

Please fill in all applicable information. I will be glad to make decisions concerning formatting and style based on the details provided below.

Total number of indexable pages: _____

Page proofs delivery date: _____

Delivery format and method for page proofs (pdf by email is preferred): _____

Additional material to be provided with proofs:

Table of Contents

Bibliography

Appendix

Index due date: _____

Delivery format and method for final index:

TYPE OF INDEX:

Single OR Multiple (check all that apply)

Subject

Name

Author-title

Authors cited

Other: _____

STYLE OF INDEX:

House style sheet

Chicago (be sure to indicate preferences for handling of numbers, cross-reference placement, locator format, and display material)

Sample

Other: _____

DENSITY OF MATERIAL:

Light

Medium/average

Dense/technical

Target audience:

Children or teens, age range: _____

General

Scholarly

Technical

Other: _____

Expected entries per page: _____

Page Size: _____

Font and size: _____

Leading (space between lines): _____

Number of columns in book: _____

Width of margins: _____

INDEX LENGTH:

Is there a length limit? _____

Maximum number of lines/pages: _____

Characters per line: _____

Columns per page: _____

INDEX FORMAT:

Indented

Run-in

Mixed (specify) _____

ALPHABETIZATION:

Word-by-word

Letter-by-letter

Word/Number

Number/Word

Symbols in ASCII order

Symbols as spelled out

Other: _____

HANDLING OF NUMBERS:

- Numeric order
- As spelled out
- Other: _____

CAPITALIZATION:

- Entire heading lowercase
- Capitalize proper names & nouns only
- Capitalize first letter of main heading only
- Capitalize first letter of main headings and subs
- Other: _____

LOCATOR FORMAT-GENERAL:

Between an entry and locators:

- Comma followed by a space
- Two spaces
- Semi-colon
- Hyphen
- Other: _____

Between multiple locators:

- Comma followed by a space
- Semi-colon followed by a space

SUBHEADING LEVELS:

- One level
- Two levels
- No limit or not specified

CROSS-REFERENCES:

Locator Format:

- Semi-colon followed by a space
- Other: _____

Placement:

- After main entry
- As first subheading
- As last subheading

FOOTNOTES, ENDNOTES:

- Indexable? If yes, Reference Locator Format for:

APPENDIXES, BIBLIOGRAPHIES:

- Indexable? If yes, Reference Locator Format for:

ILLUSTRATIONS, MAPS, ART, PHOTOS:

- Indexable? If yes, Reference Locator Format for:

TABLES, CHARTS:

- Indexable? If yes, Reference Locator Format for:

CAPTIONS FOR ANY OF THE ABOVE:

- Indexable? If yes, Reference Locator Format for:

PAGE RANGE FORMAT:

Continuous discussion of topic:

- Numbers in full with em dash
- Conflated, format for: _____

Noncontinuous discussion of topic:

- As above
- Separate pages with comma
- Other: _____

HANDLING OF NAMES:

When two or more persons with the same name are encountered, who will be responsible for determining which references refer to which person?

How does the author want to distinguish between two people with the same name? _____

How are married women to be indexed?

What conventions should be used for St/Saint or Mc/Mac? _____

OTHER NOTES:
