

BERGHAHN BOOKS INDEXING GUIDELINES

During the page proof review stage, you will be required to see that an index is constructed for your volume. There are several ways that this can be accomplished. First, if the book is an anthology, the volume editor(s) can ask contributors to submit a list of the key words in their essays that they feel should be included in the index. If the book is a monograph, the author can be constructing a list of index entries while the manuscript is being typeset; the actual indexing, with page numbers, begins after the book is typeset. Alternatively, a third-party indexer can be employed at the author's expense. If you don't have a person in mind, you can contact either the UK Society of Indexers (<http://www.indexers.org.uk/>) or the American Society for Indexing (<http://www.asindexing.org/>) to find an indexer.

If the author chooses to construct the index, there are two possible options. First, the author can underline on the page proofs the relevant names/places/organizations, etc., and then key in these words or copy them from the original Word documents into an index file, along with the relevant page numbers. Second, Berghahn Books provides PDFs of the entire book to authors; using Acrobat Reader or Adobe Acrobat, authors can search each chapter for key words and locate the pages on which they occur. This saves much time and allows for comprehensive coverage. By receiving and using PDFs, transit time is eliminated, and the author is able to print out as many copies of the proofs as are needed. A free version of Acrobat Reader can be downloaded at <http://www.adobe.com>.

Once compiled and reviewed, the index should be returned to Berghahn in a Word document.

Note: In the process of creating an index, inconsistencies and errors are often discovered. Always make a list of the items that need to be corrected in the main text, and either mark them on the proof PDFs or submit a Word document of them along with the index.

General Guidelines:

- The length of the index should be 3-5% of the book's typeset pages (so a book that is 340 pages would have an index of 10-17 pages, size 12 font, single-spaced in Word).
- The index needs to include main subjects in addition to persons and places.
- Do not include contributor or author names, unless they are discussed in relation to your book's topic.
- Do not include reference names cited in the text only parenthetically.

Following are examples of the various types of index entry (run-in or indented subentries); see the *Chicago Manual of Style (CMS)* for more guidance.

Africa Corps (Afrika Korps), 10, 67, 77n16; and Division 999, 10–11
directorates: French, 9–10; German, 47–48. *See also* management

discrimination

age, 100–105

disability, 31n8

See also anti-Semitism

Left Party (Sweden). *See* Communist Party (Sweden)

legislation, 26–27. *See also* Sweden: criminal justice system
 Kafka, Franz, 6, 47, 137–38, 205–7
 and Egon Schiele, 214
 minor literature and, 202
 on political and cultural struggles in Prague, 173–74
 Popper, Karl Raimund, 7
 on anti-Semitism, 186–87, 188, 189
 biographical sketch, 176–80
 on breakdown of Austrian Empire, 180
 cosmopolitanism of, 18, 171–94
 on fascism, 185, 188, 191 (*see also* fascism)
 Immanuel Kant’s influence on, 172, 183–84
 Jewish identity and, 17, 171–94
 and Thomas Masaryk, 171
 World War I. *See under* war

For run-in style, semicolons separate different subtopics that follow the main entry (as in the first two examples above). However, if there are enough pages available, an indented style index (with subentries) may be used (see CMS 16.128). *The use of sub-subentries is discouraged.*

Cross-references:

“See” and “See also” should be in italics, preceded by a period (when using the run-in style or following a single entry with no subentries), and “See” should be uppercase—as in the examples above. However, if a “see” or “see also” is needed in a subentry, it should be lowercase in parentheses. Before the index is submitted, make sure any cross-references match the main entries, and that there are no dead ends (e.g. a “See also” or “See” entry shouldn’t lead to another “See” entry).

Order of Entries:

It’s good to double check the alphabetization to make sure that all entries are in correct order. A name followed by a comma would precede a name that has an article or other word following it: “Kraagen, Richard, 34” would *precede* “Kraagen, Richard von, 34.” Alphabetization goes across spaces, so that the entries “Derber, de Shambly, Deudene” would be correctly alphabetized in that order. Also, “Mabray, MacArthur, Mac Roberts, Mayberry, McKinley” would be in the correct order. When joint authors of a publication are being indexed, each author should have a separate entry. Subentries should be listed in alphabetical order, but without counting prepositions or conjunctions that precede the entries (see examples above). Names in the subentries should be alphabetized by first name since they are not inverted (see above). Words including accents should be treated as if there were no accents (é = e, ü = u). *See also under the Indexing Tips below.*

Style and Punctuation:

Proper nouns should begin with an uppercase letter, but if the entry is a common noun or a word that is not normally capitalized, keep it lowercase. If a word (or phrase) is

italicized or appears in quotation marks in the main text, it should be treated the same in the index.

Names should appear as: last name, followed by a comma; then the first name, followed by a comma; then the page number(s). The name should be followed by a comma and a space (no tabs or colons) before the page number(s), and there should be no period at the end of the entry: Smith, Robert, 4, 59, 101, 232

Do not use adjectives standing alone (e.g., “European”) as entries in the index, but rather use noun forms (including nouns modified by adjectives).

Proper names should be indexed in full, even though the author may use shortened forms in the text. Proper names about which there might be some confusion should be clearly identified within parentheses: “New York (city).”

References to Notes:

Notes should only be indexed if they contribute to the discussion; source citations should not be included.

Notes should be styled with the page number (where the note is located) and “n” followed by the note number: “134n3.”

If two or more consecutive notes are referred to, two n’s and an en dash are used: “134nn14–16.” Nonconsecutive notes on the same page are treated separately: “134n14, 134n26.”

When notes span more than one printed 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: “134–35nn26–33”

Number Ranges:

The preferred style for number ranges is as follows: when the first number is less than 100, the second number uses all digits (e.g., 22–28); when the first number is 100 or a multiple of 100, the second number uses all digits (e.g., 100–104); when the first number is 101 through 109 (in multiples of 100), the second number uses the changed part only, omitting unneeded zeroes (e.g., 107–8, 101–17, 1002–6); when the first digit is 110 through 199 (in multiples of 100), the second number uses two digits, or more if needed (e.g., 321–25, 415–532, 1536–38). However, if a different numbering system has been implemented in the main text (such as full number ranges: 223–228), it is acceptable to use that system in the index, provided that it is used consistently.

Terms to Exclude:

Authors in the references who are discussed in the text should be indexed, but not authors who are only cited (as with author-date citations in parentheses).

Names or terms should not be included if they are only mentioned in passing and have nothing to do with the theme of the work (see CMS 16.31).

INDEXING TIPS

To Alphabetize Entries Quickly:

This is a shortcut to alphabetize the entries; if it is easier for you to do it manually or a different way, that is fine.

1. Convert the list of entries into a table, make sure the first level entries are in the first column, and the second level entries are in a second column.
2. For any second level entries copy and paste the first level entry into the column next to it.
3. In Word, go to Table/Sort and sort by Column 1, and by Column 2. (Below is a sample of how it should look after it is sorted.)
4. Delete the extra first level entries and convert the table back to text.

fruits	
fruits	apple
fruits	orange
fruits	pear
protein	
protein	beef
protein	fish
protein	pork
vegetables	
vegetables	beans
vegetables	corn

Searching for Terms:

- Our indexes typically include both names and subjects together in one index, but sometimes there is good reason to call out the names in a separate index (for example, if it is a book on certain people's theories or a memoir). It is up to the author/editor if they think this should be done.
- To facilitate searching for entries, use the low resolution PDF for indexing (without the front and end matter).
- Front matter, bibliographies, and tables/figures are not indexed. However, table and figure captions are.
- When you are using Acrobat there are two ways to look for terms. Under the Edit menu you can either use Find, or Search. I find Search easier since it gives you a list of all of the terms found and part of the sentence they are included in, so you can easily tell if it is the appropriate usage.

A Few Glitches with Searching:

- There is no way to get a list of page numbers, they still need to be typed into the Word document individually.
- When the files are typeset, certain letters (tt, ff, fi) are formatted as ligatures (they are more typographically pleasing since the spacing between these letters otherwise looks awkward). In order to find terms including these letter you will have to, using "Scott" as an example, search for "Sco" and once you find the correct word, then cut and paste it from the PDF into the find pallet. You should then be able to find the correct term.