



THE OHIO STATE UNIVERSITY PRESS INDEXING GUIDELINES

Please be sure to carefully follow these guidelines when composing your index. Refer to the *Chicago Manual of Style (CMS)*, 16th edition, for further clarification and be sure to consult the specific sections provided below. Any questions can be directed to your in-house editor.

- 1) Alphabetize letter by letter, including subentries (see *CMS*, section 16.58–59). Alphabetizing continues up to the first parenthesis or comma.
- 2) Alphabetize by the first important word—disregarding articles and even conjunctions (e.g., *and*) unless important to the title. Note that you should consider prepositions when alphabetizing (e.g., *For Whom the Bell Tolls*) (see *CMS* 16.53 and 16.56).
- 3) Double space throughout. Place two hard returns between alphabetical sections. Use MS Word (any version), not WordPerfect.
- 4) Use run-in style for subentries (see *CMS* 16.25).
- 5) Follow *Chicago Manual of Style's* (see *CMS* 16.14) system for inclusive numbers:

First Number	Second Number	Examples
Less than 100	Use all digits	3–10, 71–72, 96–117
100 or multiple of 100	Use all digits	100–104, 600–613
101 through 109, etc.	Omit unnecessary zeros	107–8, 505–17
110 through 199, etc.	Use two digits, or more	321–25, 415–532

Give inclusive roman numerals in full (e.g., x–xvi).

- 6) When indexing titles, place the author's surname in parentheses:
Great Expectations (Dickens), 108
- 7) Common nouns/words are lowercased and proper nouns/words are capitalized:
acting, 20–21
Austen, Jane, 22–23, 51–64
authorship, 2–3, 14, 28
- 8) Cross-references appear at the end of the entry, not at the beginning. *See* and *See also* are italicized (unless the words that follow are italicized). No punctuation follows the cross-reference, though a period should precede (see *CMS* 16.17 and 16.22):
Addams, Jane, 40, 76. *See also* Hull House children,
illegitimate. *See* illegitimacy
- 9) Cross-reference entries are separated by a semicolon:

children, illegitimate. *See* illegitimacy; U.S. Children's Bureau (CB)

- 10) When a cross-reference follows a subheading, it is put in parentheses and see is lowercased:
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- 11) Do not use tabs or extra bar spaces for indenting. We will create the hanging indent in-house.
- 12) Refer to footnotes and endnotes by page, the letter n for "note," and the note number, with no internal space (e.g., 153n4). When you are referring to a note that is the only one on the page, you should still include the note number (this is contrary to CMS).
- 13) Refer to tables and figures using the notations "table" and "fig." and including the table/figure number (see CMS 16.116 for more, but note that we prefer to not use the shortened "t" notation mentioned there so as to avoid an explanation in a headnote).
monkeys, 69, 88 table 3, 99
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- 14) E-mail your index, in Word, to your in-house editor.

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