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:

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

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:
   Statistical material, 16, 17; coding of for typesetter (see typesetting);
   proofreading, 183

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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