



THE OHIO STATE UNIVERSITY PRESS
INDEXING GUIDELINES (V4, MARCH 2025)

Please be sure to carefully follow these guidelines when composing your index. Refer to the *Chicago Manual of Style (CMS)*, 18th edition, for further clarification and be sure to consult the specific sections provided below. Any questions can be directed to your in-house project editor.

Contents

Length and Formatting	1
Alphabetizing.....	2
Notes, Tables, and Figures	2
Cross-References	3
Other	4
Sample Index.....	4

Length and Formatting

- 1) Aim for **20–25 double-spaced Word pages** (do not use WordPerfect).
- 2) Use **run-in style for subentries** (see *CMS* 15.25); that is, do not put a line break between entries and subentries.
- 3) **Do not use tabs** or extra spaces for indenting. We will apply the hanging indent in-house (or you can set a hanging indent yourself).
- 4) Index substantive discussions only.

Do **not** index dedications, tables of contents, lists of abbreviations, part titles, acknowledgments, glossaries, or bibliography/works cited pages.

Do **not** index names of authors or works when they are merely being cited, whether they appear as in-text parenthetical citations or notes.

- 5) Main entries that require **more than about ten locators** should ideally be divided into **subentries**, if possible.

Alphabetizing

- 1) **We prefer the word-by-word system** (in which alphabetizing stops at the end of a word), which now also aligns with Chicago’s stated preference. See *CMS* 15.66, 15.68, and 15.69 for more on the word-by-word system.
- 2) **Alphabetize by the first important word**, disregarding articles,* conjunctions (e.g., *and*), and prepositions except when a conjunction or preposition begins a title (e.g., *For Whom the Bell Tolls*) (see *CMS* 15.61 and 15.64).

**We prefer that articles beginning main entries get moved to the end, while articles beginning subentries stay at the beginning (but not affect alphabetizing)—for example:*

“Pardoner’s Tale, The” (Chaucer), 191, 233

but

Marx, Karl, 34, 35, 93, 93n5, 121, 233, 246; *The Communist Manifesto* (with Engels), 74, 231; *Das Capital*, 186

In general, we prefer to **alphabetize non-English articles under the article** (*Das*, *El*, *Los*, *Le*), though in certain specialized works, articles in non-English titles can be inverted as well.

Do not include subtitles when indexing works.

- 3) **Numerals and symbols:** Numerals are usually alphabetized as though spelled out (e.g., 1978 as “nineteen seventy . . .”), though if multiple numerals appear, listing them before the start of the alphabetical sections and in numerical order is also acceptable. In the case of @handles and #hashtags, alphabetize by the first letter, ignoring the symbols.

Notes, Tables, and Figures

- 1) Refer to footnotes and endnotes by page, the letter *n* for “note,” and the note number, with no internal space (e.g., **153n4**); an exception applies when indexing notes on roman numeral pages, where the space is clarifying (e.g., **vii n3**).

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*).

Consecutive notes can be formatted as follows (where **nn** means “notes”): 153nn5–6, 154–55nn9–13.

- 2) Refer to tables and figures using the notations “**table**” and “**fig.**” and including the table/figure number (see *CMS* 15.39 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).

linguistic markers, 74 fig. 5, 102
monkeys, 69, 88 table 3, 99

Cross-References

- 1) Cross-references appear at the end of the entry, not at the beginning. **See** and **See also** are italicized (unless the first word that follows is italicized). No punctuation follows the cross-reference, though **a period should precede it** (see *CMS* 15.17 and 15.22):

Addams, Jane, 40, 76. *See also* Hull House
Brontë, Charlotte, 35, 76. *See also* *Jane Eyre*
children, illegitimate. *See* illegitimacy

See also references should lead to entries that contain at least one **new page locator**. There is little benefit to linking entries that merely reproduce the same page locators.

- 2) Multiple cross-reference entries are separated by a **semicolon**:

children, illegitimate. *See* illegitimacy; US Children’s Bureau

- 3) When a cross-reference **follows a subentry**, it is put in parentheses and *see* is lowercased:

statistical material, 16, 17; coding of (see typesetting); proofreading, 183

- 4) Cross-references must **match their corresponding main entry exactly**, particularly in cases of inversion (parenthetical information following main entries, however, need not be included in a cross-reference unless it differentiates two otherwise identical entries):

<i>See also</i> Jones, Edward P.	not <i>See also</i> Edward Jones
<i>See also</i> “Tell-Tale Heart, The”	not <i>See also</i> The Tell-Tale Heart

- 5) **Cross-references to a specific subentry** appear as follows:

cotton, 112, 139. See *also* Bruges: lace making

Other

- 1) Follow CMS 15.14 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).

- 2) When indexing titles, place the author's surname in parentheses:

Great Expectations (Dickens), 108

- 3) 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

Sample Index

abstraction, 15, 18–20, 21, 27

Althusser, Louis, xxi

Altick, Richard, 32, 33–34

Bagehot, Walter, 1, 2, 3

Banfield, Charles, 85–86, 88

Bank Charter Act, 79, 82–87, 107–8, 199n5, 199n7, 199nn10–11

Bank of England, 18–19, 24

banking, 15, 54, 70, 72, 73, 76, 82–87, 199n6. See *also* currency; money

Beer, Max, 15

Bentham, Jeremy, 37, 136, 175, 176

Berkeley the Banker (Martineau), 68–73

capitalism: and civilization, 43–44; commercial, 59; competitive, 93–94, 96, 101, 133, 171;

as dependent upon system of credit, currency, and banking, 72; and Dickens, 79, 81, 88,

93, 107; historical, xvii; industrial(-imperialist), xvii, xx, xxi, 22, 60; and J. S. Mill, 183–84;

laissez-faire, 43, 45; as mode of production, xvii; model of, 76

Carlyle, Thomas, xv, xxv, 36, 136, 143, 164, 206n10, 207n14

censorship, 111

Chalmers, Thomas, 28

child labor, 61, 120, 124, 126–27

childhood, 12, 17–19

civilization, 42–43, 44, 187

Cole, G. D. H., 15

Coleridge, Samuel, 136, 143, 145, 195n47, 207n14

communism, 147–49, 157

competition, xvi, 91–96; anxieties about, 120; commercial, 106; constructing social

dynamics as, xvi; among family members, 120; free, 48–49; male, 100–103; Mill's

discussion of, 139–40, 148–50, 154, 158; as result of degradation, 128–30; trade societies

as solution to, 133; violence as result of, 93, 99–104, 108; and working classes, 112–14, 124, 128–30, 202n12, 202n20

conjectural history, 28, 42–43, 44, 45, 196n23

Conversations on Political Economy (Marcet), 53, 54–55

Corn Laws, 45, 46–47, 50–51, 54

currency, 15, 69; bill, 199n11; crisis, 70, 71; depreciation of, 78; gold-based, 108; paper, 199n6; policy, 73; reform, 85; regulation, 82; stability of, 84; value of, 72. See also banking; money

Demerara (Martineau), 65–67

Dickens, Charles, xvii, xxiv, xxv; attacks on utilitarianism and materialist rationalism, 80–81; criticism of capitalist commercial and social systems, 96; criticism of discourse of political economy, xv–xvi, 184, 185; criticism of Poor Laws, 80; and imperialism, 104; and J. S. Mill, 136; and moral value, 100; and Ruskin, 164, 171; use of feminine influence, 198n2.

See also *Dombey and Son*; *Hard Times*; *Oliver Twist*

Die Fledermaus, 55, 137–38, 139n16

Discourse on Political Economy (McCulloch), 19, 40–42, 43, 44

divine law, 3, 38

Dombey and Son (Dickens), 78–81, 87–108, 114, 132, 199n15

domesticity: anxieties about, 111; female, 13, 88, 92, 93, 112, 115, 116–17, 132, 172, 187, 199n15; male, 118; and virtue, 171, 193n30; working-class, 202nn10–11

economic law, xii, xiii, xiv, xv, xxv, 3, 12, 25, 27, 29, 30

economy, domestic, xii, 63, 64, 200n15

El Dorado, 204–5, 207, 208

Essay on the Principle of Population (Malthus), xii, xii n2, 15, 26, 195n47

ethics, xii, xiv, 159, 164, 167, 173, 183, 189n3, 206n7

family wage, 112, 116, 119, 120, 123, 132, 133, 202n10, 203n24

Foucault, Michel, xvii–xx, xxi, xxii, 31, 189n5, 190n7, 190n11, 190n15

Foxwell, H., 181, 182

France, boundary between England and, 96–97

free trade, 7, 8, 37, 44, 111

freedmen, 116