



THE OHIO STATE UNIVERSITY PRESS
INDEXING GUIDELINES (V3, AUGUST 2022)

Please be sure to carefully follow these guidelines when composing your index. Refer to the *Chicago Manual of Style (CMS)*, 17th 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.

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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* 16.25); 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) but will also accept the letter-by-letter system (in which alphabetizing continues up to the first parenthesis or comma, across spaces as necessary).

If your index follows the letter-by-letter system, please note this on submission, as we will otherwise assume you have followed word-by-word. Whichever system is selected, it must be consistently applied to the entire index—including for subentries. See *CMS* 16.58–61 for more on the organization of each 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* 16.53 and 16.56).

**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**). 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* 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).

linguistic markers, 74 fig. 5, 102

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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* 16.17 and 16.22):

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* 16.14 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:

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