THE EERDMANS GUIDE TO PREPARING INDEXES

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1. INTRODUCTION

1.1. General Principles

For many authors, preparing an index is a complex and unpleasant task. The index is, after all, a fairly complicated document, and few authors have had any sort of training in constructing one. We have assembled this booklet to help you through the process.

Standards for indexes vary considerably from publisher to publisher. The standards we are outlining here are based to a large extent on the principles outlined in the *Chicago Manual of Style* (a style guide widely used in the publishing industry), although we have condensed and altered the material somewhat to make it as relevant as possible to the sorts of books that Eerdmans publishes.

Although we do establish a number of guidelines for presenting the various mechanical details of an index, we don't want you to get the idea that preparing an index is just a matter of following a lot of rules. An index is a document that helps the reader find information contained in a book. A good index will provide directions for finding all of the important material in a text and none of its peripheral or irrelevant material. The guidelines we are setting down are simply formulas for accomplishing that goal — formulas that we and other publishers have found to be most workable through the years.

Of course, every book is unique, and every book presents its own unique demands on the shape that its index must take. There are always exceptions to the pointers that we offer here — that's only to be expected. We would in fact urge you to bend the occasional rule if by doing so you can make the information in your index more accessible to the reader.

We have used three basic criteria in assembling our principles for indexing, and you should keep these same criteria in mind as you construct your index.

Every index should make information easily accessible. Entries and subentries should be chosen with an eye to what a reader who has not yet gone through the book will be most likely to look up. The audience of the index is essentially the audience of the book, so it follows that the index should not be more complex than the text. If anything, an author should err on the side of simplicity rather than complexity when preparing an index.

Every index should list only the important topics in the book. Important topics are those that figure *significantly* in the book. Passing references to people, places, and events that figure in a discussion but are not a substantive part of it should not be included. (A good rule of thumb: If a topic appears on only one or two pages in a book, you should think twice about entering it in the index.)

Every index should do the work of an index only, and not that of any other apparatus. This may seem self-evident, but many authors try to make the index a repository for all manner of details that would be better handled in notes, bibliography, appendices, and the like. An index should be a practical tool that readers can use to mine the significant information in the text. It should not be an encyclopedic listing of every person, place, and thing mentioned in the book. Judicious *selection* of entries is the key. Less is often more.

In addition to following the principles outlined in these three points, you would do well to be wary of the following errors, which we have found to be commonly made even in indexes that are otherwise generally well-constructed.

Peripheral entries. Entries for items that are interesting but not integral to the book clutter a list with distracting deadwood.

Long entries not divided into helpful subentries. A long string of page references following a heading is difficult for a reader to use. Clearly dividing a long entry into its component categories helpfully distinguishes the kinds of information provided and gives the reader welcome direction.

Unalphabetized subentries. This mechanical oversight robs the subentries of the sort of order that will allow the reader to consult them quickly and easily.

Superfluous references to footnotes. A footnote should be cited only if it provides a substantive addition to the text; notes that contain only documentation should never be indexed, no matter how significant the citation may be. In other words, it is not the place of the index to function as a bibliography.

Incorrect use of *f., ff.,* and *passim*. *F.* and *ff.* should never be used under any circumstances in an index. Always provide the reader with actual sequences of page numbers. *Passim* (meaning "here and there") should be used only very rarely if at all, and then only after a listing of inclusive page numbers that indicates a significant passage of the text or after a reference to a section of the text — a chapter or a part, for example.

1.2. Kinds of Indexes

The most common kind of index includes two kinds of entries: proper names and subjects. Occasionally, if there are large numbers of both kinds of entries — which may be the case with large historical books and detailed biographies — they are divided into two indexes: one of personal names only and the other of subjects and proper names other than those of people. Some works also call for indexes of Scripture references and foreign words.

The instructions in the pages that follow cover usages in the *subject-name* index (1) because that is the most common sort of index called for in Eerdmans books, (2) because it requires a more elaborate set of instructions than the other kinds of indexes do, and (3) because the principles for preparing this sort of index are applicable to preparing the other forms.

For those who have to prepare a Scripture-reference index and/or a foreign-word index, we have added specific suggestions on pages 29-32.

1.3. Definitions of Terms

1.3.1. *The Entry.* The entry simply consists of a heading followed by at least one page reference.

1.3.2. *The Subentry.* An entry with numerous page references should be divided into subentries. (See section 2.4.1.) A subentry consists of a subheading followed by at least one page reference.

1.3.3. ***The Heading and Subheading.*** The heading is usually a noun or a noun phrase — the name of a person, place, thing, idea, or the like. Every heading should be a key word — one that the reader will be most likely to look up first. Any heading in which a key word is "buried" in the middle of a phrase should be inverted to begin with that word, as in the following examples:

> Laity, importance of in ecumenical movement
> Priesthood, mediatorial nature of

The subheading is usually a noun, noun phrase, or prepositional phrase. It should be logically related to the heading, of course, and should be a significant subdivision of the heading. (See section 2.4.1.)

1.4. What Parts of the Book to Index

Since the index is meant to direct the reader to significant topics that are given substantial treatment, it follows that in most cases only the text of the book will need indexing. Occasionally there will be some material worth indexing in an introduction, an appendix, or a particularly important substantive note — but only occasionally. If you have any questions about whether you should index material outside the text proper, it will probably be wisest to omit it.

Index entries should never be drawn from the following parts of the book:

- Notes that give only citations
- Appendices comprising only documents or lists
- Prefaces
- Forewords
- Acknowledgments
- Dedications
- Epigraphs
- Lists of illustrations
- Bibliographies
- Glossaries

If it is important that a note be indexed (i.e., if the note provides a significant substantive discussion of a topic that is not discussed in the text proper), the entry reference should contain both the note number and the page on which it appears (the page number from the back of the book in the case of endnotes), as in the following examples:

Gnosticism, 3, 28-34, 114, 282n.16
Subjectivism, 63-96, 188n.6, 217, 322

Note that in typing the reference, it is given solid, without spaces between the page number and the note number. If a note runs over onto a second page, only the page on which it begins should be cited.

2. PREPARING THE INDEX

2.1. Marking the Page Proofs

The easiest way to determine what should be indexed is to skim each page and underline important names and terms, noting in the margin what headings they'll fall under (if that isn't apparent). It's a good idea to begin developing subheadings at this point by attaching brief descriptions to the headings when it's appropriate. These can be done roughly, and the combining and precise phrasing worked on later.

Remember to underline only those words and phrases that are truly significant in the book. The name or event mentioned may be interesting, but if it is peripheral to the discussion, it should be left behind.

Take the following paragraph as an example:

Though not as pivotal as the sixties, the fifties was an intriguing decade. Chevrolet began making cars that would be sung about; James Dean immortalized the tough but sensitive teenager in *Rebel without a Cause;* the United States won less than a clear victory in the Korean War; Eisenhower became the president who was more genial than remarkable; and the U.S.S.R. launched the first artificial satellite in space. But for my parents these ten years were interesting for far more personal reasons: all three of their children were born in this decade.

This paragraph is peppered with names of interesting people and events, but they are being used only to set the scene, and so should not be indexed.

Another example is provided by the sample paragraph on page 10. In it a number of personal names and significant topics are briefly mentioned: Karl Barth, Charles Hartshorne, Austin Farrer, Friedrich

GOD, ACTION, AND EMBODIMENT

we fix our attention upon the volitional themes in theistic discourse and give them a central place in theological construction, what shape will this give our concept of God?

Among twentieth-century theologians there has been persistent interest in the personalistic and volitional themes in Christian self-expression. Theologians as varied as Karl Barth, Charles Hartshorne, and Austin Farrer have, in their different ways, stressed the primacy of love and the centrality of will in understanding the nature of God.[5] The concern to give these concepts an important place in theological reflection has complex roots. In some instances it has been tied to a broad-based modern reaction against the frozen elegance of medieval metaphysics. Hartshorne has articulately called attention to what he perceives to be the isolated perfection and religious inaccessibility of the God of classical theism. In other circles, this shift in theological categories has been linked to a reasessment of scriptural narrative. In this regard one thinks particularly of the "biblical theologians."[6] In conscious contrast to the pattern of liberal theology since Schleiermacher, these theologians have held to a doctrine of unique historical revelation through God's self-declaring actions. Knowledge of God, they have argued, is not grounded in any universal human capacity, whether rational or affective; rather, God is known through the particular acts in which he shapes the history of Israel and redeems all of humankind. Divine action in human history becomes the medium of revelation, and the content of revelation is the personal disclosure that takes place through these actions. God's mighty acts in history constitute a *Heilsgeschichte* in which his nature and intentions are made known to us.

Views of this sort have been profoundly influential in twentieth-century Protestant theology. It was widely felt in the biblical theology movement that they had recovered the authentic scriptural message and that it could henceforth be used as the source and norm for contemporary theological work. They were far too sanguine in this supposition. The factors involved in evaluating the adequacy of a theological proposal to Scripture and tradition are considerably more

Sample Proof Page (with focus on one paragraph)

In choosing which items to index, remember that the most important factor is the context of the book as a whole.

Schleiermacher, medieval metaphysics, classical theism, "biblical theologians," liberal theology, historical revelation, the history of Israel, divine action, *Heilsgeschichte,* and so on. To include all of these items in the index would, however, be overthorough. It is essential that the indexer discriminate between what is essential and what is peripheral at every step of the indexing process, but most especially at this point.

It is important to note here that there is no sure way to distinguish what is important from what is peripheral in this paragraph when you look at it in isolation from the rest of the book. *Context is everything in making such determinations.* If this paragraph appeared in a book on twentieth-century theologians, for instance, you would index it quite differently than if it appeared in a book on medieval theologians. As it happens, the paragraph appears in a book that explores the nature of God's activity in his creation, and the author judiciously selected only three items from this paragraph for inclusion in the index: *Charles Hartshorne* (because his views, in contrast to those of the other theologians mentioned, are given more substantial treatment elsewhere in the text), and *classical theism* and *"biblical theologians"* (because the schools of thought connected with them are also discussed at some length in the text).

But once again: there is no way to determine what topics are important apart from their standing in the overall context of the book. However important a topic may be in general, if it does not figure significantly in the book at hand, it should not be indexed.

2.2. Making the Note Cards

At this point each word or phrase underlined should be written clearly on a card that supplies a heading, a brief modifying description, and the page number(s). Headings and subheadings will become clearer during this process. It's important to double-check page numbers at this stage (it can be difficult to do later) and to keep the cards in order. When the cards are finished, it's a good idea to double-check the headings and to check the cards against the pages for omissions. This can be a time-consuming step, but doing it carefully can make the rest of the process easier.

NOTE: In putting down page numbers on the cards, it is important to distinguish between instances in which a subject is discussed continuously over a space of more than one page and instances in which a subject appears in individual references on a series of pages. In the former case the indexer should provide a single

inclusive page reference (e.g., 23-25); in the latter case the indexer should list the appropriate page numbers individually (e.g., 23, 24, 25).

2.3. Alphabetizing the Cards

The cards should now be grouped according to headings and then alphabetized according to the letter-by-letter method. (See section 3.5.)

2.4. Editing the Cards

This is the crucial point at which to (1) gather individual references together into groups that will serve as logical entries and subentries, (2) choose serviceable headings for the entries and subentries (i.e., terms that a person who has not yet read the book would be most likely to look for), and (3) arrange the subentries in alphabetical order with the key words in the initial position.

2.4.1. *Entries and Subentries.* Sometimes it is difficult to decide whether a topic should be made into an entry or a subentry. In a book on Charles Williams, for instance, should an entry on the role of imagination in his literary works be included as a subentry under Williams's name or should it be made into a principal entry in its own right as, say, "Imagination in Williams's fiction"? There is no simple answer to this question. Such choices must be made on a case-by-case basis. There are, however, some general criteria that should guide you as you make these sorts of choices:

■ **How important is the topic in the book?** The more discussion a topic receives (and thus the larger the number of page references appended to its entry), the greater the argument is for making it a principal entry in its own right.

■ **Where is the reader most likely to look for the information?** This is really the most important consideration in constructing every entry, and it is largely a matter of the indexer's best judgment. Some choices are relatively simple: in a book on the lives of modern scientists, for instance, a reader looking for information on Albert Einstein's childhood would be more likely to look under "Einstein, Albert: childhood of" than under "Childhood: of Albert Einstein." In less clear-cut cases, it may be wise to help make sure that the reader can find the information easily by employing cross-references. (See section 2.4.2.)

NOTE: Whatever choices you make about whether a topic should be treated as an entry or a subentry, it is important that you treat all similar topics in the same fashion. For example, in the case of the book on modern scientists, if you would choose to make "childhood of" a subentry under the names of various scientists, you should make "adolescence of" a subentry as well, even if the topic of adolescence receives substantially more discussion than childhood does.

2.4.1.1. *When to Create Subentries.* The longer a list of page references is, the more important it will be to provide subentries, though it is not possible to cite a specific number. In this matter your prime consideration should be to make the indexed material as accessible to the reader as possible.

2.4.1.2. *How to Organize Subentries.* When it comes to editing the cards for complex entries, it is very common to make errors when creating the subentries. Generally speaking, these errors fall into two categories. On the one hand, it is possible to create entries without any sort of breakdown into subentries at all, as in the following example:

Television industry, 1-17, 23, 44-46, 49, 60-63, 99-123, 144-63, 189, 248, 250-72

A long list of page references will only serve to frustrate the reader. It gives no hint as to whether a given subject might be covered among the many references, so it forces the reader to go through the list page by page on a search. Such an entry is simply unhelpful.

On the other hand, it is also possible to create entries that are broken down into too many subentries, as in the following example:

Television industry: ABC-TV, 3, 6, 9, 23, 49; advertising revenues, 144-54; broadcast standards, 61; CBS-TV, 3-4, 7, 9, 23, 49; digital broadcast signals, 103-9; "Fairness Doctrine," 62-63; Federal Communications Act of 1931, 60-61; Federal Communications Commission, 8, 60-61, 248; fiber-optics cable, 268; flat-screen TV, 263-64; government deregulation of the industry, 248; growth of cable industry, 13-16; interactive cable systems, 265-67; micro-TV sets, 269; microwave signal transmission, 99-102; NBC-TV, 3, 7, 9, 23, 49; pay-TV channels, 18-19, 160-63; PBS-TV, 10-13; political advertising, 62-63; programming production costs, 152-157; public

> access channel, 19; ratings, 145-46; satellite broadcasts, 110-23, 270-72; stereo broadcasting, 119-20; superstations, 16-18; teletext, 20; wide-screen TV, 262-63

This sort of entry may look impressive, but it too frustrates the reader by assembling the information in a cumbersome fashion. Because there is overlap among the subentries, the reader is forced to hunt through the entire entry and, in effect, forced to create a more reasonable working subentry of his or her own from the available information.

The skillful indexer will anticipate the most likely needs of the reader and create meaningful categories for subentries. In the case of the large entry just cited, for instance, the twenty-six unwieldy subentries could be condensed into a half dozen related but nonoverlapping subentries that render the information far more accessible to the reader:

> Television industry: cable industry, 13-21, 157-60, 265-67; commercial networks, 1-10, 23-49; federal regulation of, 8, 60-63, 248; financial aspects of, 144-60, 189; and new technologies, 99-123, 260-72; public television, 10-13

NOTE: Subentries should be alphabetized by the first significant word. (See section 3.5.6.)

2.4.1.3. *How to Avoid Sub-subentries.* Sub-subentries are awkward and should be avoided. One way to do that is to repeat a principal word or phrase, as in the following examples:

> Dutch immigrants: political activities of, 123, 147-48, 163; religious institutions of, 47-63, 89, 123-25, 189-93; settlements of, in Iowa, 49, 72-74, 117; settlements of, in Michigan, 50-52, 74, 117-23

2.4.2. **Cross-References.** Cross-references are entries and subentries that direct the reader to additional information located elsewhere in the index. There are two principal kinds of cross-reference entries: *See* and *See also* references. Virtually every index will contain a number of each type, since both serve an important function. Indexers should be wary of overusing this device, however — a common enough error. Judicious use of cross-references will make information in the index more accessible; overuse will simply waste the reader's time and inflate the index needlessly.

The cardinal rule for all cross-references is that they direct the reader to entries and subentries that do in fact contain additional related material and not just repeated or superfluous materials.

2.4.2.1. *See References.* These are used to direct the reader from variant entries to principal entries. These variant entries contain no page references or subentries themselves; they are simply terms that the reader would be likely to consult in the search for information that the indexer has chosen to gather under another heading, as in the following examples:

> Aphrodite. *See* Venus
> *Sehnsucht. See* Longing

NOTE: It has to be stressed that this sort of cross-referencing can easily be overdone. The reader will be insulted and the index will quickly become cluttered if the indexer gives in to the temptation to cross-reference too extensively. Elementary cross-references such as the following, for instance, are counterproductive:

> Moon exploration. *See* Lunar exploration
> Sisters, Weird. *See* Weird Sisters

See references are also used to direct the reader from one variant form of a personal name to another, as in the case of pseudonyms:

> Elia. *See* Lamb, Charles
> Saki. *See* Munro, H. H.

And *See* references can be used to direct the reader to a term that is treated as a subentry of a principal entry:

> Baptism. *See* Sacraments: baptism
> Tarpon. *See* Game fish: tarpon

NOTE: While it is true that cross-references do provide a valuable method for treating large and complex batches of information in the index, they also constitute something of an annoyance for the reader. It is important that they be used only if the benefit they provide outweighs the annoyance they entail. If the cross-reference leads to a relatively brief principal entry, it is generally a good idea simply to repeat the information under both headings and save the reader the trouble of searching for the principal entry. Thus, if the principal entry is

Venus, 12, 42-44, 138

it would be better to draw up a second complete entry under the heading *Aphrodite* than to construct a cross-reference entry:

NOT   Aphrodite. *See* Venus

BUT   Aphrodite, 12, 42-44, 138

         and

         Venus, 12, 42-44, 138

2.4.2.2. *See also References.* These are used to direct the reader to additional related material elsewhere in the index. They are appended to complete entries and may include cross-references to multiple entries as well as to subentries under other headings, as in the following set of examples:

Roman Catholic Church: disputes within, 92-93, 128; and the Reformation, 66, 89-93; and Vatican II, 129-36. *See also* Ecumenical movement

Inspiration, 24, 32-34, 83; behavioral features of, 39-40; definition of, 17; Plutarch's theories of, 33-34. *See also* Altered states of consciousness; Ecstasy; Vision trance

Grammar: comparative, 214; descriptive, 10-12; generative, 113-17; transformational-generative, 120-26. *See also* Nonsense constructions; Sentences: grammatical and ungrammatical; Syntax: recursive rules

De Vries, Peter: ambivalence of, 16, 35-36, 99-112; cultural background of, 8-12, 34, 128-29; and the *New Yorker,* 11-12, 33, 78. *See also titles of individual works*

2.5. Typing the Index

The final draft of the index should be typed — *double-spaced,* with ample margins — on one side of an 8½" x 11" sheet of paper so that it can be easily edited and typeset. (See the sample index page on p. 17.) If you prepare the text on a word processor, we would appreciate your sending both a printout and the file on disk.

Sample Index Page

It's a good idea to proofread the finished product, checking to see that all entries — and subentries especially — are correctly alphabetized. It's also wise to make sure that all cross-references actually lead to information; a mistyped page number can be particularly crucial here.

3. SPECIFIC RULES FOR INDEXING

3.1. Citing Personal Names

By definition a subject-name index will contain a significant number of personal names. Because there are wide variations in usage in the presentation of names, we have established the following general conventions for Eerdmans indexes:

■ For all questions of form, spelling, capitalization, and the like, we consult *Webster's Biographical Dictionary* as a final authority. (See section 3.5.1.)

■ Despite this fact, it is more important that usage in the index match usage in the text of the book than that it match usage in any reference work. Be sure, for instance, that *Vergil* in the text does not become *Virgil* in the index, that *de Vries* does not become *De Vries*.

■ Note also that except for special cases, names should be spelled out completely. Avoid using initials in the index unless the name is universally better known in that form — as, for example, C. S. Lewis, G. Gordon Liddy, Harry S. Truman, and so on.

■ And note that all variant references to a given individual should be gathered under a single entry heading. References in the text to "William Shakespeare," "Shakespeare," "the Bard," and "the author of *Hamlet*," for instance, should all be gathered under the single heading "Shakespeare, William," in the index.

3.1.1. ***Saints.*** Conventions for indexing the names of Christian saints vary from publisher to publisher. Realizing that differences in usage from text to text also complicate the situation, we would simply urge you to index such entries by the same principle that should guide all indexing — namely, to make the material most accessible to the reader. That principle would lead us to index the following individuals as we have here:

Aquinas, Saint Thomas
Chrysostom, Saint John
Joan of Arc
Paul, Saint
Thomas à Kempis
Thomas, Saint

3.1.2. *Titles.* As with the designation *Saint,* it is not possible to lay down a flat rule as to whether titles should be included with personal names in indexes. Generally speaking, however, the following rules should be followed:

3.1.2.1. Academic and professional titles, such as Professor, Dean, Doctor, Justice, and the like, should *not* be used in indexes.

3.1.2.2. Clerical, political, and military titles, such as Reverend, Monsignor, Colonel, Senator, and the like, may be used in the index if these titles are consistently used in references to the individuals in the text. Such titles should be abbreviated if used, as in the following examples:

Bradley, Gen. Omar
Marshall, Rev. Peter
Percy, Sen. Charles
Sheen, Bp. Fulton J.

NOTE: No such titles should be used to designate popes or monarchs. The papal name is always sufficient; if additional information is required to distinguish one monarch from another, it should be added parenthetically following the name, as in the following examples:

Charlemagne
Charles II (king of England)
Charles II (king of France)
John-Paul II
Napoleon II
Pius XII

3.1.3. *Suffixes.* When a name in the text is followed by *Jr., Sr.,* or a number such as *III, IV,* and so on, that suffix should be included in the index entry in reversed order, as in the following examples:

Eerdmans, William B., Sr.
Ford, Henry, II
King, Martin Luther, Jr.

3.1.4. *Pseudonyms.* Many factors affect the form in which pseudonyms should be indexed: the degree to which the reader will be familiar with the pseudonym, the number of pseudonyms a given author has employed, the nature of the treatment of the pseudonym in the text, and so on. In citing pseudonyms in the index, strive for a treatment that will make the entries most accessible to the reader. For instance, in a general work, the pseudonym *Mark Twain* would probably be a better choice for the principal entry than *Samuel Langhorne Clemens;* in a literary study, *H. H. Munro* would probably be a better choice for the principal entry than his pseudonym, *Saki;* and if a number of Kierkegaard's pseudonyms were addressed in a discussion of his writings, it would probably be best to cross-reference them all to a subentry under the principal entry of *Kierkegaard.* For a selection of various acceptable treatments, see the following sample list:

Clemens, Samuel Langhorne. *See* Twain, Mark
Climacus, Johannes. *See* Kierkegaard, Søren: pseudonymous
    writings
Munro, H. H. [pseud. Saki]
Saki. *See* Munro, H. H.
Twain, Mark

3.1.5. *Identical Names.* If two or more people in a book have the same name, they should be differentiated parenthetically in the index, as in the following example:

Barclay, William Dugald (father)
Barclay, William (son)
Barclay, William (of Troon)

3.2. Citing Place Names

3.2.1. *Consistency.* All references in the text to a given place should be cited in the index under a single proper-name entry heading, as in the following examples:

TEXT	INDEX
"the City," "the Big Apple"	New York City
"the States," "the republic"	United States

"the lake," "the Big Lake"	Michigan, Lake
"Sinai," "the Mountain of God,"	
"the Mount"	Sinai, Mount

3.2.2. *Identical Names.* If two or more places in a book have the same name in the text, they should be differentiated parenthetically in the index, as in the following examples:

Colorado (river)
Colorado (state)
Springfield (Massachusetts)
Springfield (Missouri)

3.3. Acronyms and Abbreviations

Many books contain a fair number of acronyms and abbreviations to designate everything from organizations to chemical compounds. When such items are indexed, the decision of whether to cite them in their abbreviated forms or in their spelled-out forms must be made on the basis of what will be most familiar to the average reader of that book. In some cases this is simple: UNICEF and NAACP, for instance, will be better known to all readers than will their spelled-out forms. Other cases are less clear and call for some judgment on the part of the indexer. In a general-interest book, the abbreviation *PCUS* would be unfamiliar to the majority of readers; in a book tracing the history of twentieth-century Protestantism, however, the indexer could probably assume that *PCUS* would serve best as a principal entry. In such cases, it would nevertheless be wise to provide the spelled-out form in parentheses following the abbreviation and also to provide a separate cross-reference entry in order to ensure maximum accessibility, as in the following example:

PCUS (Presbyterian Church in the United States)

and

Presbyterian Church in the United States. *See* PCUS

3.4. Publications

3.4.1. *Newspapers and Periodicals.* In order to follow the principle of maximum accessibility when indexing the names of newspapers and

periodicals, it will sometimes be advantageous to alter slightly the name of the publication from the way it appears on the title page. For instance, the definite article should be removed from all titles, the city name should be inserted in the title of most city newspapers if that is how they are commonly known, the word *magazine* should be appended to a title that might otherwise be confusing, and so on, as in the following sample list:

> *Atlantic Monthly*
> *Harper's*
> *Newsweek*
> *New Yorker*
> *New York Times*
> *Saturday Evening Post*
> *Time* magazine
> *USA Today*
> *Wall Street Journal*
> *Washington Post*

3.4.2. **Books.** The citation of books in entries can often become problematical. In most cases the indexer's logical preference will be to cite book titles as subentries under a principal entry for the author, as in the following example:

> Lewis, C. S.: *Mere Christianity,* 14-24, 36; *Perelandra,* 48-52, 54, 63; *Till We Have Faces,* 78-135, 158, 163-72, 218-19

This can be cumbersome, however, if there are a large number of these subentries — particularly if there are other sorts of subentries, as will usually be the case. For this reason we would suggest that if there are more than three titles cited as subentries to a principal entry, the indexer should gather the works together at the end of the complete entry under a subentry heading of *Works,* as in the following example:

> Lewis, C. S.: and apologetics, 31-38; conversion of, 32, 240-43, 274; and the Inklings, iv, 18-20, 250; as social critic, ii-iv, 30, 36, 234-38. Works: *Mere Christianity,* 240-57, 306; *Out of the Silent Planet,* 27, 112-47; *Perelandra,* 27, 147-73; *That Hideous Strength,* 174-218, 232, 236-38; *Till We Have Faces,* 44-48, 63-64, 306-7

This format will suffice if all of the works cited have only a few straight-forward references. It is often the case in literary studies, however, that

one or more of the works cited will be discussed in some depth, and that it will thus be desirable to cite subentries to the entries for the individual titles. But if the titles are already subentries to the author's name, this would entail the creation of a potentially complex and awkward list of sub-subentries, making it difficult for readers to find the information they are looking for. This being the case, we would suggest that if *any* title entries require subentries, *all* such title entries should be listed separately as principal entries, and a cross-reference note should be appended to the entry for the author's name, as in the following example:

> Lewis, C. S.: and apologetics, 31-38; conversion of, 32, 240-43, 274; and the Inklings, iv, 18-20, 250; as social critic, ii-iv, 30, 36, 234-38. *See also titles of individual works*

<div align="center">and</div>

> *Till We Have Faces:* allusions in, 16-17, 36-43, 86; "four tasks" in, 69-70, 75-84, 103; and *The Great Divorce,* 142-47; irony in, 23; narrative approach in, 7, 65-68, 73; Psyche in, 14-15, 22, 36, 44, 63-68, 104, 107, 166-73; setting of, 44-45; and *Surprised by Joy,* 160-62

3.5. Alphabetization

In ordering entries and subentries alike, Eerdmans prefers the most common modern practice of letter-by-letter alphabetization. In this system, spaces between words, letters omitted in abbreviations, and the like are ignored, and the entries are alphabetized on a strictly letter-by-letter basis, as in the following sample list:

> NAEB. *See* National Association of Educational Broadcasters
> "Narcotic effect"
> National Academy of Sciences (NAS)
> National Association of Educational Broadcasters
> NBC television network
> "Negative transfer effect"
> New England
> Newhart, Bob
> New York (city)
> New York (state)

There are only two exceptions to straightforward letter-by-letter alphabetization, and both involve personal names:

- *M′* and *Mc* are abbreviated forms of *Mac,* and so names begun with those combinations should be alphabetized as if they began with *Mac,* as in the following sample list:

  MacArthur, Douglas
  McCarthy, Eugene
  M'Carthy, Justin
  MacDonald, George
  M'Farlane, Arthur
  McKinley, William
  Mackintosh, James
  MacMillan, Donald
  McMillan, Edwin
  Macmillan, Harold

- Individuals with surnames containing the word *Saint(e)* variously abbreviate or spell out the word. One should always respect the convention that the individual has adopted in such cases, abbreviating or spelling it out as that person does. (See section 3.1.1.) Nevertheless, all such names should be alphabetized as if the names were fully spelled out (since that is how they are pronounced), as in the following sample list:

  St. Denis, Ruth
  Sainte-Beuve, Charles-Augustin
  Saint-Gaudens, Augustus
  St. John, Henry. *See* Bolingbroke
  Saint-Just, Louis-Antoine-Léon de
  St. Laurent, Louis Stephen
  Saint-Pierre. *See* Bernardin de Saint-Pierre
  Saint-Saëns, (Charles) Camille
  Saint-Simon, Comte de [Claude Henri de Rouvroy]

NOTE: This exception does *not* apply to entries for the Christian saints, since in these entries the designation *Saint* never precedes the personal name. (See section 3.1.1.)

3.5.1. *Personal Names.* The alphabetization of personal names depends almost entirely on idiosyncratic preference and conventions of usage developed over long periods of time. It is not possible to present any general rules in such matters. Consider, for instance, the following variations, all of which are accepted usages:

Becket, Thomas à	BUT	Thomas à Kempis
de la Mare, Walter John	BUT	Ramée, Marie Louise de la
Gogh, Vincent van	BUT	Van Dongen, Kees

Should you have to index any such problematical names, we would urge you to consult *Webster's Biographical Dictionary* for the accepted forms.

3.5.2. *Place Names.* When a geographical feature (e.g., Bay, Cape, Lake, Mount, Sea, etc.) is a part of a place name, alphabetize the entry in reverse order, placing the designating portion of the name in the initial position, as in the following examples:

Biscay, Bay of
Erie, Lake
Hatteras, Cape
Hormuz, Strait of
Japan, Sea of
McKinley, Mount

BUT names of cities, parks, and so on that incorporate these geographic features in their names should be alphabetized in normal order, as they appear in the text, as in the following example:

Cape Hatteras National Seashore Recreational Area
Lake Worth, Florida
Mount McKinley National Park
Mount Pleasant, Michigan

AND foreign-language place names should be alphabetized in normal order, as they appear in the text, regardless of whether they begin with a definite article or a geographical feature, as in the following examples:

Côte d'Or
El Salvador
Île-de-France
La Crosse, Wisconsin
Le Mans
Los Alamos, New Mexico
Rio Grande

3.5.3. *Acronyms and Abbreviations.* Entries and subentries headed by acronyms and similar constructions (e.g., abbreviations and arbitrary

letter sequences) should be alphabetized letter-by-letter and followed by parenthetical identification where appropriate, as in the following sample list:

DNA (deoxyribonucleic acid)
ISBN (International Standard Book Number)
NBC television network
Ph.D. dissertation requirements
Q (biblical document)
SCM Corporation
WGBH (Boston television station)
X chromosome
X-coordinate
XYZ Affair

NOTE: See section 3.3. on whether acronyms/abbreviations should precede or follow the fully spelled-out form.

3.5.4. *Accented Letters.* Foreign words containing specially accented letters should be alphabetized without regard to the accent marks, as in the following list:

Brontë, Emily	alphabetize as Bronte
Coruña, Augustine de la	alphabetize as Coruna
Côte d'Azur	alphabetize as Cote d'Azur
Göring, Hermann	alphabetize as Goring — *not* Goering
Mülheim	alphabetize as Mulheim — *not* Muelheim
Victorian Façade, The	alphabetize as *Victorian Facade, The*

NOTE: Some languages involve the use of special characters. It is difficult to establish general rules for the alphabetization of such characters. Should your book call for the indexing of such words, you are free to work out whatever system seems best suited to the material, so long as you are consistent throughout. We would urge you to keep the reader in mind in working out such a system, however, and order the entries in as "American" a manner as possible (e.g., alphabetizing æ as *ae,* and the German ß as *ss*).

3.5.5. *Numerals.* In the rare entry in which a numeral serves as the heading, alphabetize it as if it were spelled out (treating the number as it is normally spoken), as in the following sample list:

47th Street	alphabetize as "Forty-seventh"

4077th M.A.S.H. unit	alphabetize as "four-oh-seven-seventh"
1776 (stage musical)	alphabetize as "Seventeen-seventy-six
1600 Pennsylvania Ave.	alphabetize as "Sixteen hundred"
2001: A Space Odyssey	alphabetize as "Two thousand-one"

3.5.6. **Subentries.** Unlike main entries, subentries are not written in reverse order. Nevertheless, in alphabetizing subentries you should ignore all articles, prepositions, and conjunctions, as in the following example:

> Lewis, C. S.: and allegory, 61, 67-73, 125; and apologetics, 31-38; biographies of, vii-viii, 278; conversion of, 32, 240-43, 274; and the Inklings, iv, 18-20, 250; marriage of, 280-81; and myth, 61, 73-75; at Oxford, viii, 250-51; and *recta ratio*, 33, 38-41, 50, 71-72, 240-41, 273-78; as social critic, ii-iv, 30, 36, 234-38

Note that in this sample the order of the subentries is determined by key words, ignoring all prepositions and conjunctions: allegory, apologetics, biographies, conversion, Inklings, marriage, myth, Oxford, *recta ratio,* social critic. In preparing your index, you will simplify your own task and produce a finished product more accessible to the reader if you work from the outset to choose subentries with clear and simple key words. In this sample, for instance, "and allegory" is preferable to "use of allegory by" because it puts the key word *allegory* in the initial position, where it can be most easily located by the reader.

3.6. Mechanics of Constructing Entries

There are many different kinds of indexes and many different styles by which they are set into type. In constructing a normal subject-name index, we would ask that you abide by the following typographical conventions.

3.6.1. *Capitalization.* The initial word in each principal entry should be capitalized. The initial word in each subentry should be lower case unless it is capitalized in the text:

> Scripture: allegorical interpretation of, 160-61; authority of, 153-57; Cullmann on, 162-73; differentiated from the Word of God, 154, 190-95; Protestants and Catholics on, 23-28; unity of, 67-93

3.6.2. *Indentation.* All runover lines after the first should be indented five spaces from the left on the typewritten page.

3.6.3. *Italicization.* Directions in entries, such as *See, See also,* and *See also titles of individual works* should be italicized (underlined in the typewritten manuscript), as should any materials normally italicized (e.g., titles of books, foreign words, etc.).

3.6.4. *Punctuation.*

3.6.4.1. A comma should be used to separate an entry heading from page references when the page number(s) immediately follow the heading:

Naturalism, 14, 47-48, 163-69

An additional comma should be used within the entry heading when it appears in reverse order:

Lewis, C. S., 6, 23, 46-59, 78-79

3.6.4.2. A colon should be used to separate a main entry heading from a subentry heading that immediately follows it:

Embrittlement: causes of, 47-48
Lewis, C. S.: and apologetics, 31-38

3.6.4.3. A semicolon should be used to separate one subentry from another:

Christology: adoptionist, 68-69; Antiochene, 90, 95-96; classical, 160-63; Nestorian, 180; post-Kantian, 123; triumphalist, 99, 102

A semicolon should also be used to separate entry headings in cross-reference subentries:

Possibility, 63, 74-77, 83, 97-98, 120-24. *See also* Contingency; Impossibility; Necessity

3.6.4.4. A period should be used within an entry only to separate material appended to an entry (such as a cross-reference subentry) from the main portion of the entry:

Aphrodite. *See* Venus

Lewis, C. S.: and apologetics, 31-38; conversion of, 32, 240-43, 274; as social critic, ii-iv, 30, 36, 234-38. *See also titles of individual works*

NOTE: No punctuation of any sort is used at the end of any complete entry.

3.6.5. *Inclusive Page Numbers in Page References.* Eerdmans follows the *Chicago Manual of Style* in its treatment of inclusive numbers, observing the following conventions:

FIRST NUMBER	SECOND NUMBER	EXAMPLES
Less than 100	use all digits	9-13; 35-36; 88-125
100 or multiple of 100	use all digits	100-106; 300-364
101 through 109 (and multiples of 100)	use changed digits only	101-4; 306-17; 503-627
110 through 199 (and multiples of 100)	use at least two digits	110-12; 238-63; 387-413

In typing page references, use a single hypen without spaces on either side to join the two parts of inclusive page numbers. In typing a series of page references, leave spaces between individual references. (For a sample typewritten manuscript page of an index, see p. 17 of this booklet.)

4. OTHER KINDS OF INDEXES

As noted earlier, the subject-name index is the sort that is most commonly called for in Eerdmans books. In some works, however, it will be advisable to provide one or more other specialized indexes. The two most common types of specialized indexes are the Scripture-reference index and the index of foreign words.

Because the specialized indexes are in essence just straightforward lists of information, they are far less complicated than the subject-name index. We note just a few basic guidelines for each type.

4.1. Scripture Reference Index

4.1.1. Use full names of the books of the Bible rather than abbreviations.

4.1.2. List the books in the order in which they appear in the Bible.

4.1.3. Separate lists of references into groups under headings of "Old Testament," "Intertestamental Literature," and "New Testament" if there are references in two or more of these categories.

4.1.4. In listing the names of the books and chapter and verse numbers, follow the usages established in the text. *Song of Solomon* in the text should be *Song of Solomon* in the index, and not *Song of Songs. Ecclesiastes 12:12* in the text should be *Ecclesiastes 12:12* in the index, and not *Ecclesiastes xii.12* or any other variant usage.

4.1.5. In constructing lists of chapter and verse references, present the references in the order in which they appear in the book of the Bible. In citing overlapping passages, list blocks of more than one chapter in order of *descending* size, and blocks of less than one chapter in order of *ascending* size, as in the following example:

> 1 Corinthians
> > 1–13
> > 1–7
> > 1–2
> > 1:1
> > 1:1-3
> > 1:1-9
> > 1:1-17
> > 1:2
> > 1:2-3
> > 1:2-9

4.1.6. In citing references of more than one verse, never use *f.* ("and the following verse"), and avoid the use of *ff.* ("and the following verses") except where the text is indefinite about the length of the reference. It is always preferable to supply your reader with precise inclusive page references.

4.1.7. When a reference in the text cites two or more nonconsecutive verses or passages, they should be indexed separately. For example, a reference to Matthew 2:3, 5 in the text should receive entries for both Matthew 2:3 and Matthew 2:5 in the index.

See the sample page from a Scripture-reference index on p. 31.

SCRIPTURE REFERENCE INDEX 497

NEW TESTAMENT

Sample Page from Scripture Reference Index

4.2. Index of Foreign Words

4.2.1. If you have lists of words from more than one language, make separate lists for each language (e.g., Greek, Hebrew, Latin) and arrange the groups according to size, with the largest list appearing first.

4.2.2. Entries in the index of foreign words should be presented in the same way that they appear in the text. If a word is transliterated in the text, it should be transliterated in the index. If a word is given with diacritical marks in the text, it should be given with diacritical marks in the index.

4.2.3. As a general rule, lists of foreign words should be alphabetized by the conventions of their own alphabets rather than those of the English alphabet, even if the words have been transliterated.