Australian and New Zealand Society of Indexers

John Simkin Medal: Award criteria

Note: These criteria are an extract from the John Simkin Medal: Award criteria and procedures policy document endorsed by the ANZSI Council on 31 May 2016.

Judging criteria

Indexes are judged at the level of outstanding professional achievement.

If there are numerous entries the judges may shortlist entries and give a more comprehensive assessment only to the titles shortlisted. The criteria listed below are intended to assist judges shortlist and evaluate candidate indexes.

References which discuss how to evaluate an index are listed in the Resources section of the ANZSI website (http://www.anzsi.org/resources/reading-lists/indexing-in-general/)

Accuracy

- Accurate spelling
- Correct punctuation
- Correct alphabetical order of index headings (mains, subheadings and cross-references), or correct order of filing if arrangement is other than alphabetical
- Accurate locators (locators at index headings match discussion in text)
- Locators sorted correctly
- Double-posted entries have matching sets of locators
- Accurate cross-references
- Correct entry element for compound names or names in languages other than English (cross-referencing used if necessary to assist the reader).

Comprehensiveness and consistency

- The index covers the metatopic and other topics systematically
- The index treats the subject matter in a consistent way
- No significant subject content is omitted
- The index as a whole is consistent and suitable for its audience.

Analysis

- The metatopic and other topics are analysed appropriately and logically
- Scattered pieces of like information are gathered
- Synonyms are handled by gathering and/or cross-referencing
- There are multiple entry points for key concepts
- The number and level of subheadings to main headings is handled well: appropriate number; appropriate depth of treatment
Subheadings exhibit parallel structure

Excessively long strings of undifferentiated locators are avoided

Over-analysis is avoided

Double-posting is employed where appropriate

Cross-references (See ...) lead from alternate entry points to the relevant entry/entries

Cross-references (See also ...) lead to related topics

Passing mentions in the text are not indexed.

Expression

Index entries reflect the language of the text

Main headings are nouns or noun phrases (no isolated adjectives as main heading)

Main headings and subheadings are succinct

Main headings and subheadings are precise

Main headings and subheadings are unambiguous (glosses explain headings that are homonyms, similar or which might otherwise be ambiguous)

Main headings have the key word/phrase first

Subheadings have the key word/phrase first (unless a preposition is used for clarity; initial prepositions are usually ignored in sorting)

The subject matter is dealt with even-handedly, with no apparent indexer bias

Terminology is appropriate for the intended audience.

Usability

A headnote explains special typefaces, special treatments, departures from convention, codes and abbreviations used in the index. The headnote should be clear and well expressed

The index is clearly laid out and easy to scan

Style (e.g., fonts, locator elision) is consistent throughout

Relationship between headings and subheadings is obvious

Heading turn-over lines are readily identifiable

Cross-references aid navigation without being excessive

Cross-references are valid (have targets, are not circular).

Other aspects which the judges may consider

The index serves both the new reader and the returning reader in providing concise and precise access to where information may be found

Visual appeal

Simplicity and elegance

Unusual challenges and how they were addressed.