Evaluating indexes;

an overview for editors & indexers

Presented by

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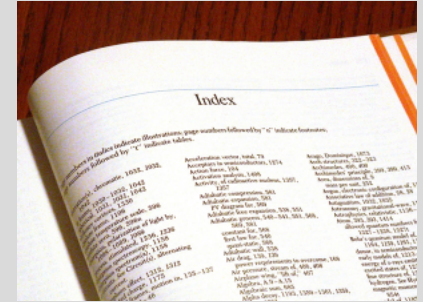
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What's an index?

An index is a systematically arranged (usually alphabetical) list of significant items (names, concepts, topics) with locators (usually page numbers) indicating where information can be found, and the extent of the discussion.

An index is **not** a list of the words in the book – that's a concordance.

Index:

water reform, 2–6, 10–12, 40
   access and entitlements, 23–4
   plans *see* water planning
   supply, 27–8
   surface and groundwater, 30
Water Services Association of Australia, 28
Water Symposium 2014, 39
Water Thematic Oversight Group, 22, 23, 34
water trading *see* water markets and trading
water utilities, 28
work health and safety, 49, 50, 60–1
Work Health and Safety Committee, 49, 60
workforce capability development, 3, 54
workforce statistics, 55–7
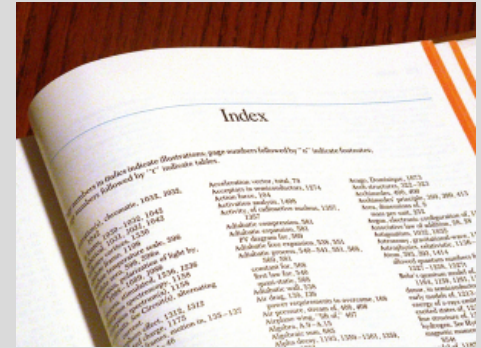workplace consultative arrangements, 49, 60

Concordance (same content):

arrangements, 49, 60
Association, 28, ..   *[11 occurrences in the text]*
Australia, 28
Capability, 3, 54
Committee, 49, 60, …   *[23 occurrences]*
consultative, 49, 60
development, 3, 54, …   *[300 occurrences]*
entitlements, 23, 24
groundwater, 30
Group, 22, 23, 34
health, 49, 50, 60, 61
Oversight, 22, 23, 34
reform, 2, 3, 5, 6, 10, 11, 12, 40, … *[112 occurrences]*
resources, 23, 24
safety, 49, 50, 60, 61
Services, 28,
statistics, 55, 56, 57
supply, 15, 23, 27, 28
surface, 30
Symposium, 39
Thematic, 22, 23, 34
utilities, 28, …   *[11 occurrences]*
water, 2, 3, 4, 5, 6, 10, 11, 12, 22, 23, 24, 27, 28, 30, 39, 40, … *[626 occurrences]*
work, 49, 50, 60, 61, …   *[61 occurrences]*
workforce, 3, 54, 55, 56, 57, …   *[12 occurrences]*

What does an indexer do?

- Reads

- Seeks to understand the text

- Identifies subjects, concepts, names

- Analyses context and topical relationships

- Compiles and organises information into headings & related subheadings, with locators

- Links related concepts with cross-references

- Edits

- Produces a systematically arranged finding aid

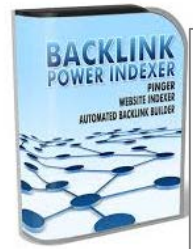**Indexers work with readers in mind – both the new reader and the returning reader**
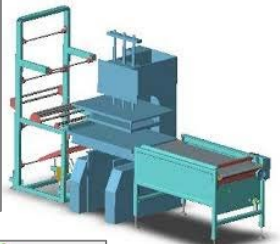
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Index/indexer?

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Working with indexers

- Involve indexer in planning process

- Advise scope of job, audience, schedule & schedule changes

- Advise requirements:
    - Publisher style guide & layout requirements
    - Format required for index file
    - Any constraints on number of pages for the index.

- Agree fees, deliverables, schedule

- If content changes or text flows due to layout changes during indexing, tell the indexer

- Discuss concerns about the finished index with the indexer

- If possible, give indexer an opportunity to review the designed version of index

Indexing terminology

bell-bottoms, 59, 60

Belle Epoque, 72

Bill Blass (brand), 225

Main heading → black (colour), 42–7

    little black dress, 21, 42, 46, 96, 321 ← **Locators (page numbers)**

Subheadings →   mourning dress, 51–3

    symbolism , 57

Black, Barbara, 98

black market, 25, 111–12, 126

blue jeans *see* jeans

body decoration, 54–8 *see also* cosmetics ← ***See also* cross-reference**

Turn-over line → bubble-up theory *see* trickle-up theory of fashion ← ***See* cross-reference**

Evaluating and editing indexes
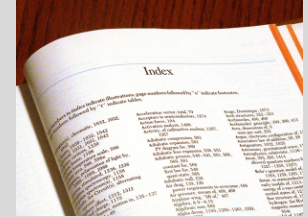
Criteria:

- **Subject analysis**

- **Coverage & comprehensiveness**

- **Clarity & consistency**

- **Accuracy**

- **Style of headings & locators**

- **Layout, presentation and navigation**

Sampling the text

1. Look through the Contents pages

2. Read some sections, check the index

3. Sample the index, follow the references back to the text
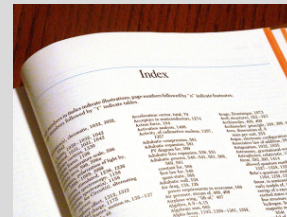
Subject analysis:

- **What is the text *about*?**

- **Does the index cover subject content adequately and consistently?**

- **Are there entries for subjects, concepts and proper names?**

- **Are both broad subjects and specific subjects listed in the index?**

- **Are 'like concepts' gathered together?**

- **Is the subject matter of diagrams, tables and significant illustrations covered?**

- **Are subjects with lengthy discussion and numerous mentions in the text analysed into sub-topics in the index (headings and subheadings) ?**

Subject analysis

Are broad concepts indexed, as well as specific ones?

206   fashion

i. the structure of the fashion industry

Neither the glamorous image of the high end of the fashion system nor the ephemeral and derogatory connotations of so-called slaves to fashion reflect the full contours of the fashion business as an industry. Like many industries, it has complicated flows between constituent parts, and many subsectors that feed into the industry. Although interrelated, these components are unequal players in the fashion system in terms of contribution, **sustainability,** power, and prestige. Overall, the industry can be seen as a classic **supply chain** from the production of raw materials to the manufacture of garments to the retailing and consumption of finished products.

In this supply chain, there are four subsystems: a manufacturing system that produces the materi-

So, who are the players in this system? Following the chain, we can identify the manufacturers, who are also called vertical producers (Jenkyn Jones 2005). They undertake the production and purchase of materials; the commission or purchase of designs; and the manufacture, distribution, and retailing of apparel. While some manufacturers are large-scale factories, the fashion industry is distinctive in also involving small and artisanal enterprises such as custom tailors, couture specialists, and subcontracted finishers (such as embroiderers, buttonholers, and pleaters).

Equally important are the wholesalers, who commission the manufacturing process, often in small runs to contractors, who, in turn, subcontract the work to outfits (jobbers) that range from medium cut-make-and-trim firms to individual outworkers (who often work from home). Contractors arrange production, packaging, and delivery. De-

Index headings:

colour consultants
conglomerates
contractors
cosmetics
fashion industry
   business models
   history
   structure
magazines
manufacturers
mass media
safari suits
supply chain
sweatshop labour
swimwear
wholesalers

Subject analysis

Are 'like concepts' gathered?

Poor synonym control, failure to gather:

employees, 21

human resources, 20

learning and development, 49

sales office network, 57

sales offices and representatives, 2

staff, 49–56, 64–67, 69, 70, 78

training and development, 55–6, 66

Solution – analyse, gather, cross-reference or double-enter:

employees *see* staff

human resources *see* staff

learning and development, 49, 55–6, 66

sales offices, 2, 57
staff
  [appropriate subheadings for pages
    20, 21 49–56, 64–67, 69, 70, 78]
….
training and development, 49, 55–6, 66

Subject analysis

No long strings of undifferentiated locators: *

celebrities, 72, 73, 83, 86, 89, 118, 125, 132–3, 135, 166–7, 179–80, 233–6, 268, 271, 290

* In general. There are exceptions in some cases

More than about 7 locators? Break them down into subheadings:

celebrities

   celebrity models, 86, 233–6

   cosmetic and perfume lines, 135

   in films, 72, 73, 83, 118, 125, 132–3

   and hippy subculture, 290

   influence on fashion, 118

   as role models, 86, 166–7, 179–80

   self-promotion, 72, 89, 268, 271

Coverage & comprehensiveness

- **Is all significant subject matter covered by the index?**

- **Is all the text indexed?**

  - **Main body of the work**

  - **Front matter, acknowledgements (not usually)**

  - **Introduction (sometimes)**

  - **Appendices (usually)**

Clarity & consistency

- **Succinct language**
- **Terminology appropriate for audience**
- **Index reflects language of text**
- **Subject terms in natural order**
- **No ambiguity:**
  - **use of qualifiers (glosses) for homographs**
  - **prepositions to clarify meaning**

bridges (road/railway structures)

bridges (ship superstructures)

Burton, Richard (actor)

Burton, Richard (explorer)

mercury (metal)

Mercury (planet)

political control

training

  for managers

  management of

Accuracy: Alphabetical order

Word by word sorting
Spaces count
Normal in Australia & UK

New England
New South Wales
Newcastle
Port William
ports
snow ploughs
snowdrops
West Cape Howe, WA
West Side Story
West Wyalong, NSW
Western Australia
Westmead, NSW
Weston Creek, ACT

Letter by letter sorting
Spaces ignored
Common in North America

Newcastle
New England
New South Wales
ports
Port William
snowdrops
snow ploughs
West Cape Howe, WA
Western Australia
Westmead, NSW
Weston Creek, ACT
West Side Story
West Wyalong, NSW

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Accuracy

- Correct alphabetical order

- **Correct spelling**

- **Spelling follows the usage in the text**

- **Accurate locators**

  English textiles, 64–5, 85, 124–7

- **Locators indicate extent of discussions (en dash or hyphen between page numbers)**

  textiles
  English, 64–5, 85, 124–7

- **'Double-entered concepts' have the same locators**

- **Typographic conventions (e.g italics) in text are also used in the index**

  ***Vogue* (magazine), 88, 271**

Accuracy

- **Cross-reference targets are accurate**

- **No cross-references to non-existing index headings**

- **No circular cross-references**

body decoration, 54–8 *see also* cosmetics

…

cosmetics, 130–4

…

lingerie, 129, 261, 263, 278–80
   [subheadings]

…

underwear *see* lingerie

  lingerie *see* underwear

  …

  underwear *see* lingerie

Checklist for **Style** of headings (1)

- **Nouns or noun phrases** for main headings:

  - **Plural for things** (countable items: *How many?) *

  - **Singular for qualities, properties, activities, abstract concepts** (non-countable items: *How much?)*

  - Proper names have initial capitals; other headings do not (usually)

  * Some exceptions in scientific, medical works

actors
Akubra hats
body decoration
colonialism
customary dress
French Revolution
licensing
luxury goods
models
retailing

Checklist for **Style** of headings (2)

- Adjectives are **never** used alone as main headings

black
>   **dress**
>   **symbols**
>   **market**

black (colour)
>   **little black dress**
>   **mourning dress**
>   **symbolism**

black market

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Checklist for **Style** of headings (3)

- **Personal names** are **inverted**
  (note there are special rules for different languages and some types of names)

- Honorifics included? – depends on type of book

- Corporate & organisation names are generally not inverted

Chanel, Coco

David Jones, Sydney

Department of Consumer Affairs

Bacon, *Sir* **Francis**

Garavani, Valentino, 60 *see also* **Valentino (couture house)**

Lagerfeld, Karl

Valentino (couture house), 76, 79, 88 *see also* **Garavani, Valentino**

Checklist for **Style** of headings (4)

Subheadings:

- Concise wording

    - Parallel construction – not this:

- No over-analysis of few pages:

~~dress~~
~~   Bolivian~~
~~   China~~
~~   India~~

but this:

dress
    Bolivian
    Chinese
    Indian

~~fashion capitals, 14–15~~
~~   Asian cities, 15~~
~~   London, 14~~
~~   New York, 14~~
~~   Paris, 14~~

Instead, sub-concepts separated out to main headings:

Asian cities, 15
fashion capitals, 14–15
London, 14
New York, 14
Paris, 14

Checklist for **Style** (5)

- Index conforms with publisher's style guide (language, layout, locator format)

Locator spans:	**en dash (–), or hyphen (-)**
Various styles for locators:	
Abbreviated:	**23–4, 145–9**
	23–4, 145–49
In full:	**23–24, 145–149**
Numbers in teens usually include last 2 digits:	**15–17, 111–12**

Layout & presentation

Indented

black (colour), 42–7
    little black dress, 21, 42, 46, 96, 321
    mourning dress, 51–3
    symbolism, 57
Black, Barbara, 98
black market, 25, 111–12, 126
blue jeans *see* jeans
brand names and logos, 50, 228
    couple brands, 235–6
    conglomerate-owned, 220
    recognition of, 75–6, 80–1, 237

Run-on (or Run-in)

black (colour), 42–7; little black dress, 21, 42, 46, 96, 321; mourning dress, 51–3; symbolism , 57
Black, Barbara, 98
black market, 25, 111–12, 126
blue jeans *see* jeans
brand names and logos, 50, 228; couple brands, 235–6; conglomerate-owned, 220; recognition of, 75–6, 80–1, 237

Layout & presentation

- Progressive indents for different levels of headings and turn-over lines

- Line spacing (readable but not double-spaced)

- Continuation lines for interrupted columns of subheadings

- Links (if any) work properly

anti-establishment politics of fashion, □ □ 287–92 *see also* **subcultures**

bell-bottoms, 59, 60

black (colour), 42–7

□ little black dress, 21, 42, 46, 96, □ □ □ 321

□ mourning dress, 51–3

□ symbolism, 57

body decoration, 54–8 *see also* **□ □ cosmetics**

Chambre Syndicale de la Couture □ □ Parisienne, 73, 76, 81, 92, 267

Evaluating and editing indexes – summary

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- If content changes or text flows due to layout changes during indexing, tell the indexer

- Discuss concerns about the finished index with the indexer

- If possible, give indexer an opportunity to review the designed version of index

Please understand that indexing is an intellectual process that takes time.

References & further reading

'Assessing publication-style indexes', in *Style manual for authors, editors and printers*. 6th ed. Revised by Snooks & Co. John Wiley & Sons Australia Ltd, 2002, pp. 283–84

Browne, Glenda and Jermey, Jon, *The indexing companion*. Cambridge University Press, 2007 and *The indexing companion workbook: book indexing*. Browne & Jermey, 2009

'Index evaluation checklist', American Society for Indexing, http://www.asindexing.org/about-indexing/index-evaluation-checklist/

'Why you need an index', Society of Indexers (UK): http://www.indexers.org.uk/index.php?id=132

Information on indexing, including resources & training: Australian and New Zealand Society of Indexers, www.anzsi.org

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