Hong Kong University Press

Indexing Guidelines

Please follow these guidelines when compiling your index. For more information and examples, see Chapter 15 of the *Chicago Manual of Style* (CMOS), 18th edition. If you have any questions about the indexing process, please contact the managing editor.

1. Compile the index using a Word document. There is no need to create a two-column format.

2. We recommend using the word-by-word system for alphabetizing the index entries. Word processing programs typically use word-by-word sorting. In this system, alphabetizing stops after the first word. If two entries have the same word, the next word is considered, and so on. An abbreviation or a hyphenated compound is counted as one word. Alphabetizing continues up to the first parenthesis or comma. It then starts again after the punctuation mark. For more information on the word-by-word system, see CMOS 15.68.

3. Alphabetize by the first important word, disregarding articles and conjunctions unless they are important to the title. Prepositions beginning a title remain in their original position and are not omitted. Nor are they ignored in alphabetizing.

4. Lowercase entries and subentries that are not proper nouns or names. The heading of an index entry is followed by a comma and then page numbers.

    Examples:

    cognitive deficits, 124

    cohesive markers, 100–104, 154, 226

    damage, 25, 38

    England, 69

    English as a second language (ESL), 75–76, 101–8, 208–33

5. HKUP prefers the run-in style for subentries. See CMOS 15.25 for more information and examples. The subentries follow the main entry without starting a new line. They are separated by

semicolons. If the main entry is immediately followed by subentries, it is separated from them by a colon.

6. Use the CMOS system for inclusive numbers (see CMOS 15.14). Roman numerals should be given in full (e.g., xxv–xxvii).

First number	Second number	Examples
Less than 100	Use all digits	4–13
		51–59
		86–107
100 or multiples of 100	Use all digits	100–108
		1700–1745
101 through 109, 201 through 209, etc.	Use changed part only	201–8
		507–82
		1204–9
110 through 199, 210 through 299, etc.	Use two digits unless more digits are needed to indicate all changed parts	543–55
		498–532
		1578–88

7. Cross-references should be inserted at the end of the entry. Italicize *See* and *See also* (unless the words that follow are in italics). In run-in indexes, cross-references follow a period (full stop) but no punctuation should be inserted after them. Cross-reference entries should be separated by semicolons.

Example:

instruction, 3–10, 105–17. *See also* scaffolding; writing

8. If a note is included, refer to it by page, the letter *n* (for "note"; set in roman), and the note number. No internal space is required (e.g., 267n18). If two or more consecutive notes are referred to, two

n's and an en dash are used (e.g., 228nn12–18). See CMOS 15.33–15.36.

9. References to illustrations may be set in italics or boldface, if preferred. A headnote should be inserted at the beginning of the index (e.g., "Page numbers in italics refer to figures and tables."). See CMOS 15.39.

   It is clearer to use *table*, *fig.*, and *plate* (all set in roman font, with no comma following the page number). See CMOS 15.39 for more information.

   Example:

   > solar eclipse, 88 table 9, 122–28, 123 fig. 12

10. Do not use the abbreviation *ff.* Scattered references to a subject over several pages or sections are usually indicated by separate page numbers (e.g., 25, 26, 27). Similarly, avoid using *passim* to indicate scattered references over a number of not necessarily sequential pages. Consider using individual page numbers instead.

11. Use the same spelling, capitalization, italicization, and hyphenation as the rest of your book.