Hong Kong University Press

Indexing Guidelines

Please follow these guidelines when compiling your index. For more information and examples, see Chapter 16 of the *Chicago Manual of Style* (CMOS), 17th edition. If you have any questions about the indexing process, please contact the managing editor.

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

2. Arrange entries in alphabetical order, letter by letter, including subentries. Alphabetizing continues up to the first parenthesis or comma. It then starts again after the punctuation point. Ignore spaces and all other punctuation marks. For more information on the letter-by-letter system, see CMOS 16.58–16.59.

3. Alphabetize by the first important word, disregarding articles and conjunctions unless they are important to the title. Prepositions, however, should be considered when alphabetizing the entries.

4. Common nouns or words are in lower case. Proper nouns are capitalized. The heading of an index entry is followed by a comma and then page numbers.

> cognitive deficits, 124
>
> cohesive markers, 100–104, 154, 226
>
> England, 69
>
> English as a second language (ESL), 75–76, 101–8, 208–33

5. Use run-in style for subentries. See CMOS 16.25 for more information and examples. The subentries follow the main entries without starting a new line. They are separated by semicolons. If the main entry is immediately followed by subentries, it is separated from the subentries by a colon.

6. Use CMOS system for inclusive numbers (see CMOS 16.14). 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
		700–745
110 through 199, 210 through 299, etc.	Use two digits unless more digits are needed to indicate all changed parts	498–532
		543–55

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.

    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 16.111–16.113.

9. References to illustrations should 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 16.141.

    It is clearer to use *table*, *fig.*, and *plate* (all set in roman font, with no comma following the page number). See CMOS 16.116 for more information.

    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. Use individual page numbers instead.