



WVU Press Guidelines for Indexing

In most cases, authors of scholarly books are required by contract to prepare (or hire a professional indexer to prepare) an index. If you are unsure whether you must prepare an index, check your contract or ask your acquiring editor.

The index must be prepared at the same time as you proofread page proofs. The turnaround time is typically three to four weeks. Proofreading your book and preparing an index in the allotted time can be a challenging task. If you wish to hire a professional indexer, the Press can recommend someone, or you can find one through the [American Society for Indexing](#).

Authors and professional indexers alike must prepare indexes for the Press in accordance with chapter 16 of *The Chicago Manual of Style* (17th ed., hereafter CMOS) and these guidelines.

- 1) The Press prefers the indented style of index, especially when sub-subentries are required (CMOS 16.26). Well-prepared run-in indexes are also acceptable (CMOS 16.25).
- 2) An index heading should typically have no more than six page numbers associated with it. If more are required, break the heading into multiple subentries (CMOS 16.10).
- 3) Lowercase each entry unless it is a proper name, title, or other special term capitalized in the text (CMOS 16.11).
- 4) Use inclusive page numbers per CMOS 16.14, or use the full form throughout. Always use the full form for roman numerals (e.g., xx–xxiv).

First number	Second number	Examples
Less than 100	Use all digits	7–27, 51–54, 99–121
100 or multiple of 100	Use all digits	100–103, 400–415
101 through 109, etc.	Use changed part only	105–6, 307–11
110 through 199, etc.	Use two, or more if needed	222–25, 397–402

- 5) Refer to endnotes by page number, the letter *n*, and the note number with no spaces (e.g., 198n5). For *consecutive* notes, double the *n* and use an en dash (e.g., 198nn5–7). Nonconsecutive notes should be referred to separately (e.g., 198n5, 198n7; CMOS 16.111).
- 6) Follow CMOS 16.15–23 for cross-references (i.e., *See* and *See also*). In brief, cross-references should be placed at the end of each entry, not the beginning. The words *see* and *see also* should be italicized, unless the words that follow are italicized (e.g., the title of a

work). Multiple cross-references are separated by semicolons. *See* references are preceded by a period; no punctuation follows. In indented indexes, *See also* references appear on their own line below the subentries.

- 7) If a cross-reference leads to a heading with only one or two page numbers, omit the cross-reference and repeat the entry.

NASA (National Aeronautics and Space Administration), 173–75

National Aeronautics and Space Administration, 173–75

- 8) For titles of works, include the author's name in parentheses. If the title begins with an article (*a, an, the*), place it at the end, preceded by a comma. Conjunctions and prepositions should not be relocated.

Of Men and Women (Buck), 23

New Jim Crow, The (Alexander), 57–59, 101, 103–4

“Temporary Matter, A,” (Lahiri), 42

- 9) File formatting:

- a. Provide the index as a Word document (.doc or .docx).
- b. Double-space all entries.
- c. Use a single column; do not create multiple columns.
- d. To indicate subentries, apply a hanging indent using your word processor's paragraph formatting features. Do *not* use the tab key to create the indent.

Sample Index

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See also *Das Parfum*