



Indexing Style Guide

Style Guide:	<i>The Chicago Manual of Style</i> , 15 th ed. (University of Chicago Press)
Type of Index:	Provide a single index to the text.
Format/style:	Indented; 3 levels are acceptable; 2 levels preferred (heading + subheading)
Front/back matter:	Index introduction and any appendices. Do not index preface.
Notes:	Index all notes containing substantive information on concepts not already discussed in the main portion of the page. Do not index notes containing only bibliographic references.
Index Style:	Indented
Alphabetization:	Word-by-word
Page references:	In full with en–dash
Index section headings:	Upper case letters
Headings:	Lower case except for proper names Use plural headings for countable nouns, singular for uncountable nouns
Subheadings:	Use subheadings when there are more than 5 locators. Sort subheadings in alphabetical order; ignore prepositions/function words in sorting Cross-references from subheadings are acceptable. dogs afghans (<i>See</i> afghan hounds)
Illustrative Material	Index illustrative material separately from text, using italics for the page numbers: Hagia Sophia, Constantinople, west façade, 43–44, <i>43</i> Pala d’Oro, San Marco, Venice, 56, <i>56</i>



- Names: Include significant mentions of people, companies, products, publications and created works (not passing mentions).
- Alphabetize by last name; include works created as subheadings; include qualifier in parenthesis for names if required for disambiguation or identification.
- Dickens, Charles
Great Expectations, 26
- Great Expectations* (Dickens), 26
- Victoria I (Queen of England)
relationship with Disraeli, 32–33
relationship with Gladstone, 36–37
- Titles of works: Include, in italics, with qualifier for creator, when discussion is significant enough to warrant.
- Numbers: Post to initial “numbers” section. Double-post as if spelled out if fewer than 5 locators, otherwise cross-reference.
- Acronyms/abbreviations: Post information at both acronym and spell-out or use cross-reference if more than five locators.
- If the subject is best known by the acronym, such as UNESCO, either double post the information, or post at the acronym, with a cross-reference from the spelled-out version.
- Cross-references: Capitalize and italicize “See” and “See also”; use lower case initial letter on subject of cross-reference:
- cancer. *See* oncology
- Place “See also” references as first subheading.
- cakes
See also cookies; pies
chocolate cake, 127
devil’s food cake, 129
refrigerator cakes, 229–231
- Headnote: Included as necessary