

Document indexing exercise – answer

award winning indexes, subheadings in, 2

Bakewell, KGB, 1

bold type
 for key points on pages, 3
 for main headings, 3

broad entry points needed, 3

children's use of indexes, 1

cross-references, 3–4
 children's books, 1

double postings, 3

entry points, more needed, 3

evidence-based indexing, 1–4

indented subheadings, 3

index usability testing. *see* evidence-based indexing

index users, 1

Jørgensen, Corinne, 1–2, 4

Liddy, Elizabeth, 1–2, 4

locators in children's books, 1

Macmillan research into indexing, 1, 3–4

main headings, distinguished from subheadings, 3

Matthews, Paula, 1

multiple postings. *see* double postings

Olason, Susan, 2–3

page ranges in children's books, 1

research into indexing. *see* evidence-based indexing

run-on (run-in) subheadings, 3

see also references, 3–4
 from broad entry points, 3

see references, 3–4

subheadings
 award winning indexes, 2
 children's books, 1
 distinguished from main headings, 3
 indented versus run-on, 3
 insignificant words in, 2–3

table of contents-style entries, 3

usability testing of indexes. *see* evidence-based indexing

users of indexes. *see* index users

Wittman, Cecelia, 2

Notes:

This is more detailed than you would normally expect an index to be. There are entries that could be omitted (eg, the reference from multiple postings) and that could be compressed (eg, the subheadings under 'subheadings'). In a real index the *see* references to 'evidence-based indexing' could all be made into double entries.