

The Indexing Companion Workbook: Book Indexing

Sample Questions

Send feedback direct to glendabrowne@optusnet.com.au or discuss the book at our Facebook page: <http://en-gb.facebook.com/pages/The-Indexing-Companion-Book-Indexing-Workbook/82315763536>.

1.2 Quoting – questions to ask (TIC pp.8–9)

An editor you haven't worked for previously asks you to quote for the creation of an index to a 250-page book on astronomy which will be due in one month's time. What questions do you need to ask?

3.2 Planning length of indexes (TIC pp.39–40)

An editor has asked you to index a 300-page book. There will be ten pages available for the index, with two columns, and 55 lines per page. How many index entries, on average, should you enter per page?

4.2 Sources and categories of concepts (many indexable terms) (TIC pp.54–55)

Create index entries for the extract below. Assume that the indexing policy is to index all company names, as well as the actions taken by or about them, and the fields in which they are important.

Reed Elsevier will sell Harcourt Assessment and Harcourt Education International from the Harcourt Education division to Pearson plc. Harcourt Assessment provides testing and performance measurement services for educational and clinical use. Harcourt Education International publishes educational materials in international markets.

4.24 Metatopic – 2 (TIC pp.65–67)

Edit the following index extract to remove the metatopic. The topic of the book is soft drink manufacture, and there is not enough space for double entries.

soft drink advertising
soft drink ingredients
soft drink manufacture

7.2 Subheadings – for undifferentiated locators (TIC pp.89–90, 103–104)

7.2a Improve the index array below by using subheadings to distinguish between the undifferentiated locators (page numbers after the main heading).

arms race 17, 23, 28, 30, 48–50, 60–61, 91, 94, 117, 130, 136–137

The information covered by these page numbers includes:

pp.60–61 – the arms race in the context of the Cuban Missile Crisis
p.117 – Ronald Reagan's role
p.130 – Gorbachev's role
pp.136–137 – disarmament agreements
pp.17, 91, 94 – mutual deterrence pacts

The other pages all discuss the topic in general.

7.17 See reference selection – 3 (TIC pp.96–97)

What terms would you use a main heading and *see* references for the following discussion aimed at ‘on-the-ground’ health workers?

The highly addictive drug crystal meth is moving away from clubs and becoming more widely available on London’s streets, a drugs court judge reveals. Crystal meth is also known as methamphetamine and the street names ‘ice’ and ‘glass’. When users were asked why they used crystal meth, they replied:

Ice is exciting
Glass means I can party all night!

7.31 Filing rules – word-by-word or letter-by-letter (TIC pp.104–105)

7.31a Which basic filing rule (word-by-word or letter-by-letter) has been used in the following index extract?

B movies
Bad girl movies
Beach party film
Bildungsroman
black lovage
blackcurrant
blackthorn
blaeberry

7.31b Now put the entries into order according to the other major filing rule.

8.4 Evaluation (editing by editor) (TIC pp.113–114)

8.4b What changes would you make to the following excerpt from the index to a history of a group of Catholic Sisters?

Catholicism 54–56, *see also* education policy
 changes in 191–195
 education policy 59–61, 63
Desmond, Shrley 126
education policy 59–61
Englische Fraulein, *see* English Ladies
English Ladies 23–28, 39
Flynn, Margaret (‘Peg’) 274
Flynn, Peg 197
Little, Andrew 143
Little Sisters of the Poor 192
Little, Thomas 67
Myanmar 282

9.3 How-to book indexing (TIC pp.141)

Create four index entries for the following extract from a book of home hints.

Unblocking sinks and drains

First try clearing the blocked drain by flushing it with boiling water and ammonia, say a cup of ammonia to a bucket of water. If this doesn’t work, place a rubber sink plunger lightly over the opening, fill the sink with water, then pump the plunger up and down several times.

11.2 Overall indexing practice – re-code.com

Create a mini-index for the text sample below. Follow the steps below:

- ⊇ familiarisation – read the text, and think about the sort of content you will index (eg, names, concepts).
- ⊇ concept analysis/marking up – select the concepts that should be included in the index, eg, by highlighting or underlining them.
- ⊇ term selection/typing up – think about the way these entries should be worded, and write them in alphabetical (or other) order.
- ⊇ index structure – as you write the entries, consider the structure of the index, eg, the filing order you will use, the format for locators, and so on.

1. A group of students and artists known as the Carbon Defense League (CDL) has created a website so controversial that key parts of it have had to be deleted.
2. The website was called re-code.com and was a database of bar codes for common supermarket items; guests of the site could download them, print them onto stickers and put them on top of existing bar codes to replace the real, more expensive prices.
3. US retail chain Wal-Mart issued a 'cease and desist' notice and the media responded. Some time later, American CDL ringleader Nathan Martin was interviewed.
4. 'Initially it was about companies in the US that use the rhetoric of revolution and the language of consumer power to sell product,' Martin said. 'We wanted to make 'name your own price' a reality.'
5. 'Name Your Own Price' is a tag line of the US-based Priceline.com.