The Indexing Companion Workbook: Book Indexing

Preface

This workbook is designed for use with the book indexing-related sections of *The Indexing Companion* (TIC) [1]. It does not include exercises on database indexing or other open source indexing.

To use the workbook most effectively you need to have access to *The Indexing Companion,* as it provides background information which will be useful when answering the questions. The workbook does not provide a standalone lesson on the indexing process, although more experienced indexers will be able to do many of the exercises without access to the book.

The sequence of exercises in this workbook matches the sequence of discussions in the text. Page numbers are given when the text contains information that would be useful for answering the questions. The emphasis of the workbook is different to that of the book, however, as some sections lend themselves better to practical exercises than do others.

Exercises are not graded for difficulty. If you find some earlier exercises difficult, leave them and come back to them later. This may be necessary for the early quoting questions which will be easier when you have more experience.

The text samples are short, so when indexing you will have to assume that in the real book the content is 'fleshed out' more. You will be indexing to paragraph numbers. The index samples are also short, and you may have to assume that there are other entries dividing *see* references from their targets. When no page numbers are provided, assume they are there for terms that have *see also* references.

A set of answers is provided. The answers are based on the principles outlined in *TIC*. In general I follow the Australian and New Zealand standard (which is also the international standard) [2] unless I am making a specific point about style. There are, however, many alternative approaches that you may wish to follow or will be obliged to take in a real-life indexing career, and one of the skills of a freelance indexer is being able to adapt to different work environments.

In general this workbook uses the following style: word-by-word filing; subheadings indented (not run-on); page ranges in full (155–156); prepositions and other function words such as 'and' avoided if possible, inverted at times, and, if used, taken into account in filing; entries filed 'as is' not 'as if' (eg, Mc at Mc not at Mac); and a space, not a comma, used before the first page number.

The workbook uses 'entry array' to refer to a main heading and all of its subheadings, references and locators (TIC p.29), thus freeing the term 'entry' to refer to one locator and its associated main heading and/or subheading (TIC pp.28–29). I have used 'filing' to refer to the arrangement/ordering of entries in indexes (http://tiny.cc/Filing).

References are listed in *The Indexing Companion.*

Thanks to Jenny Browne and Jon Jermey for checking the text.

The final exercise is to index this workbook. Enjoy your indexing exploration!

Cheers, **Glenda**.

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[1] Browne, Glenda and Jermey, Jon. *The Indexing Companion* Melbourne: Cambridge University Press, 2007: ISBN 978-0-52168-988-5)

[2] *AS/NZS999:1999 (ISO 999:1996) Information and documentation – guidelines for the content, organization and presentation of indexes*. Homebush, NSW: Standards Australia; Wellington, New Zealand: Standards New Zealand.