

Locators in the index refer to question (and answer) numbers, and occasionally to whole chapters or pages in the preface. Individual sub-questions are not identified separately. Entries may lead to commentary in the answer section where the topic is not apparent in the question.

- 'A', 'An', *see* initial articles
- aaa make all *see*, *see also*, *see under*, *italic*
- abbreviations
 - as index entries 4.8
 - introductory notes about 7.1
- aboutness 4.1
- access points, *see* entry points
- acronyms, as index entries 4.8
- adapting indexes, *see* reuse projects
- alphabetical letter headings 7.42
- alphabetisation, *see* filing
- alternative wordings, *see* regionalisms; term selection
- analysis of text, *see* concept analysis
- annual report indexing 9.1
- appendixes, indexing of 3.1
- arrangement of entries, *see* filing order
- articles, *see* initial articles
- AS/NZS999:1999 p.4
- audience, choice of language for 4.8
- Australian and New Zealand standard p.4
- author indexes, *see also* names
 - books 4.15
 - combined with subjects 3.5
 - periodicals 3.8, 4.16
 - separate from subjects, *see* multiple indexes
 - time taken to create 4.16
- authors
 - questions and advice for 1.4
 - stylistic issues to discuss with 1.5
- bias in indexing 4.5
- biography indexing 9.2
- bold type
 - for locators 7.27
 - for main headings 7.7
- books, *see also* language of the book
 - checking indexes by comparison with 8.2
 - indexes for combined books 1.6
 - quoting per page 11.4
 - sections to be indexed 3.1
- bottom-up analysis of categories 4.3
- brief mentions, *see* passing mentions
- briefs
 - evaluation according to 8.1
 - realistic appraisal of 1.7
- broad categories, *see* categories
- broader terms, *see* references from 7.21
- budgets, *see* quoting
- capitalisation 4.8
 - of recipe names 9.4
 - updating outdated indexes 8.5
- case studies, indexing of 3.1
- catalogues, use in name indexing 4.18, 11.4
- categories (grouping entries), *see also* classification
 - in indexes
 - as index entries 4.28
 - bottom-up analysis to create 4.3
 - cookbook indexing 9.4
 - top-down analysis to create 4.4
- checking indexes, *see* editing; evaluation
- children, page ranges in books for 7.29
- chronological order of subheadings 7.11, 7.12
- cited authors, *see* author indexes
- classification in indexes, *see also* categories
 - final term selection 5.1
 - full use of 4.26
 - minimal use of 4.27
- clients, *see* quoting
- combined indexes (eg. author and subject), *see* multiple indexes
- combining indexes (from multiple books), *see* reuse projects
- commas, letter-by-letter filing and 7.32
- comprehensiveness, *see* length of indexing
- computer hardware Ch 10
- computer software Ch 10
- concept analysis, *see also* term selection
 - bottom-up categories 4.3
 - decisions about indexable terms 11.4
 - granular analysis 4.1
 - many indexable terms 4.2
 - steps in indexing 11.2
 - top-down categories 4.4
- conclusions (in books), indexing of 3.1
- concordance generation from MS-Word 1.4
- consistency in indexing, *see also* errors
 - editing for 8.4
 - parallel construction of subheadings 7.5
 - reuse projects 1.6
- 'continued' notes 7.40
- cookbook indexing 9.4
- copyright 1.3
- corporate bodies (organisations)
 - filing order 7.36, 7.39
 - variant names, and *see* references 7.15
- corrections, *see* editing; errors
- costs, *see* quoting

- cross-references, *see also* 'see also' references; 'see' references
- between separate indexes 8.1
 - between two italicised terms 7.24, 9.7
 - categories in cookbook indexing 9.4
 - compared with classification in indexes 4.26, 4.27
 - error checking 7.24
 - general 7.21, 7.36, 8.3, 9.7
 - identifying and fixing problems 7.24
 - parenthetical material in target 7.36
 - regionalisms 4.12
 - saving time of the user vs 8.2
 - see under* references 7.22
- custom-built publications, *see* reuse projects
- customers, *see* quoting
- dashes, filing rules 7.39
- data entry step 11.2, *see also* term selection
- dedicated indexing software Ch 10
- definitions, parts of an index 2.1
- delivery of indexes, checking proofs 7.40
- depth of indexing, *see also* length of indexes
- design, *see* layout; style; typography
- detailed indexing, *see* length of indexes
- direct order vs inversion 4.8
- personal names 4.19
 - prepositions 7.10
 - ship names 4.9
 - updating outdated indexes 8.5
- disambiguation 4.10
- display, *see* layout; style; typography
- double entry 7.39
- common and scientific names 9.7
 - conversion to as final step 8.4
 - final term selection 5.1
 - regionalisms 4.12
 - see* references vs 7.18, 7.19, 7.20
 - specific and classified entries 4.27
- draft versions of indexes 8.3
- ease of use, *see* usability
- editing, *see also* evaluation; term selection
- as you go, or at the end 8.3
 - checking proofs 7.40
 - cross-references 7.24
 - detective fiction article 11.4
 - edited versions of indexes 8.3
 - final edits in word processing software 8.1
 - final term selection 5.1
 - of subheadings, for clarity 8.4
 - online exercises 8.6
 - updating indexes 8.5
- editions, new, quoting for indexing of 1.3
- embedded indexing Ch 10
- reuse projects 1.6
- emotive language 4.5
- entries, *see also* cross-references; locators; main headings; subheadings; wording of topics
- defined p.4
 - periodical indexes 7.25
- entry arrays, defined p.4
- entry points
- defined 2.1
 - increasing number of 7.8
 - names 11.4
 - personal experience in choice of 9.4
 - updating outdated indexes 8.5
 - using metatopics as 4.23
 - variations in wording, *see* regionalisms
- equivalence, *see* synonyms
- errors, *see also* editing
- researching names 11.4
 - spelling variations 4.22
- estimating, *see* quoting
- evaluation, *see also* editing
- according to briefs 8.1
 - checking proofs 7.40
 - comparing index with book 8.2
- exclusion, criteria for indexing 4.6
- exercises, *see* online exercises
- exhaustivity, *see* length of indexes
- familiarisation with text 11.2
- family histories 4.17
- fees, *see* quoting
- fictional characters 4.19, 7.39
- figures, locators for 7.27
- filing order 7.31, 7.36, 7.39
- defined p.4
 - filing by importance 7.37
 - Greek and Roman letters 7.35
 - index headings beginning with same term 7.38, 8.4
 - introductory notes about 7.1
 - names 4.19, 7.32, 7.39
 - non-alphabetical sequencing of subheadings 7.11
 - non-English names 4.20
 - numbers 7.34
 - prepositions in subheadings 7.10
 - punctuation and symbols 7.33
- fonts, *see* typography
- foreign entries, *see* non-English names; place names; regionalisms
- forewords, indexing of 3.1
- format, *see* layout; style; typography
- function words, *see* prepositions in subheadings
- gathering, *see* categories
- genealogical indexing, *see* family histories

-
- general cross-references 7.21, 8.3
 - common and scientific names 9.7
 - from initial articles 7.36
 - genres to be indexed, *see* biography indexing;
 - fictional characters
 - geographic names, *see* place names
 - glossaries, indexing of 3.1
 - granular analysis 4.1
 - Greek letters, filing rules 7.35
 - grouping entries, *see* categories

 - handbooks, indexing 9.3
 - hardware Ch 10
 - headings, *see* names; subheadings; wording of topics
 - Help indexing 9.6
 - hierarchical levels
 - in subheadings 7.4
 - see* references from broader terms 7.21
 - highlighting step 11.2, *see also* concept analysis
 - homonyms, disambiguation 4.10
 - house style, *see* style
 - how-to books, indexing 9.3
 - HURIDOCS, use in name indexing 4.20
 - hyphens, filing rules 7.39

 - importance, filing by 7.37
 - indentation of turnover lines 7.14, 7.40
 - indented vs run-on subheadings 7.12, 7.13
 - index arrays, *see* entry arrays, defined
 - index entries, *see* entries
 - index layout, *see* layout
 - indexable terms, *see* concept analysis; term selection
 - indexers
 - advice for authors 1.4
 - editing by 8.3
 - final edits in word processing software 8.1
 - size reduction by 7.41
 - variations in filing choices 7.39
 - ways of working 3.6, 8.3
 - work environment Ch 1
 - indexes, *see also* periodical indexes
 - components of, defined 2.1
 - detail in 11.1
 - draft vs final versions of 8.3
 - issues to discuss with authors 1.5
 - planning indexes Ch 3
 - practice in creating 11.1, 11.2, 11.3, 11.4, 11.5
 - separate or combined 3.4, 3.5, 8.1
 - standards for p.4
 - indexing briefs, *see* briefs
 - Indexing Companion*, cited author index 4.15
 - Indexing Companion Workbook*, sample indexes to
 - go online when available 11.5
 - indexing processes 3.6, 8.3

 - initial articles
 - editing 11.4
 - filing rules 7.36, 7.39
 - initial letters, *see* capitalisation
 - integrated indexes, *see* combined indexes;
 - combining indexes
 - internal cross-references 7.4
 - international indexing, *see* non-English names; place names; regionalisms
 - international standards p.4
 - introductions to books, indexing of 3.1
 - introductory notes 7.1
 - abbreviations of names noted in 4.17
 - on filing of numbers 7.34
 - inversion, *see* direct order vs inversion
 - ISO 999:1996 p.4
 - italic type, in cross-references 7.24, 9.7

 - jargon 7.16
 - journal indexes, *see* periodical indexes

 - language of the book 4.8, 4.9
 - emotive language 4.5
 - slang terms 7.17
 - used while indexing, edited later 8.3
 - law, *see* legal indexing
 - layout, *see also* style; typography
 - checking proofs 7.40
 - columns and continued lines 7.40
 - letter headings 7.42
 - space fitting 3.3, 7.41
 - updating outdated indexes 8.5
 - legal indexing, filing initial articles in 7.36
 - length of indexes
 - briefs and 1.7, 8.1
 - criteria for inclusion 11.1, 11.4
 - indented vs run-on subheadings and 7.12, 7.13
 - news-type items 4.2
 - planning 3.2
 - quoting for 11.4
 - see* references vs double entry 7.18
 - shortening an index 3.3, 7.41
 - shorter page ranges 7.29
 - letter headings 7.42
 - letter-by-letter filing 7.31, 7.39
 - commas in 7.32
 - punctuation and 7.39
 - Libraries Australia (now Trove), as name authority 4.18
 - library catalogues, use in name indexing 4.18, 11.4
 - Library of Congress Authorities 4.18, 11.4
 - line wraps, *see* turnover lines
 - line-by-line subheadings, *see* indented subheadings
-

- locators
- after main headings 7.26
 - changes to, quoting for indexing of 1.3
 - charging per number of 11.4
 - introductory notes about 7.1
 - major discussions 7.27
 - noncontinuous discussions 7.30
 - page ranges 7.29, 8.5
 - periodical indexes 7.25
 - punctuation before 7.28, 8.5
 - quoting for changes in 1.3
 - special purposes 7.27
 - undifferentiated 3.3, 7.2
- lower case initial letters, *see* capitalisation
- magazine indexes, *see* periodical indexes
- main headings
- beginning with same term 7.38, 8.4
 - bold font for 7.7
 - ending in numbers, punctuation after 7.28
 - locators belonging to 7.26
 - wording of 4.8, 4.9
- main topics, *see* metatopic indexing
- major discussions 7.27
- marking up 11.2, *see also* concept analysis
- Mc and Mac 7.36
- meaning, *see* concept analysis; regionalisms
- medical indexing 7.17, 9.7
- metatopic indexing 4.23, 4.24, 4.25
- biographies 9.2
 - decisions about 11.4
 - fullness of entries 11.1
 - preferred wording and 4.14
 - reuse projects 1.6
- Microsoft-Word
- concordance generation from 1.4
 - final edits in 8.1
- mistakes, *see* errors
- moral rights 1.3
- Mt and Mount 7.36, 7.39
- multilingual indexes, *see* non-English names; place names; regionalisms
- multiple authors, *see* author indexes
- multiple indexes (eg, author and subject) 3.4, 3.5
- references between 8.1
- name authorities (library resources) 4.18, 11.4
- names, *see also* author indexes; names as subjects
- changes in 4.21
 - disambiguation 4.10, 7.39
 - filing order 4.19, 7.32, 7.39
 - inversion of 4.19
 - non-English 4.20, 7.36, 7.39
 - resources about 4.18, 11.4
- names as subjects 4.13, 4.17, *see also* names
- criteria for inclusion in indexes 11.4
 - decisions about 11.4
 - error checking 11.4
 - organisations 7.15, 7.36, 7.39
 - places 7.36, 7.39
 - quoting for detailed indexing 11.4
 - realistic briefs for indexing of 1.7
 - removing to reduce index size 3.3
- natural language, *see* language of the book
- negative entries 4.8
- negotiations, when quoting 11.4
- new editions, quoting for indexing of 1.3
- New Zealand standard p.4
- newspaper indexing, *see also* periodical indexes, online exercises 9.5
- non-alphabetical sequencing 7.11
- noncontinuous discussions 7.30
- non-English names 4.20
- filing order 7.36, 7.39
- non-inclusion, criteria for indexing 4.6
- notes, *see* introductory notes
- numbers
- filing rules 7.34, 7.39
 - punctuation after entries ending in 7.28
- online exercises
- editing 8.6
 - evidence-based indexing article 11.3
 - newspaper indexing 9.5
 - TIC Workbook* (indexes to go online when available) 11.5
- online help indexing 9.6
- organisations, *see* corporate bodies
- outdated indexes, updating 8.5
- overall indexing practice
- detective fiction 11.4
 - e-Bay 11.1
 - evidence-based indexing 11.3
 - re-code 11.2
 - TIC Workbook* 11.5
- over-analysis of subheadings 7.8
- over-emotive entries 4.5
- page numbers, *see* locators
- page ranges 7.29
- single numbers or combined 8.5
- parallel construction 7.5
- parent terms, *see* broader terms
- parenthetical qualifiers 7.39
- disambiguation 4.10
 - filing order and 7.38
- parts of an index, definitions 2.1

-
- passing mentions
 - non-inclusion 4.6
 - strings of items 4.7
 - 'people first' language 7.20
 - periodical indexes
 - author indexes 3.8, 4.16
 - entries and locators for 7.25
 - news-type items 4.2
 - noncontinuous discussions 7.30
 - planning 3.7
 - personal names, *see* names; names as subjects
 - pharmaceutical indexing 7.17, 9.7
 - place names, filing order 7.36, 7.39
 - planning of indexes Ch 3
 - length of indexes and 3.2
 - selectivity 3.1
 - plural forms 8.5
 - practical books, indexing 9.3
 - prefaces, indexing 3.1
 - preferred wording, *see* wording of topics
 - preliminary material, indexing 3.1
 - prepositions in subheadings
 - filing order 7.10, 7.39
 - splitting headings as alternative to use of 7.9
 - procedures, *see* ways of working
 - proofs, checking 7.40, *see also* editing
 - punctuation
 - after entries ending in numbers 7.28
 - before locators 7.28, 8.5
 - filing order 7.33, 7.39
 - qualifiers, *see* parenthetical qualifiers
 - quality control, *see* editing; errors; evaluation
 - quoting
 - detailed indexing 11.4
 - indexing a sample to check 11.4
 - new editions/page changes 1.3
 - questions to ask 1.2
 - simple index 1.1
 - reducing index size, *see* length of indexes
 - regionalisms 4.11, 4.12
 - drug names 9.7
 - re-indexing using an earlier edition 1.3
 - related terms, *see* 'see also' references
 - resources for name indexing 4.18, 11.4
 - retrospective indexing 3.7
 - reuse projects 1.6
 - run-on vs indented subheadings 7.12, 7.13
 - sample indexing, for quoting 11.4
 - scientific indexing
 - common and scientific names 9.7
 - filing Greek and Roman letters 7.35
 - pharmaceutical terms 7.17, 9.7
 - plant names 4.11
 - wording of topics 4.14
 - sections of books to index 3.1
 - see also* references 7.23
 - between subheadings 7.4
 - choosing when to make 7.23
 - preferred wording and 4.13, 4.14
 - specific vs. classified indexing 4.26
 - see* references 7.39, *see also* synonyms
 - conversion to double entries at last minute 8.4
 - double entry vs 7.18, 7.19, 7.20
 - final term selection 5.1
 - from broader terms 7.21
 - from subheadings 7.19, 7.21
 - inversion of names and 4.19
 - preferred wording and 4.8, 4.13, 4.14
 - selection of 7.15, 7.16, 7.17, 7.20
 - specific vs. classified indexing 4.26
 - to subheadings 7.22
 - use of to shorten indexes 3.3
 - see under* references 7.22
 - selecting terms, *see* term selection
 - separate indexes, *see* multiple indexes
 - sequencing, *see* filing order
 - serial indexes, *see* periodical indexes
 - ships, indexing names of 4.9
 - shortening an index, *see* length of indexes
 - significance, filing by 7.37
 - significant, vs passing mentions 4.6, 4.7
 - single sourcing, *see* reuse projects
 - singular forms 8.5
 - size of indexes, *see* length of indexes
 - slang terms, *see* references and 7.16, 7.17
 - slashes, filing rules 7.39
 - software Ch 10
 - sorting, *see* filing order
 - space needed, *see* length of indexes
 - specialised content (eg, figures), locators for 7.27
 - specialised source materials Ch 9
 - specific vs. classified indexing, *see* classification in indexes
 - spelling variations 4.12, 4.22
 - St and Saint 7.36, 7.39
 - standards p.4
 - steps in indexing 11.2
 - strings of items 4.7
 - style, *see also* layout; typography
 - discussing options with authors 1.5
 - updating outdated indexes 8.5
 - used in this workbook p.4
-

- subheadings
- adding more than required 7.2
 - adding to automatically-generated lists 1.4
 - classification in indexes 4.26, 4.27
 - concise wording of 7.3
 - cross-references between hierarchical levels within 7.4
 - editing for clarity and conciseness 8.4
 - fuller information from 7.6
 - grouping during editing stage 8.3
 - indentation of turnover lines and 7.14
 - indented vs run-on 7.12, 7.13
 - moving all locators to 7.26
 - non-alphabetical sequencing of 7.11
 - over-analysis of 7.8
 - parallel construction 7.5
 - periodical indexes 7.25
 - prepositions in 7.9, 7.10
 - shortening indexes by removal of 3.3
 - starting with 'The' 11.4
 - subsubheadings vs *see* references 7.19
 - undifferentiated locators and 7.2
 - updating outdated indexes 8.5
 - visually distinguished 7.7
- subjects (topics), *see* categories; concept analysis; multiple indexes; names as subjects; term selection; wording of topics
- symbols, filing of 7.33
- synonyms
- final term selection 5.1, 8.4
 - name variants and *see* references 7.15
 - regionalisms 4.11, 4.12
- tables, locators for 7.27
- task-oriented indexing, *see* how-to books, indexing
- term selection, *see also* concept analysis; editing; names; wording of topics
- editing final entries 5.1
 - see* references and 7.15, 7.16, 7.17, 7.20
 - steps in indexing 11.2
- text, *see* books
- textbooks, sections to be indexed 3.1
- 'The', *see* initial articles
- The Indexing Companion*, cited author index 4.15
- The Indexing Companion Workbook*, sample indexes to go online when available 11.5
- titles (of books, articles and shows) 7.36, 7.39
- titles (of people) 4.19
- top-down analysis of categories 4.4
- topics (subjects), *see* categories; concept analysis; multiple indexes; names as subjects; term selection; wording of topics
- Trove, *see* Libraries Australia
- turnover lines
- editing to reduce number of 7.41
 - indentation of 7.14, 7.40
- typeset proofs, checking 7.40, *see also* editing
- typing up 11.2, *see also* term selection
- typography
- bold for locators 7.27
 - for special purposes 7.7
 - italic in cross-references 7.24, 9.7
 - space fitting 3.3, 7.41
 - subheadings distinguished through 7.7
- typos in books 4.22, 11.4, *see also* editing
- undifferentiated locators
- subheadings for 7.2
 - use of to shorten indexes 3.3
- updating indexes 8.5
- upper case initial letters, *see* capitalisation
- up-posting 5.1
- usability
- cross-references vs saving time of the user 8.2
 - editing subheadings for clarity 8.4
 - indented vs run-on subheadings 7.12, 7.13
 - reduction in turnover lines 7.41
- users, choice of language for 4.8
- variations in wording, *see* regionalisms; term selection
- visual display, *see* layout; style; typography
- ways of working 3.6, 8.3
- word processing software
- concordance generation from 1.4
 - final edits in 8.1
- word-by-word filing 7.31, 7.36, 7.39
- wording of topics 4.8, 4.9, 4.13, 4.14, *see also* editing; regionalisms; term selection
- combining entries 8.4
 - concise wording of subheadings 7.3, 8.4
 - see* references from less preferred terminology 7.20
 - steps in indexing 11.2
 - updating outdated indexes 8.5
 - variation in books being indexed 4.22
- work environment Ch 1
- wraparound lines, *see* turnover lines
- writing up 11.2, *see also* term selection