

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 - updating outdated indexes 8.5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