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INDEXING

In general, the University of Iowa Press follows the guidelines set by the *Chicago Manual of Style*. The chapter on indexing is the best reference for all the abstract, theoretical decisions an author will make when deciding what to include in the index and for the specific formatting rules to follow.

When preparing the index, please set the document for double spacing but not double columns. We ask that the index be **no longer than 30 pages (single-column, double-spaced)**.

A rule of thumb, when deciding what to include in the index, is to ask yourself: will the reader actually learn something about that subject by referring to the page you're indexing, or will they will just see the name mentioned, and nothing else? In other words, just include those names, titles, and concepts about which substantive information is given.

Some Stylistic Considerations

- Do not include titles such as Rev., Dr., Mr., and Mrs. in the index. So, Dr. John Allen Doe would be simply: Doe, John Allen
- Page numbers should conform to the way they appear in the manuscript, so pages 421 through 425 would be 421–5 or 421–25 or 421–425 (pick one style and be consistent throughout); pages 101 through 105 would be 101–5, 101–05, or 101–105 (whichever way used in the text, notes, and bibliography; again, the key is consistency). Note the use of an **en-dash rather than a hyphen** between the numbers, but if unfamiliar with how to make an en-dash, the Press can convert them.
- Use word-for-word rather than letter-by-letter (dictionary style) alphabetization. See *The Chicago Manual of Style* for further information about the differences in these two styles.
- Indented (and sub-categorized) entries are formatted and alphabetized as below. Notice that the words “and,” “of,” and “as” are ignored when used as first words in a phrase.

Smith, Don: childhood, 14–16; education, 24–28; as professor, 56, 58, 120; time in California, 48–52; and University of Iowa classes, 124–28

Smith, Don, 29, 85, 92; childhood, 14–16; education, 24–28; time in California, 48–52; and University of Iowa classes, 124–28

- “See” and “See also” entries like this:

Indians, American. *See* Native Americans
cattle, 29, 42, 101. *See also* livestock

- Front matter (preface, introduction, foreword) and back matter (appendix, notes, bibliography), should ordinarily not be indexed.