



## Index

This is an index to subjects. The only cited works that have been indexed are standards and style guides. Figures are indicated by the letter ‘f’. Word-by-word filing has been used, with entries filed ‘as is’ rather than ‘as if’. The metatopic – indexing – is treated as a significant entry point. Nonetheless, as the whole subject of the book is indexing, not everything can be indexed under that term, and specific headings have been used as necessary. The word ‘indexing’ has been removed from headings where possible (e.g., using ‘encyclopedias’ not ‘encyclopedia indexing’). Individual website names have not been indexed, but are listed in the appendix. The index was created by Glenda Browne, a registered member of the Australian and New Zealand Society of Indexers.

- ‘A’, filing of 64, 107–108
- A to Z indexes, *see* book-style indexing
- AACR2 62, 152
- abbreviations, indexing of 58
- Aboriginal names 62–63
- aboutness 54
- abstracts 75–76
- academic indexing, *see* bibliographic
  - database indexing; scholarly indexing
- Access, indexing using 178–182
- accounting software 192
- accuracy, *see* consistency; editing of
  - indexes; evaluation
- acronyms, indexing of 58
- active users, paradox of 22–23
- adapting indexes, *see* updating and adapting
  - indexes
- adjectives, entries starting with 59
- Adobe FrameMaker 185–186
- Adobe InDesign 186
- Adobe PageMaker 186
- Adobe PDF, *see* PDF documents
- adverbs, entries starting with 59
- advertisements, indexing of 47–48, 147
- advertising indexing services 7–8
- African indexes 46, 52
- after-the-fact indexing projects, *see*
  - retrospective indexing
- AGLS 34–35, 160
- agreement, *see* consistency; controversies
  - about indexing; standards
- aliaINDEXERS mailing list 12
- ALISA 197
- alphabetical letter headings 112
- alphabetically-arranged books,
  - supplemented by indexing 89
- alphanumeric order, *see* filing order
- Amazon’s Search Inside the Book 202–203
- ambiguity, *see* disambiguation
- American Society of Indexers (ASI) 4
  - finding indexers through 17–18
  - publications from 128
  - salary survey 8, 128
  - Web Indexing SIG 171
- ampersand, filing of 105–106
- ‘An’, filing of 64, 107–108

- analysis, *see* concept analysis  
 ‘and’ in subheadings 91, 93  
*Anglo-American Cataloguing Rules* 62, 152  
 animal names 162–163  
 announcement lists 12  
 annual indexes, *see* serials indexing  
 annual reports 99, 129  
 ANSI/NISO . . ., *see also* NISO . . .  
 ANSI/NISO Z39.19 33, 59, 81, 84  
 ANSI/NISO Z39.50 134, 153  
 ANSI/NISO Z39.85 34–35  
 antonyms 96, *see also* synonyms  
 ANZSI, *see* Australian and New Zealand Society of Indexers  
 appendixes, indexing 38  
 Apple, *see* Macintosh computers  
 applications help indexing, *see* online help indexing  
 archives 160–161  
   data warehouses 133  
   defined 30  
   images and videos 144, 167  
   school magazines 148  
   standards for 33, 122  
 arrangement of entries, *see* filing order  
 art works, *see* multimedia indexing  
 artefacts 156, *see also* museum cataloguing  
 articles (grammar) 64–65, 89, 107–108  
 articles (writings), *see also* journal indexing  
   e-print repositories 134–135  
   indexing focus on level of 200–201  
   indexing titles of 65  
   structured author abstracts for 76  
 AS ISO 15489 33  
 AS/NZS 999:1999 31–32  
   on checking index proofs 110–111  
   on completeness of documents 41  
   on ‘continued’ lines 111–112  
   on crediting indexers 110–111  
   on dealing with errors in text 65  
   on filing order 92, 106–108  
   on function words in subheadings 91–92  
   on headings beginning with the same term 109–110  
   on indention and turnover lines 95  
   on locators 99, 102–103  
   on *see also* cross-references 96–97  
   on selectivity of indexing 37–38  
 ASAIB, *see* Association of Southern African Indexers and Bibliographers  
 ASCII filing order 105–106  
 ASI, *see* American Society of Indexers  
 Ask a Librarian services 173–174  
 assimilation bias 23  
 Association of Southern African Indexers and Bibliographers (ASAIB) 4  
   finding indexers through 17–18  
   publications of 128  
 associative relationships 80–81, 84  
 atlas indexing 140–141  
 audience, *see* users  
 audiovisual indexing, *see* multimedia indexing; sound indexing; video indexing  
 AusSI, *see* Australian and New Zealand Society of Indexers  
 Australian Aboriginal names 62–63  
 Australian and New Zealand Society of Indexers (ANZSI, formerly AusSI) 4  
   finding indexers through 17–18, 128  
   history of 4  
   recommended rate 8  
 Australian Government Locator Service 34–35, 160  
 authority files 79, 150, 152  
 authors, *see* cited authors; writers  
 AutoHotkey 192  
 automated categorisation 84  
 automated error checking 115  
 automated image retrieval 144–145  
 automated indexing, *see also* machine-aided indexing  
   consistency of 117  
   database indexing decline due to 197–198  
   evaluation of 114–115  
   software for 187–188  
 automated reasoning, ontologies and 84–85, 169–170  
 automated translation 46  
 awards for indexing 93, 114  
 backing up 42, 191–192  
 bad breaks 111–112  
 berrypicking 22  
 bias in indexing 55–56  
 bibliographic database indexing, *see also* collection indexing; machine-aided indexing; thesauruses  
   as substitute for periodical indexing 198  
   fees for 9  
   granularity of 74  
   history of scientific 162  
   links or citations as locators 100

## Index

- bibliographic database indexing (*cont.*)
  - metatopic indexing 67
  - number of terms allocated 72
  - planning 47–48
  - viability of 74–75, 196–198, 200–201
- bibliographic information, *see* collection
  - indexing; description, bibliographic; library cataloguing
- bibliographies
  - in books, indexing of 38
  - indexing of 129
  - TEI coding for 124
- bills (invoices) 9
- binomial names 162–163
- biographies 56–57, 66, 129–130
- biological names 162–163
- body parts, singular forms of 163–164
- ‘boilerplate’ text (repeated content) 137, 142
- bold type
  - locators 100–102
  - main headings distinguished using 59, 90, 95
- book editors, *see* editors
- book indexing, *see also* book-style indexing; scholarly indexing; scientific publications
  - briefs for indexers 16
  - children’s books 23–24
  - classification in 67–68
  - computer books 43, 122, 141–142
  - concept analysis 53–54
  - consolidated local history indexes 140
  - cookbooks 142
  - e-books 135–137
  - future of 198–200, 202–203
  - gardening books 163
  - handbooks 141–142
  - indexes as marketing tools 202–203
  - legal publications 149–150
  - textbooks 18, 23–24, 166–167
  - web-based book indexes 170–171
- book production, *see also* custom-built publications; embedded indexing
  - cost of books 199
  - digitisation projects 173, 202–203
  - markup languages 119–120, 122, 124
  - numbers published 198–199
  - standards for e-commerce 34
- book reviews, indexes noted in 114
- book-style indexing (closed system), *see also* book indexing; embedded indexing; website indexing
  - basic principles 58–59
  - briefs for indexers 16
  - classification in 67–68
  - consistency of 115–116
  - defined 29–30
  - delivery formats 110–111, 176
  - editing as you index 69–71
  - evaluation of 113–114
  - interoperability 117–118
  - non-English indexing 45–46
  - of documents on the web 170–171
  - periodical indexing similarities to 76
  - planning 37–46
  - term selection 57, 69–71
  - ways of working 41–46
- book titles 65
- book-type serials 30, 45
- Bookends software 186, 187
- books about indexing
  - society publications 128
  - standards 31–36
- Boolean searching 24, 87–88
- botanical names 89, 163
- boxed text, indexing of 38–39
- brief mentions 56–57, 130
- briefs for indexers 16
- Britain
  - filing of ‘Mc’ in 108–109
  - Society of Indexers 4, 8, 128
  - standards 31–33
- broadening searches, *see* recall and precision
- broader (parent) terms
  - in thesauruses 80–81
  - indexing under 72
- Browne, Glenda, citation of and by 131
- browsing, *see* book-style indexing; information architecture
- BS 8723 119
- BS ISO 999:1996 31–32, *see also* AS/NZS 999:1999
- Business Entry Point website 6
- business management 6–7
  - software for 192–193
- Cambridge University Press, XML-based indexing 121

## Index

- Canada 46  
   indexing society 4  
   regionalisms 60–61  
 capital initial letters 59  
 card sorting technique 83  
 cartographic materials, *see* geographic materials; geographic names  
 cartoons 143  
 case studies 38–39  
 cataloguing, *see* library cataloguing; metadata; museum cataloguing  
 Categories for the Description of Works of Art 35  
 categorisation 24–25, 60, *see also* classification; gathering  
   automated 84  
   faceted metadata 77–78  
   information visualisation 169  
   thesaurus structure 81, 83  
 CD-ROMs, indexing of 130–131  
   CDDB music database 165  
 CDWA 35  
 chapter authors, indexing of 61  
 characters, fictional 63–64  
 charging for jobs, *see* fees  
 checking, *see* editing of indexes; evaluation  
 chemical names 106–107, 164  
*Chicago manual of style* 33  
   hybrid-style subheadings used in 94  
   on filing order 107, 109  
   on page ranges 102–103  
   on place names starting with ‘The’ 64–65  
 child terms, *see* narrower (child) terms  
 children  
   as index users 23–24  
   image indexing for 143  
   knowledge of alphabet 23–24  
   music indexing for 165  
   passing mentions and 57  
   working from home with 11–12  
 China Society of Indexers 4  
 Chinese indexes  
   Australian exports and 201  
   bibliographic database indexing 52  
   character filing order 46  
   thesaurus compatibility 119  
 chunking of information, *see* custom-built publications; granularity; units of retrieval  
 CINDEX 176–177  
 citation details, *see* description, bibliographic  
 citation indexing 131  
 cited authors 61–62, 147, *see also* name headings; writers  
   Access case study 178–82  
   multiple 50  
 classification 24–25, *see also* categorisation  
   free-text search complemented by 67–68  
   in book-style indexes 67–68  
   library-style 24, 100, 151–152, 166  
 clients 201, *see also* editors; writers  
   overseas 196, 201  
 closed system indexing, *see* book-style indexing  
 cloud maps (tag clouds) 101, 172  
 clusty.com 60  
 CMSs 145–147  
 co-extensive index terms 48  
 collaborative tagging 77, 172, *see also* metadata  
 colleagues, *see* peer review; societies of indexers  
 collection indexing (open system), *see also* bibliographic database indexing; controlled vocabularies; *names of specific formats*, e.g. *archives*  
   basic indexing principles 58–59  
   briefs for indexers 16–17  
   concept analysis 53–54  
   consistency of 116–117  
   cross-references in 97  
   defined 29–30  
   delivery formats 110–111  
   displayed or searchable 87  
   editors’ role in 15  
   evaluation of 114–115  
   factors influencing quality 115  
   headings beginning with the same term 109–110  
   hierarchies and 25  
   interoperability 118–119  
   locators in 100  
   major discussions in 101–102  
   multiple authors 13  
   non-English indexing 52  
   periodical indexing similarities to 76  
   planning 47–52  
   subheadings 90  
   term selection 57, 59, 72–78

## Index

- collection indexing (open system) (*cont.*)
  - types of analysis 54
  - ways of working 50–51
- Collections Australia Network (CAN) 156
- columns in indexes 111–112
- combination order 48, 90
- commas
  - before locators 102
  - in letter-by-letter filing 105
- compatibility, *see* consistency; interoperability
- completeness of documents 41, *see also* repagination
- completeness of entries 65
- compliance indexes 129
- compound terms in controlled vocabularies 82, 84
- comprehensiveness, *see* depth of indexing; selectivity of indexing
- compressed page ranges 102–103
- computer books, indexing of 43, 122, 141–142
- computer hardware 193
- computer security 191–192
- computers in indexing, *see* automated indexing; machine-aided indexing; software
- concept analysis 53–57, *see also* selectivity of indexing; term selection
  - aboutness 54
  - categories of terms 55, 115
  - consistency in 115
  - indexing non-existence of content 56
  - machine-aided indexing 73–75
  - multimedia indexing 143, 154–155
  - names as subjects 62
  - over-analysis in subheadings 90–91
  - thesauruses 81–82
  - types of analysis 54
- concept maps 70
- concordances 14, 46
  - from ‘go’ words 185–187
- conditional text 126
- conjunctions (‘and’) 91, *see also* function words
- connections, *see* interoperability
- connotative level of indexing 143, 154–155, *see also* meaning
- consistency 115–117, *see also* controlled vocabularies; interoperability; team indexing
- data dictionaries 85–86
- embedded indexing 127
- inconsistencies in text 65
- library cataloguing 151–153
- mappings between thesauruses 118–119
- parallel construction 90
- retrospective and cumulative indexing 49–50
  - searching past work to ensure 72
- consolidation of indexes 138–140, 202–203
- construction of texts, *see* custom-built publications
- content
  - DOIs (Digital Object Identifiers) 35–36
  - standards for 34–35
- content analysis, *see* concept analysis
- content-based image retrieval 144–145
- content management systems 145–147
- ‘continued’ lines 111–112
- continuing indexing, *see* collection indexing
- continuous discussions 103
- contracted page ranges 102–103
- contracts 10–11
- controlled vocabularies, *see also* metadata; name authority files; synonym rings; taxonomies; thesauruses
  - avoiding the metatopic in 67
  - collection indexing 51, 115
  - compound terms in 82, 84
  - consistency and 116–117
  - defined 30
  - faceted classifications 77–78
  - factors influencing quality 115
  - free-text and MAI compared with 73–75
  - in database planning 48
  - library cataloguing 150–153
  - standards for 33
  - team indexing 138
  - term selection 57, 72–73, 79–86
  - user-oriented indexing and 21
- controversies about indexing
  - compressed page ranges 102–103
  - dealing with errors and missing information 65
  - filing order 91–93, 104–110
  - function words in subheadings 91–93
  - indexing ‘indexing’ 66–67
  - locators at main heading 100–101
  - metatopic indexing 65–67

## Index

- over-analysis in subheadings 90–91
- passing mentions 56–57, 130
- use of cross-references 99
- controversies, indexing of 55–56
- cookbooks 142
- copyright 11, 35–36, 169
- corporate indexing, *see also* annual reports; intranet indexing; online help indexing; records management
  - General Motors images 144
  - Shell Film Unit sounds 166
- corporate names 61–64
- correspondence, indexing of 56–57, 131–132, *see also* records management
- costs, *see* fees; funding
- countries, *see also* non-English indexing
  - indexing practices in 45–46, 52
  - outsourcing of work to 196, 201
- coursepacks, *see* custom-built publications
- ‘Coward, Noel, not mentioned’ 56
- Creative Commons 169
- cross-database searching 133, 152
- cross-references 96–99
  - between synonyms in thesauruses 72
  - checking 98
  - editing 70
  - in classified indexes 67–68
  - placement and style 98
  - team indexing 139
  - user responses to 23, 99
- crosswalks between systems 77, 118, 122, 134
- CSI (China Society of Indexers) 4
- culinary indexing 142
- cumulative indexing 49–50
- curators, museum 155–156
- custom-built publications 132–133, 199
  - DOIs and 35–36
  - embedded indexing and 126
  - metatopic indexing and 67
  - topic maps and 85
- customers, *see* clients
- data dictionaries 85–86
- data entry step 42
  - Access forms 181–182
  - number of passes 43–44
  - term selection and 57
  - without marking up 43
- data manipulation using Excel 182–183
- data mining 133
- data warehouses 133
- database-style indexing, *see* collection indexing
- databases, *see* Access; bibliographic database indexing; crosswalks between systems
- decision making, *see* deferred decisions; planning
- dedicated indexing software 41, 57, 176–179
  - cross-reference checking 98
  - DEXter and 184
  - grouping function 70
  - incrementing page numbers 45
  - team indexing 138–139
- deferred decisions 42–43, 69–71
- definitions 26–30
  - glossary entries in indexes 38
  - legal indexing 149
  - scope notes in thesauruses 81
- delivery format 110–111
- denotative level of indexing 143, 154–155
- depth of indexing 29, 115, *see also* exhaustivity; length of indexes; specificity
  - bibliographic database indexing 48
  - periodicals 48
- description, bibliographic 152–153, *see also* library cataloguing
  - CDDB music database 165
  - fields in database indexing 48
  - resource description using RDF 123–124
  - standards for 34–35
- descriptions (metadata abstracts) 76
- detail, *see* depth of indexing; granularity
- Deutsches Netzwerk der Indexer 4
- DEXter 184
- diacritics, filing of 105–106
- diaries, indexing of 131–132
- digital libraries 133–135, *see also* library cataloguing; web-based resources
  - defined 30
  - for children 24
  - OAI-PMH 33, 133–134
  - passage level indexing 136
- digital music 165–166
- Digital Object Identifiers 34–36
- digitisation projects 173, 202–203
- direct order, *see* inverted headings
- directories, web 84, 135, 169, *see also* web-based resources

## Index

- disambiguation 60  
   name headings 64–65, 79  
   Wikipedia 137–138
- discontinuous discussions 103
- discussion lists 12, 192–193
- displayed indexes, *see* book-style indexing
- DNI 4
- Do Mi's First Rule 55
- DocBook 122
- document-oriented indexing 21–22, 53–54
- Document Type Definitions 122
- documents for indexing, *see also* book  
   production; completeness of  
   documents; custom-built publications;  
   government documents; PDF  
   documents; records management  
   as authority for term selection 58  
   planning bibliographic database scope  
   47–48  
   reporting errors in 65  
   web documents 170–171
- DOIs (Digital Object Identifiers) 34–36
- domain-specific indexing 159
- double entries 58–59, 97, 108
- Dragon* magazine indexes 148
- Dragon Naturally Speaking 192–193
- drop-down lists 77
- DTDs 122
- Dublin Core 34–35  
   digital libraries 134–135  
   video indexing 167
- duplicated content ('boilerplate' text) 137, 142
- DVD indexing 130–131
- e-book indexing 135–137
- e-commerce standards 34–36
- e-GMS (UK) 34–35
- e-learning metadata standard 35
- e-mail, indexing of 161–162
- e-print repositories 134–135
- e-resources, *see* digital libraries; search engines; web-based resources
- EAD (Encoded Archival Description) 122
- economics of database indexing 196–198, *see also* fees
- EDGE database 74–75
- editing of indexes, *see also* evaluation; term selection  
   book-style indexes 42–43, 69–71, 98  
   machine-aided indexing 73–75  
   team indexing 138–139
- editions, revised, *see* updating and adapting indexes
- editors 15–18, 48–50, 113–114, *see also* clients
- EdNA Metadata Standard 35
- education in indexing 3–4, 52
- educational materials, *see also* textbook indexing  
   archival school magazines 148  
   custom-built publications 132–133  
   metadata standards 35
- efficiency, *see* indexing processes
- electronic . . ., *see* e- . . .
- elided page ranges 102–103
- email, *see* e-mail, indexing of
- embedded indexing 124  
   coordination of 125  
   disadvantages of 127  
   DocBook 122  
   e-books 136  
   future of 202  
   HTML Indexer 189–190  
   'live' documents 125  
   online help indexing as 158  
   software for 183–186  
   uses of 125–126  
   vs repagination 45
- EmDEX 186
- Emotional dictionary* 155
- employers, working for 5
- Encoded Archival Description 122
- encyclopedias 101, 137–139, *see also* team indexing
- endnotes and footnotes 38, 88–89, 101
- enthusiast indexes 148
- entity-oriented analysis, *see* document-oriented indexing
- entries, *see also* main headings; subheadings  
   charging by number of 9  
   completeness of information in 65  
   defined 9, 26–29  
   first words in 28, 59  
   number allocated, *see* exhaustivity
- entry-a-line subheadings, *see* indented subheadings
- entry arrays  
   defined 29  
   spaces between 95
- entry step, *see* data entry step

## Index

- equivalence relationships 80, *see also*  
 synonyms
- errors in index use, *see* research into index  
 use
- errors in texts, indexers' role 65
- estimating fees, *see* fees
- European language indexes 46
- evaluation 113–115, *see also* editing of  
 indexes
- Excel, indexing using 182–183
- exchanging information, *see* interoperability
- excluded material, indexing non-existence  
 of 56
- exhaustivity (number of terms) 29, 54–55,  
*see also* depth of indexing; granularity;  
 selectivity of indexing  
 collection indexing 72  
 indexing level between title and abstract  
 74–76  
 line numbers as locators 101  
 overindexing 44, 75
- experience, gaining 7
- exploded searches 72
- exporting indexing skills 196, 201
- faceted metadata 77–78, 150–151
- FacetMap 77–78
- false drops 67–68, 73, 168, *see also*  
 disambiguation
- familiarisation step  
 book-style indexing 41–42  
 collection indexing 50–51
- family history materials 56–57, 140
- federation (cross-database searching) 133,  
 152
- fees 8–9, 13  
 ASI salary survey 8  
 database indexing 9  
 per hour 8, 147  
 per index entry or locator 9  
 per issue or article 147  
 per page or per word 8–9  
 problems with payment 9–10
- fiction 139–140  
 aboutness and meaning 54  
*Dragon* magazine indexes 148  
 indexing of to avoid Galsworthy's  
 grumbings 139–140  
 library cataloguing 151  
 fictional characters 63–64  
 'fiddling' filing 22, 104–110
- fields in database indexing 48, 168  
 crosswalks between systems 118
- figures 38–39, 101, 142
- filing order 104–110, *see also* function  
 words; initial articles  
 archives in order of accumulation 161  
 filing 'as if' 22, 104–110  
 filing by importance 109  
 Greek letters and numbers 106–107  
 headings beginning with the same term  
 104–105, 109–110  
 'Mt', 'St' and 'Mc' 108–109  
 non-roman scripts 46  
 notes about 88–89  
 punctuation, symbols and diacritics  
 105–106  
 user expectations about 19–20  
 word-by-word and letter-by-letter  
 104–105
- finding aids (archives) 122, 161
- finding indexers 17–18
- finding work 7–8
- Finland, ontology development in 156
- Flamenco code for faceted metadata  
 77–78
- Flickr 143
- folk classifications 24–25
- folksonomies 146, 172, *see also* taxonomies
- fonts, *see* typography of indexes
- footnotes, indexing of 38, 88–89, 101
- foreign clients 196, 201
- foreign language indexing, *see* non-English  
 indexing
- forest and tree entries 43
- formats being indexed 128–174  
 subheadings to indicate 83, 90
- formats, output 110–111, 176, *see also*  
 interoperability  
 Access 181  
 single-sourcing 125–126
- FrameMaker 185–186  
 Sonar Bookends and 186
- framework, *see* structure of indexes
- France, indexing in 46
- free-text, full-text search 73–75, 168–169,  
*see also* search engines  
 broad subject codes as complement to  
 67–68  
 database indexing decline due to 197  
 e-books 23, 136  
 intranets 81–82



## Index

- freelance indexing 5–6, *see also* business management; clients; fees  
 from home 11–12  
 marketing 7–8  
 with children 11–12  
 French-language indexes 46  
 FTP (file transfer protocol) sites 44  
 full-text search, *see* free-text, full-text search  
 function words (prepositions) in subheadings 91–93, *see also* initial articles  
 functional classification 160  
 Functional Requirements for Bibliographic Records (FRBR) 152–153  
 funding for bibliographic database indexing 196–197, *see also* fees  
 future of indexing 195–204  
 online help indexing 159  
 other jobs that require indexing skills 203
- gardening books 163  
 gathering, *see also* categorisation; metatopic indexing  
 categories of terms to select 55, 115  
 during editing 70–71, 139  
 harvesting resources for digital libraries 133  
 genealogical materials 140, 160–161  
 general cross-references 96, 163  
 generality, *see* specificity  
 genres of material to be indexed, *see* biographies; fiction  
 geographic materials 140–141  
 geographic names 64–65  
 fictitious places in library catalogues 151  
 filing ‘The’ in 107  
 place subheadings 90
- Germany  
 Deutsches Netzwerk der Indexer 4  
 German language indexes 46
- Getty Foundation thesauruses 64–65, 144  
 Getty Images 143  
 Glindexes 38  
 globalisation of indexing 196, 201  
 glossary entries in indexes 38  
 glosses, *see* parenthetical qualifiers  
 ‘go’ words 185, 187  
 Good Practice website 33  
 Google 155, 172  
 book digitisation 173, 202–203  
 Google Answers 173–174  
 Google Scholar 131, 168–169  
 image search 145  
 news search 157  
 standard evaluation measures not used by 73  
 video search 167–168
- government documents, *see also* annual reports; records management  
 e-mail indexing 161–162  
 non-alphabetical sequencing of States 93–94  
 value of metadata for 77
- granularity 29, *see also* exhaustivity; units of retrieval  
 bibliographic database indexing 74  
 DOIs and 35–36  
 library cataloguing vs. indexing 150
- graphics, *see* figures; image indexing; information visualisation
- Greek letters, filing of 106–107
- grouping, *see* gathering
- guidance for users, *see* ‘fiddling’ filing; introductory notes
- handbooks, indexing of 141–142, *see also* computer books  
 hardware 193
- Hart, Pro, check cell DNA 143
- harvesting resources, *see* digital libraries: OAI-PMH
- headings, *see* main headings; name headings; subheadings  
*Health and Ageing Thesaurus* 75  
 health at work 193–194  
 HealthInsite database 75
- help indexing, *see* online help indexing
- heuristics (usability guidelines) 20–21
- hierarchical relationships, *see also* classification  
 as guide in information seeking 25  
 exploded searches to retrieve narrower terms 72  
 in EAD and records management 122  
 in *see also* references 96  
 in thesauruses 80–81, 83  
 indexing under broader terms 72
- highlighting step, *see* marking up (highlighting) step
- historical projects, *see also* archives; retrospective indexing

## Index

- local history 140, 156–157
- oral history 167
- Hofstadter, Douglas, on the meaning of
  - meaning of meaning 154
- homographs, *see* disambiguation
- house styles, *see* style sheets
- how-to books, indexing of 141
- HTML Indexer 125, 189–190
- HTML/Prep 189
- hubs, *see* digital libraries; directories
- humorous indexes 46
- ‘Humpty Dumpty’, indexing of 57
- HURIDOCS 62
- hybrid-style subheadings 34
- hyphens, in filing 105–106
  
- IA, *see* information architecture
- identifiers, standards for 35–36
- IEEE LOM (Learning Object Metadata)
  - standard 35
- IFLA
  - section on cataloguing 152
  - working group on thesauruses 33
- illustrations in books 38–39, 101, 142, *see also* image indexing
- image indexing 142–145
  - collaborative tagging 172
  - levels of meaning 154–155
  - search engines 143–145, 155
- imaginative texts, *see* fiction
- inactive records, *see* archives
- inclusion of entries, *see* concept analysis;
  - selectivity of indexing
- inclusive numbers, *see* locator spans
- inconsistencies in indexing, *see* consistency
- inconsistencies in text, indexers’ role 65
- incrementing page numbers 45
- Indecs standard 34–36
- indented subheadings 94–95
- indented turnover lines 95
- InDesign 186
- index entries, *see* entries
- index headings, *see* main headings;
  - subheadings
- Index-L mailing list 12
  - ‘a quick inversion question’ 64
  - on, *see* references 98–99
  - on user approaches to ‘The’ 108
- index terms, *see* controlled vocabularies;
  - term selection
- Index Tools Professional 185–186
  
- index users, *see* users
- indexability, *see* concept analysis; selectivity
  - of indexing
- IndexAssistant for Word 185
- indexees, response to indexing of
  - themselves 62
- Indexer, The*, indexing ‘indexing’ in 66–67
- indexer confusion
  - ballet in a ski-mobile 144
  - endothelins and the telephone 74
  - evacuation vs bowel movements 46
  - facing vs interfacing 141
- indexers 2–3, *see also* freelance indexing;
  - indexing processes; societies of indexers
  - briefs for 16
  - communications with authors 13
  - finding 17–18
  - gaining experience 7
  - learning indexing 3–4, 52
  - mailing lists for 12
  - naming in documents 110–111
  - proposal of thesaurus terms by 83
  - threats to and opportunities for 195–204
  - working for employers 5
  - writers as 13–14
- Indexers Available databases 17–18, 128
- indexes
  - as marketing tools 202–203
  - basic principles for 58–59
  - bias in 55–56
  - classification in 67–68
  - conceptual reorganisation of 136
  - created by non-indexers 202
  - defined 1, 27–28
  - design of 111–112
  - editors’ role in creation of 15–18
  - full-text search vs index use 23
  - in custom-built publications 132–133
  - length of, *see* length of indexes
  - markup languages 119–120, 124
  - multiple 40–41, 49, 61–62, 111
  - passage level indexing 136
  - planning, *see* planning
  - product creation by indexers 204
  - research into, *see* research into index use
  - reviews and awards 93, 114
  - standards for 31–33
  - structure of, *see* structure of indexes
  - updating, *see* updating and adapting indexes

## Index

- Indexicon 187–188
- indexing controversies, *see* controversies
  - about indexing
- indexing processes (ways of working), *see also* automated indexing; freelance indexing; machine-aided indexing; non-English indexing
  - book indexing 41–46
  - collection indexing 50–51
  - dealing with errors and missing information 65
  - number of passes 43–44
  - periodical indexing 51
  - re-indexing databases 75
  - when to edit 69–71
- Indexing Society of Canada 4, 171–172
- indexing software, *see* dedicated indexing software
- Indexing Toolbar for Word 185
- India 157, 201
- indirect order, *see* inverted headings
- information architecture 145, *see also* categorisation; intranet indexing; metadata; taxonomies
  - metadata to create navigational structure 77
  - taxonomies in 84
- information exchange, *see* interoperability
- information foraging 23
- information unit indexing, *see* book-style indexing
- information visualisation 169
- informativeness, *see* meaning
- initial articles, filing of 64–65, 89, 107–108
- initial capital letters 59
- INSPEC, research into subheading use 93
- instant messaging (SMS), indexing of 161–162
- insurance 10–11
- intellectual property, *see* rights management
- inter-indexer inconsistency 116–117
- inter-system inconsistency 118–119
- International Good Practice website 33
- international indexing (outsourcing) 196, 201
- international standards 31–32, *see also* AS/NZS 999:1999
- interoperability 117–119, *see also* consistency; formats, output digital libraries 133–135
  - individual preference vs shared standards 75
  - library cataloguing 151–153
  - merging of information using topic maps 85
  - RDF and 123–124
- interpretation, *see* concept analysis
- intranet indexing 145–147, *see also* information architecture; website indexing
  - metadata 76–77, 145–147
  - synonym rings 22, 97
  - thesaurus and free-text terms in 81–82
  - users and 14, 18–19, 172
  - value judgements in indexing 55–56
- introductions to books, indexing of 38
- introductory notes 88–89
- inverted headings 58–59
  - avoided in legal indexing 149–150
  - avoided in thesauruses 82
  - function words in subheadings 91–93
  - inverting ‘The’ 107–108
  - names 63–65, 105
- invoicing 9
- Iran 52
- Ireland, *see* Society of Indexers
- ISAD(G): General International Standard Archival Description 33, 122
- ISC/SCI 4, 171–172
- ISO 999:1996 31–32, *see also* AS/NZS 999:1999
- ISO 2788 33
- ISO 5693:1985 32
- ISO 15836:2003 (Dublin Core) 34–35
- italic type
  - cross-references 98
  - locators for graphic material 101
- IXgen 185–186
- Japan, indexing society 4
- joint authors 13, 50, *see also* cited authors
- journal indexing 99, 147–148, *see also* articles (writings); bibliographic database indexing; citation indexing; periodical indexing
- Justice Sector Metadata Standard 34–35
- keywords (significant terms), *see also* metadata; term selection
  - defined 28
  - functional classification in RM 160

- 'go' words 185, 187
- KWIC indexes 188
  - subheadings should start with 93
- knowledge management (KM) 148–149
- KWIC indexes 188
- Lancaster, Wilfred, citing of and by 131
- language in indexes, *see* controlled vocabularies; non-English indexing; term selection
- language of the text, *see* natural language
- large projects, *see* encyclopedias; intranet indexing; team indexing
- latent semantic indexing 73
- LaTeX 122–123
- Latin names 162–163
- law, *see* legal issues for indexers; legal publications
- layout, *see* style; typography of indexes
- learning indexing 3–4, 52
- legal issues for indexers 10–11
- legal publications 48–49, 149–150
  - classification in 67–68
  - Justice Sector Metadata Standard 34–35
- length of indexes 39–40, 49, 112, *see also* exhaustivity
- letter-by-letter filing 104–105
- letter headings 112
- letters (correspondence), indexing of 56–57, 131–132, *see also* records management
- level of indexing, *see* depth of indexing
- library cataloguing 51, 150–153, *see also* digital libraries; metadata; thesauruses
  - Ask a Librarian services 173–174
  - bibliographic description 34–35
  - classification 24, 77–78, 100, 151–152, 166
  - consistency 116–117
  - cross-references in 98
  - MARC mapped to ONIX 34
  - multilingual 52
  - name headings 62, 79, 150, 152
  - re-indexing when terms change 75
  - records management compared with 159–160
- line-by-line subheadings, *see* indented subheadings
- line wraps, *see* turnover lines
- linguistic issues, *see* controlled vocabularies; non-English indexing; term selection
- linking
  - collection indexes 100
  - PDF indexes 187
  - topic maps 85
  - video indexes 167
- LISA (Library and information science abstracts) 67
- lists, as passing mentions 56–57
- literary warrant 81–82
- local history materials 140, 156–157
- locator spans (page ranges) 102–103
- locators (page numbers) 99–104, *see also* repagination
  - after main headings 100–101
  - charging by number of 9
  - children's responses to 23
  - data manipulation using Excel 182–183
  - encyclopedias 137
  - for special purposes 101–102
  - periodical indexing 49, 76
  - punctuation before 102
  - right justification 111–112
  - undifferentiated 89–90, 103–104
- LOM (Learning Object Metadata) standard 35
- looseleaf services 153
- lower case initial letters 59
- machine-aided indexing (MAI) 73–75, *see also* automated indexing
  - future of indexing and 197–198, 203–204
  - MAIstro software package for 191
- machine translation 46
- Macintosh computers
  - CINDEX for 176
  - help indexing 159
  - thesaurus software for 191
- Macmillan study 90
- Macrex 176–178
- macros using AutoHotkey 192
- magazine indexing 147–148, *see also* periodical indexing
- MAI, *see* machine-aided indexing
- mailing lists 12, 192–193
- main headings 28, 59
  - filing words beginning with same term 104–105
  - locators after 100–101
  - subheadings distinguished from 59, 90, 95
- main topics, *see* metatopic indexing

## Index

- maintenance, *see* looseleaf services;  
 thesauruses: maintenance; updating  
 and adapting indexes
- major discussions 72–73, 101–102, *see also*  
 selectivity of indexing
- locators for 100–102
- out of order to promote 109
- Malcolm X, a perennial inversion problem  
 64
- management, *see* business management
- manuals 141–142
- mappings between thesauruses 118–119
- maps 140–141
- MARC (MACHine Readable Cataloging,  
 ISO 2709) 152
- compared with EAD 122
- digital library standards 134
- mapping to ONIX 34
- marketing 7–8
- marking up (highlighting) step 42, 53, *see also*  
 concept analysis; term selection
- embedded indexing 183–184
- number of passes 43–44
- to mark up or not 43
- markup languages 119–124, 167, *see also*  
*names of specific markup languages*
- mathematics, *see* scientific publications
- ‘Mc’, filing of 22, 108–109
- meaning, *see also* semantic web
- aboutness and 54
- Hofstadter’s limerick on 154
- image indexing 143, 154–155
- medical publications 162–164
- filing Greek and Roman letters 106–107
- MEDLINE 72–73, 101–102
- memetic search 172
- MeSH (*Medical Subject Headings*) 75, 83,  
 116–117, 163–164
- metadata 76–77, *see also* thesauruses
- browsable 77–78, 150–151
- collaborative tagging 77, 172
- Creative Commons 169
- descriptions 76
- digital library resources 133–135
- e-mail indexing 161–162
- embedded indexing 125
- HTML Indexer 189–190
- intranet indexing 76–77, 145–147
- markup languages 120
- memetic search 172
- OAI-PMH 33
- paid search and 169
- RDF and 123–124
- semantic web 169–170
- standards for 33–36
- value judgements in 55–56
- videotaped oral histories 167
- metatopic (main topic) indexing 25, 65–67
- biographies 129–130
- notes about 88
- METS (Metadata Encoding and  
 Transmission Standard) 134
- Microsoft
- help indexing 158–159
- Live Academic Search 168–169
- Microsoft Access 178–182
- Microsoft Excel 182–183
- Microsoft Word 183–185
- minor characters, *see* passing mentions
- minor discussions, *see* major discussions
- missing information in texts 65
- mission-oriented indexing, *see*  
 task-oriented indexing
- mistakes, *see* consistency; editing of  
 indexes; errors in texts; evaluation
- MODS (Metadata Object Description  
 Schema) 134
- moral rights 11
- MPEG-7 and MPEG-21 standards 35–36,  
 167
- MSN 155, 172–173
- ‘Mr’, filing of 108–109
- multi-level headings, defined 27
- multi-purposing, *see* single-sourcing
- multilingual indexes 45–46, 52, *see also*  
 non-English indexing
- multilingual thesauruses 33
- multimedia indexing 153–155, *see also*  
 image indexing; sound indexing; video  
 indexing
- aboutness and meaning 54, 143,  
 154–155
- metadata standards 35–36
- search engines 143–145, 155, 166–168
- sequential numbers as locators 100
- SMIL markup language 124
- thesauruses 144
- multiple authors 13, 50, *see also* cited  
 authors
- multiple indexers, *see* team indexing
- multiple indexes 40–41, 61–62
- author indexes separate 61–62

## Index

- periodical indexing 49
- placement of 111
- multipurposing, *see* single-sourcing
- multivolume works 137–139
- museum cataloguing 155–156
  - plural or singular terms 59
- music indexing 165–166
- musical instruments 52
- myth of the stupid user 23
  
- name authority files 79, 150, 152
- name headings 61–65, *see also* cited authors
  - archival standards for 33
  - automated indexing of 73, 186
  - biographies 129–130
  - changed terminology 63, 79
  - corporate 61–64, 107–108
  - fictitious characters and places 151
  - filing ‘The’ in 107
  - formats 63
  - geographic 64–65, 107–108, 151
  - inverted 63–65, 105
  - letter-by-letter filing 105
  - local and family histories 140
  - missing information in 65
  - school magazines 148
- naming topics, *see* term selection
- narrative texts, *see* biographies; fiction
- narrower (child) terms 72, 80–81
- NASA Center for Aerospace Information 73
- natural language 58
  - controlled vocabularies and 82, 116–117
  - intranets 77, 146
- navigational structure, *see* information architecture
- Nederlands Indexers Netwerk 4
- need-oriented indexing 21
- negative results, indexing 56
- negative words, non-use of in index entries 59
- networking, *see* peer review; societies of indexers
- neutral indexing 55–56
- new editions, *see* updating and adapting indexes
- New Zealand, *see* AS/NZS 999; Australian and New Zealand Society of Indexers; NZGLS
- newspaper indexing 101, 156–157, *see also* periodical indexing
  
- Nigeria, indexing in 52
- NIN (Nederlands Indexers Netwerk) 4
- NISO . . ., *see also* ANSI/NISO . . .
- NISO-TR02–1997 (draft indexing standard) 31–32
- NISO-TR03–1999 (filing report) 32, 108
- non-alphabetical sequencing 22, 93–94, 104–110
- non-continuous discussions 103
- non-displayed indexes, *see* search engine design
- non-English indexing, *see also* regionalisms
  - book-style indexing 45–46
  - collection indexing 52
  - filing ‘The’ in place names 107
  - name headings 62–64
  - thesauruses 33, 119
- non-inclusion, indexing lack of expected content 56
- non-indexers, doing indexing 202
- non-preferred terms 80, 82–83, 96
- notes in indexes 88–89
- notes in texts, indexing of 38, 88–89, 101
- nothing before something filing 104–105
- nouns and noun phrases 58–59
- NSW Public Health Bulletin* case study 181, 178–182
- number of passes 43–44
- number of terms allocated 72
- numbers, filing of 106
- NZGLS 34–35
  
- OAI-PMH 33, 133–135
  - image indexing 143
- objectivity in indexing 102–103
- objects (realia), *see* artefacts; museum cataloguing
- occupational health and safety (OH&S) 193–194
- ongoing indexing, *see* collection indexing; serials indexing
- ONIX (ONline Information eXchange) 34–36
- online databases, *see* bibliographic database indexing
- online help indexing 90, 157–159
  - cross-references in 98–99
  - HTML Indexer for 190
  - single-sourcing 126
- online indexes, *see* search engine design; web documents

## Index

- ontologies 84–85, 156, 170
- Open Archives Initiative Protocol for Metadata Harvesting 33, 133–135, 143
- open system indexing, *see* collection indexing
- opportunities in indexing 199–204
- ordering entries, *see* filing order
- organisational warrant 81–82
- organisations, *see* corporate indexing; corporate names; government documents; professional societies
- orphan subheadings 94
- output formats, *see* formats, output
- outsourcing of indexing work 196, 201
- over-analysis in subheadings 90–91
- overindexing 44, 75, *see also* concordances; exhaustivity; length of indexes; undifferentiated locators
- overseas clients 196, 201
- packagers, changes in client base 201
- page numbers, *see* locators
- page ranges, *see* locator spans
- page sections, locators for 101
- PageMaker 186
- pagination not final, *see* repagination
- paid search 169
- paired terms (reciprocal relationships) 80–81, 96
- Pandora (Music Genome Project) 165–166
- Pandora (National Library) 47, 134
- paradox of the active user 22–23
- paragraph numbers, as locators 99
- parallel construction, of subheadings 90
- parent terms, *see* broader (parent) terms
- parenthetical qualifiers (glosses) 60
  - filing order 109–110
  - for place names 64–65, 140–141
  - in biographies 129–130
- passage level indexing 136
- passes through the text 43–44
- passim* 103
- passing mentions 56–57, 130
- pathfinders (archives) 161
- payment, *see* fees
- PDF documents 44, 186–187
  - full-text search vs index use 23
  - software for indexing 187
- peer review 3–4
- people's names, *see* name headings
- periodical indexing 30, *see also* bibliographic database indexing; serials indexing
  - Access case study 178–182
  - authors' role in 14
  - avoiding the metatopic in 67
  - bibliographic database scope 47–48
  - citation indexing 131
  - concept analysis 53–54
  - consistency 117
  - cumulations 49–50
  - future of 198, 200
  - general and specific entries in 76
  - in Nigeria 52
  - locators 76, 99
  - planning 48–50
  - retrospective 49, 147–148, 204
  - separately published indexes 49
  - term selection 76
  - ways of working 51
- personal names, *see* name headings
- pertinence (usefulness) 114–115
- pharmaceutical names 164
- Philippines, indexing in 201
- physical items, *see* artefacts; museum cataloguing
- pick lists, on intranets 77
- Picture Australia 143
- pictures, *see* figures; image indexing
- places, *see* geographic materials; geographic names
- planning 37–52
  - collection indexes 47–52
  - cumulative indexes 49–50
  - multimedia indexes 154
  - newspaper indexes 156–157
  - periodical indexes 48–50
  - retrospective indexes 49
  - thesauruses 81
- plant names 163
- platypuses
  - indexed as otters 172
  - indexers' similarities to 5–6
  - search for videos of 167–168
- plural form of index terms 59, 155–156, 163–164
  - filing order and 104–105
- PMEST facets 77–78
- Portable Document Format, *see* PDF documents

- portals, *see* digital libraries; directories,  
 web
- position on page, locators for 101
- post-coordination of terms 82
- precision, *see* recall and precision
- predictability, *see* consistency
- preferred terms  
 in name authority files 79  
 in thesauruses 80, 82–83  
 ‘*see*’ references to 96
- ‘prefix words’, *see* function words
- preliminary matter, indexing of 38
- prepositions, *see* function words
- presentation of indexes, *see* indexes: design  
 of; typography of indexes
- previous editions, *see* updating and  
 adapting indexes
- product creation by indexers 204
- production bias 22–23
- professional indemnity insurance 10–11
- professional societies 4–5
- programs, *see* software
- projects, *see* team indexing
- proper names, *see* name headings
- pseudo-alphabetical sequencing 22, 104–110
- pseudo-indexes 1, 20
- PsycInfo* database 100
- public liability insurance 10–11
- publication-style indexing, *see* book-style  
 indexing
- publishing industry 1–2, 201, *see also* book  
 production; custom-built publications;  
 editors; indexers; writers
- punctuation  
 before locators 102  
 filing order and 105–106
- qualifiers, *see* parenthetical qualifiers
- quality, *see* evaluation
- QuarkXpress 186
- question and answer sites 173–174
- quoting for jobs 173–174
- Ranganathan, SR 77–78
- ranges, *see* locator spans
- ranking, *see* relevance ranking
- rates, *see* fees
- RDF (Resource Description Framework)  
 123–124  
 Creative Commons licences 169  
 subject gateways 135
- topic maps 85
- video indexing 167
- W3C SKOS Core Guide 119
- RDF syntax 123–124
- re-indexing, *see* updating and adapting  
 indexes
- readers, *see* users
- realia, *see* artefacts; museum cataloguing
- recall and precision  
 evaluation of indexes 114–115  
 Google not tested on 73  
 passage level indexing 136  
 subheadings and term weighting 72–73  
 synonyms and 72
- reciprocal relationships 80–81, 96
- recommended rates 8
- recordkeeping, *see* business management
- records management 159–162  
 data warehouses 133  
 standards for 33
- reference books, *see* encyclopedias;  
 handbooks; scholarly indexing;  
 textbook indexing
- reference locators, *see* locators
- regionalisms 60–61, *see also* non-English  
 indexing
- relationships between terms, *see also*  
 cross-references; hierarchical  
 relationships; interoperability;  
 synonyms  
 concept maps to show 70  
 ontologies 84–85  
 thesauruses 80–81
- relevance ranking 114–115  
 intranet metadata 146  
 paid search 169  
 spamming 76
- repagination 45, *see also* custom-built  
 publications  
 after indexing incomplete documents 41  
 embedded indexing and 45, 124–125  
 indexing to paragraph level instead of 99  
 PDF documents 44  
 translations requiring 46
- repeated content (‘boilerplate’ text) 137,  
 142
- reports, *see* annual reports; handbooks
- repositories, *see* archives; CMSs; digital  
 libraries; intranet indexing; knowledge  
 management; records management;  
 topic maps



## Index

- request-oriented indexing, *see* user-oriented indexing
- research into index use 19–20, *see also* users  
 abstract and index levels needed 75–76  
 cross-references 98–99  
 full-text search vs index use 23  
 function words 93  
 indented and run-on subheadings 94  
 main headings visually distinguished 90  
 user approaches to ‘The’ 108
- resource description, *see* description, bibliographic; RDF
- resources for indexers, *see* mailing lists; professional societies; web-based resources
- retrieval effectiveness, *see* recall and precision
- retrieval units, *see* granularity; units of retrieval
- retrospective indexing 49, 147–148, 204  
 local and family histories 140
- reuse of indexes 117–118, 124–126
- revenue, *see* fees; funding
- reviews of indexes 114
- revised editions, *see* updating and adapting indexes
- Reworx 185
- ‘ride a wild pony’ approach 42–43, 70
- rights management 11, 35–36, 169
- rules about indexing 31–32, *see also* standards
- run-on subheadings 94
- safety at work 193–194
- salaries, *see* fees
- scanning subheadings 93
- scatter, *see* gathering
- scheduling 51, *see also* briefs for indexers; business management
- schemas 122–124
- scholarly indexing 14, 43–44, 162  
 Google Scholar and Live Academic Search 168–169
- scientific publications 89, 162–164  
 archives 161  
 digital libraries 134–135  
 filing numbers and letters 106–107  
 INSPEC on subheading use 93  
 LaTeX and 122–123  
 use of double entry in 97
- scope, *see* planning
- scope notes in thesauruses 81
- Scotland, filing of ‘Mc’ in 108–109
- search engine design 87–88, *see also* free-text, full-text searching; recall and precision  
 bibliographic databases 48  
 broad subject codes included in 67–68  
 cross-database searching 133, 152  
 ‘locators’ in 100
- search engines, multimedia 143–145, 155, 166–168
- search engines, web-wide 168–169, *see also* Google; MSN; Yahoo  
 access to controversial topics 55–56  
 book digitisation and 173, 202–203  
 for site-specific searches 171–172  
 for tagged sites 172  
 information visualisation in 169  
 metadata and 76, 169  
 negative references misleading in 56  
 spamming and 76
- second editions, *see* updating and adapting indexes
- secondary publishing, *see* bibliographic database indexing
- security, electronic 191–192  
*see also* references 96, *see also* reciprocal relationships  
 placement and style 98  
 research into index use 98–99
- see* references 96, *see also* synonyms  
 collection indexes 97  
 from inverted headings 58–59  
 research into index use 98–99
- see under* references 96
- selecting terms, *see* term selection
- selectivity of indexing, *see also* concept analysis; exhaustivity  
 bibliographic databases 47–48  
 book-style indexing 37–39, 166–167  
 periodicals 147, 156–157
- semantic web 84–85, 123–124, 156, 169–170
- sequencing of entries, *see* filing order
- sequential information seeking, 22
- sequential numbers as locators 100
- serials indexing 30, 99, *see also* annual reports; periodical indexing
- set out (indented) subheadings 94
- SGML 119

- shared indexing, *see* interoperability  
 shortening indexes 40  
 SI, *see* Society of Indexers  
 signatures (book sections) 39–40  
 single-sourcing 125–126, 159  
   Access case study 178–182  
 singular form of index terms, *see* plural  
   form of index terms  
 size, *see* length of indexes  
 SKY Index 176–179  
 SMIL 124, 167  
 SMS (instant messaging), indexing of  
   161–162  
 social bookmarking 172  
 Société canadienne d'indexation 4, 171–172  
 societies of indexers 4–5  
 Society of Indexers (SI, United Kingdom  
 and Ireland) 4  
   publications of 128  
   recommended rate 8  
 software 194, 202, *see also* automated  
   indexing; dedicated indexing software  
   Adobe FrameMaker 185–186  
   Adobe InDesign 186  
   Adobe PageMaker 186  
   automated categorisation 84  
   business-related 191–193  
   embedded indexing 125, 183–186  
   FacetMap 77–78  
   Microsoft Access 178–182  
   Microsoft Excel 182–183  
   Microsoft Word 183–184  
   Microsoft Word add-ins 184–185  
   PDF documents 44, 186–187  
   QuarkXpress 186  
   thesaurus and taxonomy 190–191  
   website indexing 188–190  
 software repositories, indexing of 164–165  
 Sonar Activate 187  
 Sonar Bookends 186–187  
 sort order, *see* filing order  
 sound indexing 155, 165–166  
 South Africa  
   ASAIB 4, 17–18, 128  
   cost of books in 199  
   national bibliography of 129  
 space requirements, *see* length of indexes  
 spaces  
   before first locators 102  
   between entry arrays 95  
   in filing 104–105  
 spamming 76, 168  
 specialised indexing 128–174, *see also*  
   *specific subjects, e.g. cookbooks*  
   international projects using 201  
   targeting growing areas 201  
 specificity 29, 59, *see also* depth of  
   indexing  
   classification vs. specific entry 67–68  
   combination of terms for 72  
   generic terms and 24–25  
   in thesauruses 83  
   indexes to children's books 24  
   periodical indexing 76  
 speech recognition software 167, 192–193  
 speed, *see* indexing processes  
 spelling  
   botanical spell checker 163  
   errors in text, indexers' role 65  
   search expansion using spellcheckers  
     87–88  
 spreadsheet programs 182–183  
 'St', filing of 108–109  
 stand-alone indexing, *see* book-style  
   indexing  
 standards 31–36  
   for content and description 34–35  
   for controlled vocabularies 33  
   for digital libraries 133–134  
   for e-commerce 34  
   for identifiers 35–36  
   for indexing 31–33  
   for metadata 33–36  
   for records and archives 33  
   interoperability and 118  
 stop words 73  
 structure of indexes 87–112  
   bibliographic databases 48  
   establishing and editing 69–71  
   faceted metadata 77–78  
   number of passes to determine 42–44  
   Wikipedia 137–138  
 structure of thesauruses 83  
 stupid users, myth of 23  
 style 88–89, *see also* subheading style;  
   typography  
*Style Manual* (Wiley 2002) 32  
   on filing order 104–107, 109  
   on noncontinuous discussions 103  
 style sheets 16–17  
   inconsistent decisions regarding 17  
   sample indexes as bad alternative to 17

## Index

- subheading filing
  - biography indexes 130
  - function words 91–93
  - non-alphabetical sequencing 93–94, 109
  - promoting selected subheadings 109
  - when headings begin with the same term 109–110
- subheading style
  - hybrid 94
  - indented v. run-on 94
- subheading types and purposes
  - for major discussions 100–101, 109
  - over-analysis in 90–91
  - precision and recall and 72–73
  - to break up long strings 89–90, 130
  - to indicate graphic material 101
  - to show aspects of a topic 89–90
- subheadings
  - editing 69–71
  - function words in 91–93
  - headings distinguished from 59, 90, 95
  - in thesauruses 83
  - markup for 119–120
  - online help indexing 158–159
  - orphan 94
  - poem on 89
  - ‘see under’ references to 96
  - wording of 90
- subject gateways (hubs) 135
- subject headings, *see* controlled vocabularies
- subject metadata, *see* metadata
- subject specialisations, *see* specialised indexing
- subjectivity (bias) 102–103
- subjects, *see* concept analysis; keywords; term selection
- submission formats 110–111
- summaries, *see* abstracts
- surnames, *see* name headings
- symbols, filing of 105–107
- Synchronized Multimedia Integration Language 124, 167
- synonym rings 22, 33, 76–77, 82–83, 97
  - Macintosh help indexing 159
- synonyms, *see also* ‘see’ references
  - cononyms 155
  - in multi-author works 13
  - in thesauruses 72, 80, 82–83
- Syntactica 187–188
- systems, *see* interoperability
- table-of-contents-style index entries 25, 66
- tables in texts 38–39, 101
- tables of cases 149
- tag clouds (cloud maps; weighted lists) 101, 172
- tagging, *see* collaborative tagging; embedded indexing; markup languages; metadata
- task-oriented indexing 21
  - handbooks 141–142
  - semantic web 169–170
- taxonomies 83–84
  - automated categorisation and 84
  - compared with thesauruses 84
  - defined 30
  - folk classifications 24–25
  - folksonomies 146, 172
  - records management 160
  - software for management of 191
  - standard for 33
  - user-oriented indexing and 21
- teaching indexing 3–4, 52
- team indexing 5, 138–139, *see also* consistency
  - collection indexing 51
  - intranet technical support 146–147
  - library cataloguing 151–153
  - number of passes 44
  - record keeping and 49
- technical documentation, *see* handbooks; online help indexing; scientific publications
- technical writers, *see* writers
- TEI (Text Encoding Initiative) 124
- templates for entering terms 72
- temporary entries 42–43, 69–71
- term editing, *see* editing of indexes
- term selection 57–61, 69–78, *see also* concept analysis; editing of indexes; name headings
  - artefact naming 156
  - bibliographic database indexing 48
  - book-style indexing 69–71
  - children’s books 24
  - collection indexing 69, 72–78
  - consistency 115–116
  - controlled vocabularies 79–86

## Index

- free-text searching 73
- generic terms 24–25
- implicit topics 58
- indexing principles 58–59
- multimedia indexing 154–155
- online help indexing 158–159
- periodical indexing 147–148
- text as authority for 58
- thesauruses 82–83
- users' needs and 18–19
- term weighting 72–73
  - tag clouds 101, 172
- terminology, *see* definitions
- terms, defined 27, *see also* entries
- TeX typesetting suite 122–123
- Text Encoding Initiative (TEI) 124
- text headings, defined 27
- textbook indexing 18, 23–24, 166–167, *see also* educational materials
- TExtract 187
- texts, *see* documents for indexing
- 'the blues', indexing and 108
- 'The', filing of 64–65, 89, 107–108
- The indexer*, indexing 'indexing' in 66, 67
- Thesaurus for graphic materials (TGM)* 81, 144
- thesauruses 80–83
  - automatic synonym search 72
  - compared with taxonomies 84
  - concept analysis 81–82
  - conversion to ontologies 84–85
  - definition, origin and plural form 30, 80
  - folk classification research and 25
  - folksonomy contributions to 172
  - for functional classifications 160
  - geographic names 64–65
  - IFLA working group on multilingual 33
  - image indexing 144
  - in Iran 52
  - integrated with XRefHT32 190
  - maintenance 83
  - mappings between 118–119
  - medical 75, 83, 116–117, 163–164
  - museum cataloguing 155–156
  - on intranets 97
  - planning 81
  - plural form of terms in 59, 163–164
  - proposal of terms by indexers 83
  - quality control and 115
  - re-indexing after changes to 75
  - relationships in 80–81
  - software for management of 83, 190–191
  - specificity when using 59
  - standards for 33
  - subheadings in 83
  - team indexing with 138
  - term selection 82–83
  - user-oriented indexing and 21
- threats to indexing 196–199
- Timekeep for Windows 193
- timeliness of indexing 146
- titles of books, articles and shows 65
- titles of people 63–64
- top-down thesaurus construction 81–82
- topic maps 85
  - custom-built publications 126
  - subject gateways 135
- topic relationships, *see* relationships
  - between terms
- topical headings, *see* concept analysis; term selection
- training in indexing 3–4, 52
- translated works, indexes for 46
- translation of concepts into terms, *see* term selection
- TREC (Text Retrieval Conferences) 73
- tree structures, for thesauruses 80
- trivial mentions, *see* passing mentions
- turnover lines 89–90, 95
- typing up, *see* data entry step; term selection
- typography of indexes 111–112, *see also* bold type; italic type
- undifferentiated locators 89–90, 103–104
- United Kingdom, *see* Scotland; Society of Indexers
- United States
  - indexing society, *see* American Society of Indexers
  - standards, *see* ANSI/NISO . . . ; NISO . . .
- units of retrieval, *see also* custom-built publications; granularity
  - articles not journals 200–201
  - music tracks not albums 165–166
  - passages in e-books 136
- updating and adapting indexes 45, *see also* cumulative indexing; looseleaf services
  - embedded indexing and 127, 136, 202
  - interoperability 117–118
  - new venues for indexes 202–203

## Index

- updating and adapting indexes (*cont.*)
  - previous editions as aids 9
  - re-indexing when thesaurus terms change 75
- URIs (Unique Resource Identifiers) 123–124
- usability guidelines 20–21
- USE relationships 80–81
- Used For relationships 80–81
- usefulness (pertinence) 114–115
- user-generated indexes
  - collaborative tagging 172
  - enthusiast indexes 148
- user-oriented indexing 21–22, 53–56
- user warrant 81–82
- users 18–19, *see also* research into index use
  - children as 23–24
  - classification and 24–25
  - full-text search vs index use 23
  - intranet metadata and 146
  - notes to 88–89
  - testing thesaurus structure with 83
  - two types – new or familiar 18–19
  - views of 22–23
- value judgements in indexing 55–56
- variability, *see* consistency
- vertical files 157
- video indexing 167–168
  - search engines 155, 167–168
  - standards 35–36, 124
- visual displays of information 169
- vivisimo.com 60
- vocabulary control, *see* controlled vocabularies
- voice recognition software 167, 192–193
- volunteer projects
  - archival indexes 140, 160–161, 167
  - enthusiast indexes 148
  - periodical indexes 204
  - web question sites 173–174
- W3C (World Wide Web Consortium)
  - RDF 123–124
  - semantic web 169–170
  - SKOS Core Guide 119
  - SMIL 124
- ways of working, *see* indexing processes
- web as a whole, indexing of 168–170
- web-based resources, *see also* digital libraries; directories; search engines; subject gateways
  - archiving of 47, 134
  - data dictionaries 85–86
  - for children 24
  - for choosing name headings 62
  - library catalogues 150
  - list of 218–227
  - newspaper indexes 157
- web documents, indexing of 170–171
- website indexing 171–172, *see also* intranet indexing
  - links as locators 100
  - software 188–190
- websites
  - collaborative tagging 172
  - information architecture 145
  - information scents on 23
  - site searches using web search engines 171–172
  - tag clouds on 101, 172
- weighting, *see* term weighting
- Wikipedia 137–138
  - disambiguation of search terms 60
  - labelling and categorisation in 172
- wikis
  - International Good Practice website 33
  - SKY Index 177
- word-by-word filing 104–105
- word processing software
  - concordances from 14
  - MS Word 183–185
  - WordEmbed 184–185
- wording choice, *see* controlled vocabularies; term selection
- workers' compensation insurance 10–11
- working for employers 5, *see also* freelance indexing
- workload, *see* scheduling
- World Wide Web Consortium, *see* W3C
- wraparound lines, *see* turnover lines
- writers 12–14, *see also* cited authors; clients as indexers 13–14
  - communications with indexers 13
  - custom-built publications and 132
  - intranet authors as indexers 77, 146
  - over-analysis in subheadings by 90–91
  - paying for indexes 13

**Index**

- writing index entries, *see* editing of indexes;  
indexing processes; term selection
- X, Malcolm, a perennial inversion problem  
64
- XML (eXtensible Markup Language)  
120–121  
DTDs and schemas 122
- output from Access 179–181  
tagging periodicals 48–49  
thesauruses 83
- XRefHT32 ('shreft') 190
- Yahoo 84, 155, 167–168, 172
- yearbooks, updating 45
- yearly indexes, *see* serials indexing