



# Contents

Foreword	<i>page</i>	ix
Preface		xi
<b>1 The Indexing Work Environment</b>		<b>1</b>
Indexers		2
Writers		12
Editors		15
Index users		18
<b>2 Definitions and Standards</b>		<b>26</b>
Definitions		26
Standards		31
<b>3 Planning Indexes</b>		<b>37</b>
Book-style indexing		37
Collection indexing		47
<b>4 Concepts, Topics and Names</b>		<b>53</b>
Concept analysis		53
Wording of topics and names		57
Topical headings		57
Name headings		61
Errors and missing information		65
The malignant, mighty or maligned metatopic		65
Classification in indexes		67
<b>5 Selecting Terms</b>		<b>69</b>
Book-style indexes		69
Collection indexes		72

## Contents

<b>6</b>	<b>Controlled Vocabularies for Selecting Terms</b>	<b>79</b>
	Name authority files	79
	Thesauruses	80
	Taxonomies	83
	Ontologies	84
	Topic maps	85
	Data dictionaries	85
<b>7</b>	<b>Structuring Indexes</b>	<b>87</b>
	Non-displayed index search design	87
	Notes in indexes	88
	Subheadings	89
	Cross-references and double entry	96
	Locators	99
	Filing rules	104
	Delivery of indexes to clients	110
	Typography and index design	111
<b>8</b>	<b>Quality Control and Interoperability</b>	<b>113</b>
	Evaluation	113
	Consistency	115
	Interoperability	117
	Markup languages	119
	Embedded indexing	124
<b>9</b>	<b>Specialised Source Material: Formats, Subjects and Genres</b>	<b>128</b>
	Annual reports	129
	Bibliographies	129
	Biographies	129
	CD-ROMs and DVDs	130
	Citations	131
	Correspondence and diaries	131
	Custom-built publications	132
	Data warehouses	133
	Digital libraries	133
	E-books	135
	Encyclopedias and other multivolume works	137
	Fiction	139
	Genealogical and local history materials	140
	Geographic materials	140
	Handbooks and manuals	141
	Images	142
	Information architecture	145

	<b>Contents</b>
Intranets and CMSs	145
Journals and magazines	147
Knowledge management	148
Legal publications	149
Library collections	150
Looseleaf services	153
Multimedia (audiovisual) materials	153
Museum collections	155
Newspapers	156
Online help	157
Records and archives	159
Scholarly books	162
Scientific and medical publications	162
Software repositories	164
Sound and music	165
Textbooks	166
Video	167
Web as a whole	168
Web documents	170
Websites	171
World as a whole	173
<b>10 Software and Hardware</b>	<b>175</b>
Dedicated indexing software	176
Microsoft Access™	178
Microsoft Excel™	182
Embedded indexing software	183
PDF indexing	186
‘Automated indexing’ applications	187
Book-style website indexing software	188
Thesaurus management software	190
Taxonomy management software	191
Non-indexing software	191
Hardware	193
Health and safety	193
<b>11 Threats and Opportunities in Indexing</b>	<b>195</b>
Hopeless future	196
Hopeful future	199
Conclusion	204
References	205
Appendix: Selected websites	218
Index	228