IVP Indexing Guidelines

CONTENT
- When determining what to index, focus on the book's emphases; you do not need to index people, events, or places mentioned only in passing. At the same time, approach the index as the opportunity to give readers windows into the book that they might not otherwise discover. Think in terms of topics that are not simply tied to specific word occurrences. Through the index you become a guide, pointing out aspects that are not readily visible in the table of contents or headings.

- Index the body of the text only—not endorsements, dedication, table of contents, acknowledgments, or bibliographies. Index a footnote *only* if it contributes significantly to the discussion.

- In general, key entries should be nouns, not adjectives or adverbs (e.g., an index entry "diverse" is not helpful; it leaves the reader wondering, *diverse what?*). Subentries may be a descriptive word or phrase about the key entry.

- IVP prefers only two levels of entries in an index—the primary word/entry and, if needed, one level of subentry underneath.

FORMAT
- Create your index in Microsoft Word, *not* Excel. Do not create a table or use columns in Word. Our preferred format for setting up your index is as follows:

  > missions, 12-13, 107-8, 112-13
  >> and calling, 107, 120
  >> *See also* vocation

- Do not capitalize index entries unless they are proper nouns capitalized in the body text of the book.

- When indexing material in a note is needed (again, this should be rare), please do not include note numbers or pointers in the index. Thus:

  > 45
  > *Not* 45n17
  > *And not* 45n

- IVP follows *Chicago Manual of Style* for treatment of inclusive numbers.

  o For numbers less than 100, include all the digits (36-37, 99-112). Also include all digits for multiples of 100 (100-102, 1100-1111).
  o For numbers 101 through 109 (and 201 through 209, etc.), only include the part that changes (107-9, 203-13).

- For numbers 110 through 199 (and 210 through 299, etc.), include two digits, or more if needed to reflect all the changed numbers (115-16, 435-38, 596-602).

See the section on inclusive numbers in *Chicago Manual of Style* (9.61) for more information.

- Avoid using f. or ff. in an index; the purpose of the index is to guide readers to specific pages.

- For name indexes, spell out the first name rather than using initials unless the person is known by their initials (e.g., C. S. Lewis). The exception to this rule is for books following APA style.

- Avoid indexing people mentioned only by first name or for the purposes of illustration (e.g., Dave, Mary, Joe).

- Refer to the Library of Congress website (http://catalog.loc.gov) for guidance on alphabetizing names. For example, Gerhard von Rad should be indexed under "Rad" rather than "von." Similarly, Henri de Lubac is alphabetized under "Lubac" rather than "de."

- IVP uses the word-by-word system for alphabetizing, not the letter-by-letter system. In the word-by-word approach, alphabetizing continues only until the end of the first word unless other words are needed to differentiate from other terms beginning with the same word. (See *Chicago Manual of Style* 16.60 for more on this.) For example:

Word by Word	**Letter by Letter**
I Came to Set	I Came to Set
I Saw Heaven	Images of Man
Images of Man	In Search of Meaning

- Articles (e.g., *a, an, the*), prepositions (e.g., *in, from, by*), and conjunctions (e.g., *and, or, but*) are not used for alphabetizing if they occur at the beginning of a subentry, but they are used elsewhere in the entry.