

Single vs. Count Nouns

Countable nouns are plural

- letters
- post cards
- stamps

Uncountable nouns are singular

- mail

Linked (Precoordinate) Headings

Allow linked terms if only discussed in combination.

- plague and fleas

Alphabetizing Subheadings

Alphabetize subheadings (rather than chronological order).

Whenever possible, start a subheading with a key word.

- Dogs
 - Seeing eye dogs
 - Training of

If function words (prepositions) are used, put them in alphabetical order.

- Cats
 - In history

Alphabetizing the Entries

Use *Word by Word* for alphabetizing.

New England

New Mexico

Newton, Isaac

Initial Articles and Prefixes

For literary works, transpose the article.

- Hobbit, The

For place names, do not transpose the article.

- The Gobi Desert

Numbers and Symbols are treated as though they are spelled out and alphabetized accordingly.

Phrasing Subheadings

Combine related subheadings whenever possible.

Maximum of 5-7 page references per subheading. If a subheading exceeds 5-7 page references, make it a heading with its own subheadings.

Running-in

Do not use, even for single subheadings. This is a web index therefore, space is not an issue. If possible, a heading/subheading can be rephrased to create a single entry.

- Swords

- Scottish

becomes

- Swords of Scotland

Page Range vs. Subheadings

Use subheadings.

Inverting or Flipping Entries (Double-Posting)

Avoid double-posting in general.

Only allow double-posting in cases where the subheading is general enough to be a main heading and users are likely to look for the subheading before the heading.

Levels of Subheadings

Maximum of two levels of subheadings. If you need more than two levels of subheadings, consider making the top subheading a main heading or combining subheadings.

Show levels of subheadings by indenting.

Classification in Indexes

Use classified subheadings.

Names

Include personal names if the person is discussed (general rule of thumb: index if there are multiple sentences on an individual).

Indexed names are capitalised.

Do not include names which only appear in citations.

Form: last name, first name

Use a *see* for pseudonyms

- Old Blue Eyes *see* Sinatra, Frank

Cross-References

When two or more terms exist (in the text) for the same concept/thing, include both. The most common term (depending on user context) will be the main term and others will be *see* headings.

- British Academy of Film and Television Arts *see* BAFTA

Multiple *see* references are listed horizontally, in alphabetical order, and separated by a semicolon.

See Also

Connect related entries.

Multiple *see also* references are listed horizontally, in alphabetical order, and separated by a semicolon.

Include *see also* references after the main heading.

- Hobbit, The. *see also* Lord of the Rings

Separate the main heading from the *see also* with a period (.).

Follow the same rules for cross-referenced headings and subheadings.

See Under

Use *see under* to indicate that the reader is being directed to a subheading under the heading listed.

Format as a *see also*.

Indexing Non-textual Items

Indicate tables with “t”.

Indicate photos and illustrations with “i”.

Indicate maps with “m”.