

# Guidelines for Choosing Index Words

The index is a key component to any research publication. It helps a reader identify and locate important information within a publication by displaying key terms and concepts in a systematic order for quick reference. In order to provide your readers with the most comprehensive and useful index possible, IGI Global would like to request your assistance in choosing between **8-15** appropriate index words from your chapter. As not all indexers are familiar with the field of information science and technology, we appreciate your assistance (as the expert on your particular submission) to complete an Indexing Template that provides key words for the indexers to begin with.

## **Step 1: Highlighting**

Please go through your chapter and highlight (either electronically or with a highlighter pen) words you believe are important to the main topic and scope of your material, and should, therefore, be included in the book's index. You should only highlight the word each time you believe it is used relevantly. **If an index word is arbitrarily used in passing, it should not be highlighted.**

## **Step 2: Reference List**

Once the words are highlighted, you should complete the "Index Reference List Template" found in the following pages. This completed template should list other possible synonyms or variations for the index words you have chosen. It should also note what pages the chosen words fall on, with the context in which they are used. An example of this step is provided in the following pages.

## **What Is Indexable?**

Words should only be included in the index when they are directly relevant to the subject matter, scope, and audience of the book. Again, if a word is arbitrarily used in passing, it should not be indexed.

## **Vocabulary**

Where possible, you should try to use the same terms consistently throughout your chapter. Any terms that have commonly-used synonyms should be listed in the "Index Reference List Template" for the indexer.

**Example:** The term "electronic commerce" may also be known as "e-commerce." Both terms should be listed in the template for the indexer, with the one used in your chapter listed first. This will help the indexer keep all similar terms under one general term.

If the term you choose is a specific type of a more generic term, this should also be noted in the template.

**Example:** If you choose the term “object-oriented,” you should also note the word “database” in the template, so the indexer knows what main heading to place it under.

For cross-referencing purposes, it would also be helpful to the indexer if you note any similar terms, or terms that can be associated with the terms you chose. With this information, they can send readers to other terms of interest.

### *Names of people*

When citing an individual in the index, the index must cite the most complete name used in the text. The individual’s complete name should be provided when the person is first mentioned in the text.

**Example:** Abraham Lincoln may appear on page 1 and then appear as Abe Lincoln or “Honest Abe” on page 4.

All variations that appear in your text should appear in the template for the indexer.

### *Names of organizations*

Names of organizations should be cited in full in the index. When the organization’s name is first mentioned in your chapter, the complete name should be provided, along with any acronyms and/or abbreviations associated with it. All variations should appear in the template for the indexer.

### **What Is NOT Indexable?**

**Footnotes and endnotes:** Unless the information contained in these sections is vital to your chapter and does not appear anywhere else, it should not be indexed.

**Supplementary material:** Any extra information at the beginning or end of your chapter should not be indexed. For example, abstracts and keyword lists should not be indexed.

**Tables/figures:** Information from any tables and figures you may have included in your chapter should not be included in the index.

**Back material:** No material from the end of your chapter (i.e., references, appendices, etc.) should be indexed.