

Sample Index Reference List Template

Term 1: *Write highlighted index word here*

- **Also known as:** *List other synonyms for your word here, including all terms that your word may be known as. This allows the indexer to place your term appropriately and cross-reference where necessary.*
- **Similar to:** *List other terms that your word is similar to, but NOT also known as. This is where you would list a generic term if your term is specific. For example, if your term is Microsoft Excel, you would list "database" or "spreadsheet" here, so the indexer knows where to place it in the index.*
- **Associated in the manuscript with:** *List terms here with which your word is often associated. This allows the indexer to cross-reference your term to other terms.*
- **Notable appearances of this term can be found on:**
Page #: *Write the page number the term can be found on, as well as how it is used.*
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Term 2: Distance Learning

- Also known as: "e-learning", "distance learning", "virtual learning" and "online learning"
- Similar to: "distance education"
- Associated in the manuscript with: "virtual schools" and "collaborative learning"
- Notable appearances of this term can be found on:
Page 1: distance learning definition
Page 2: refers to collaborative learning in distance education
Page 3: refers to the challenges of distance learning

Term 3: Data Mining

- Also known as: n/a
- Similar to: "data warehousing" and "information modeling"
- Associated in the manuscript with: "intelligent agents" and "object-oriented databases"
- Notable appearances of this term can be found on:
Page 1: what is data mining?
Page 2: object-oriented databases for data mining
Page 3: intelligent agents in data mining

Term 4: Abraham Lincoln

- Also appears in text as: Abe Lincoln
- Notable appearances of this name can be found on:
Page 1: Abraham Lincoln
Page 4: Abe