

## Index Specifications Worksheet

Date: \_\_\_\_\_

Client: \_\_\_\_\_

Project ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Client address: \_\_\_\_\_

\_\_\_\_\_

Editor (Name & phone): \_\_\_\_\_

Author (Name & phone): \_\_\_\_\_

Title: \_\_\_\_\_

Number of indexable pages: \_\_\_\_\_

Proofs will be received:

As one complete set. Date of delivery \_\_\_\_\_

In batches.

Date of delivery of initial portion \_\_\_\_\_

Date of delivery of final portion \_\_\_\_\_

Bibliography provided  Yes  No.

Table of Contents provided  Yes  No

Date of delivery of index to client \_\_\_\_\_

**Indexes required:**  Single  Multiple  Author  Title  Author cited

Other (please specify) \_\_\_\_\_

**Style Guide for Index:**  Chicago Manual of Style \_\_\_\_\_ ed.  House style \_\_\_\_\_

**Index Format:**  Indented \_\_\_\_\_ (Number of levels allowed \_\_\_\_\_)  Run-in \_\_\_\_\_ (only 2 levels)

**Entry arrangement:**

**Main heading:**  Word-by-word  Letter-by-letter  Chicago Manual of Style  ISO

**Subheadings:**  Alphabetic  Chronologic  Page-number order

**Number arrangement:**  Numeric order  As spelled out  By size

**Symbol arrangement:**  ASCII order  As spelled out

Other \_\_\_\_\_

**Main heading capitalization:**  Proper names & nouns only  Initial letter only  Entire heading

**Cross-reference format and placement:**

**Main heading cross-references:**

term. *See xyz*  term, *see xyz*  term (*see xyz*)

*See also xyz*  *see also xyz*  (*see also xyz*)

***See also* placement:**

At top of entry, run off from main heading

At bottom of entry as last subentry

Indented as first subentry

**Punctuation of *See also* in run-in format:** \_\_\_\_\_

**Subentry cross-references:**

term. *See xyz.*  term, *see xyz*  term (*see xyz*)

*See also xyz*  *see also xyz*  (*see also xyz*)

***See also* placement:**  run off from subentry

Other \_\_\_\_\_

**Indented index punctuation:**  No special punctuation  Colon after main heading/subentry without locators

**Run-in index punctuation:**

After main headings without locators \_\_\_\_\_

After main headings with locators \_\_\_\_\_

Between multiple subentries \_\_\_\_\_

**Between entry and locators:**  Comma followed by a space  Two spaces

**Between multiple locators:**  Comma followed by a space

Semicolon followed by a space for change in volume number

**Between cross references:**  Semicolon followed by a space  Other \_\_\_\_\_

**Reference Locators:**  Page numbers, consecutive

Page numbers, modular

Paragraph/section numbers

Other \_\_\_\_\_

Page range format:  Full with en dash (123--125)  Compressed (123-25)  or (123-5)

Modular number concatenator  10-5 to 10-8  Other

Format for noncontinuous discussion :  Follow style above  Separate page numbers with commas

Use passim  Other \_\_\_\_\_

Section/volume format:  1:123  1/123  1.123  Other \_\_\_\_\_

**Indexable material:**

Introduction(s) indexable?  Yes  No

Footnotes/endnotes indexable?  Yes  No If yes, what locator format? \_\_\_\_\_

Illustrations indexable?  Yes  No If yes, what locator format? \_\_\_\_\_

Tables indexable?  Yes  No If yes, what locator format? \_\_\_\_\_

**Acronyms/Abbreviations** special posting rules? \_\_\_\_\_

**Articles at beginning of titles:**  Ignore in alphabetization  Invert  Drop

**Initial function word in subheadings:**  Ignore in alphabetization  Alphabetize

**Length limit?**  No  Yes. Maximum number of lines? \_\_\_\_\_ Number of characters/line \_\_\_\_\_

**Font:** \_\_\_\_\_ Font size (typically 2 points less than text): \_\_\_\_\_

Columns per page: \_\_\_\_\_

**Page format:** \_\_\_\_\_ Top margin \_\_\_\_\_ Bottom margin \_\_\_\_\_ Left margin

\_\_\_\_\_ Right margin \_\_\_\_\_ Gutter between columns

**Index delivery**

File format for index:  PDF  RTF  MS Word  Printout

Other \_\_\_\_\_

Index to be submitted as  Email attachment  CD-ROM by FedEx

Printout by FedEx  Other \_\_\_\_\_

**Payment**

Per Page at \$ \_\_\_\_\_ per indexable page

Hourly rate at \$ \_\_\_\_\_ per hour, with a maximum of \_\_\_\_\_ hours.

Flat fee of \$ \_\_\_\_\_

Publisher will pay for all reasonable courier and phone expenses.  Yes  No