Appendix 5
Instructions on selecting and marking index entries

An index is more than an alphabetical list of keywords with page numbers. It enables the reader direct access to relevant topics that are covered in the book, but not specifically mentioned in the Table of Contents.

As there are several methods to compiling an index, we ask that you confer with your contact person at the publisher to establish which would work best for you.

Selecting index entries
- Only select keywords as index entries if they are covered and explained on the page in question. As a rule of thumb, ca. three to five keywords should be chosen per page of text.
- Subentries (e.g. Spectroscopy, fundamentals; Spectroscopy, instruments; etc.) will be generated when several entries refer to the same keyword.
- Cross-references "Spectroscopy – instruments, see Spectrometer" should not refer to an entry without a page number (i.e., another cross-reference).
- Use only one term for each concept (example: either atomic absorption spectrometry or AAS).
- Subentries could also be included as a Keyword if required in the index.

Indexing through electronic marking
Index entries that have been marked in the text electronically can be automatically processed by typesetting programs. However, the index must still be proofread by the author/editor or publisher.

Correcting an index

Formalities
- The spelling convention in the index should be the same as the one used in the text.
- Index entries should not start with an article (e.g. "a" or "the") or preposition (e.g. "in", "on", "below").
- When different terms or spellings for the same keyword are used in chapters that have been written by several authors, only one variant should be chosen and used consistently throughout.
- When a keyword consist of an adjective and a noun, alphabetic placement is usually determined according to the noun. The adjective should follow the noun, separated by a comma.

Alphabetic listing

- In British and American English single words are listed before compound words (e.g. New Zealand before Newfoundland).
- In German, listing is determined per letter, regardless of whether the term is a compound or not.
- If an entry has a number prefix it is listed according to the first letter, for example, 1,2-Diol is listed under D. Analogously, S-Hydroxytryptamine is listed under H.
- Entries that consist solely of numbers (e.g. 80386) are listed before the letter A.
- Entries that consist of symbols are listed after the letter Z.