

Preparation of a Subject Index

Before starting to prepare an index it is worthwhile giving some consideration to how the reader will use the book and what their most likely points of entry to it will be. From such consideration it should be possible to decide which topics the index should cover in most detail.

Although preparatory work can be carried out on the typescript (for example the highlighting of items to be indexed) the actual creation of the index requires the paginated proofs.

Even for multi-author titles it is desirable that one person alone should prepare the index. Although it is certainly useful to get the individual authors to mark their typescripts with suggested entries, the index as a whole will benefit from one overall view.

In general one A4 page of entries, in single column, will be appropriate for about 15pp of text but there can be wide variation from this general rule.

The following specific guidance will apply to the majority of RSC titles but please contact our editorial staff if you feel that your book requires something different.

1. Entries should normally be based on nouns or noun phrases and not on adjectives alone, thus:

biological oxygen demand, 230
biological reduction, 171

rather than,

biological,
oxygen demand, 230
reduction, 171

2. If in doubt about the status of a noun phrase, insert a cross-reference, for example:

biological reduction, see reduction, biological

This would be especially advisable if there were other entries under, in this example, reduction:

reduction,
biological, 171
chemical, 175

3. One level of sub-entries is usually enough and two levels should be regarded as the maximum.

4. If an entry is found to have more than three page references a further differentiation should be devised.
5. Where a subject is given extensive treatment in the text, a range of page numbers should be shown.
6. Entries should be alphabetised letter-by-letter, ignoring Greek characters and positional and stereo-chemical prefixes in chemical names. Sub-entries should be alphabetised to the same rules with conjunctions and prepositions (for example: and, of, in, with etc.) ignored for this purpose. For example:

enzymes

- chromosomal gene coding in, 22
- cost of, 212
- deactivation of, 214
- engineering of, 373-88
 - and food industry, 174-85
 - immobilized in, 179-80
 - legal aspects of, 162
- foreign gene expression in, 63
- immobilized, in food industry, 179-80
- legal aspects of, in food industry, 162
- stability of, 213-7, 374
 - and protein concentration, 219
 - and reaction environment, 218
- three-dimensional structuring of, 376
- world market in, 207

7. Entries should not be capitalised unless they are proper nouns.
8. Format.

The preferred format will depend on whether the book is typeset or produced from camera-ready copy.

For typeset books the detailed formatting may be left to the copy editor and the typesetter. The Index should be supplied on disc, preferably in Microsoft Word.

For books produced from camera-ready copy the preferred format is double column, but single column is acceptable. The page dimensions should be the same as in the text of the book. As well as the hard copy, the Index should also be supplied on disc, preferably in Microsoft Word.

For all Indexes a line space should be left between letters, that is between the final 'A' entry and the first 'B' entry, etc., but there is no need to include the letters 'A', 'B', etc., themselves.