Guidelines for Preparing an Index of Names

SCOPE

Parts of the book to index

- preface to the volume
- text proper (including parenthetical references)
- endnotes
- appendixes
- figures, tables

Parts of the book not to index

- table of contents
- acknowledgments, whether made in front matter or in unnumbered endnotes
- epigraphs
- notes on contributors
- list of works cited
- bibliographic appendixes

What to include

- names of persons
- titles of important anonymous works (e.g., Bible, Beowulf)

What not to include

- names of fictional characters
- names of persons contained in the titles of works
- generic terms like Aristotelian, Lockean, Freudian

FORMAT

- Double-space the index manuscript. Put a comma after each entry, leave a space, and add the page numbers. Do not put a period at the end.
- Alphabetize entries using the letter-by-letter system (see MLA Handbook, 7th ed., 5.3.3).
• Make a distinction between continuous discussion of a name (e.g., 34–36) and separate mentions of a name over a sequence of pages (e.g., 34, 35, 36).

• When indexing notes, add the lowercase letter _n_ and the note number (218n5); if the page contains more than one note and they are consecutive, specify the page number and the note numbers: 218nn5–6. If the notes are not consecutive, use parentheses: 218 (nn 5, 7).

**FORMS OF A NAME**

Use the name by which a person is widely and professionally known: *Eliot, T. S.*, not *Eliot, Thomas Stearns*; *Raphael*, not *Raffaello Sanzio*. A person known primarily by a pseudonym (Mark Twain, George Sand) should be listed under the pseudonym. Otherwise give the pseudonym and provide a cross-reference to the real name. An example:

> Ouida. *See* Ramée, Marie Louise de la
> Ramée, Marie Louise de la [pseud. Ouida], 555

For guidelines to indexing in general, consult chapter 16 of *The Chicago Manual of Style* (16th ed.).