

Indexer

Margie Towery,Enid L. Zafran

Indexers and Indexes in Fact and Fiction Hazel K. Bell, 2001-01-01 Bell examines the history of the index and the depiction of the indexer (from diffident drudge to frankly insane) in both fact and fiction. A fascinating look at a previously little-considered element of the book.

Ten Characteristics of Quality Indexes Margie Towery, 2016 The name Margie Towery is synonymous with index quality, and in this guide the master indexer distills more than two decades of experience for the benefit of her fellow indexers. Towery defines and explores the characteristics of quality indexes: audiences and accessibility, metatopics and index structure, accuracy, comprehensiveness, conciseness, consistency, clarity, reflexivity, readability, and common sense. Writing in an engaging and accessible style, she shares her own struggles in indexing and offers strategies for overcoming challenges such as bias and language, indexing blocks, and working with authors. Her digressions into research on reading and decision-making provide a wider context for thinking about quality, while her suggestions and checklist for evaluating indexes round out this essential volume for professional indexers at every skill level.--Page 4 de la couverture.

Indexing Books, Second Edition Nancy C. Mulvany, 2009-11-15 Since 1994, Nancy Mulvany's Indexing Books has been the gold standard for thousands of professional indexers, editors, and authors. This long-awaited second edition, expanded and completely updated, will be equally revered. Like its predecessor, this edition of Indexing Books offers comprehensive, reliable treatment of indexing principles and practices relevant to authors and indexers alike. In addition to practical advice, the book presents a big-picture perspective on the nature and purpose of indexes and their role in published works. New to this edition are discussions of information overload and the role of the index, open-system versus closed-system indexing, electronic submission and display of indexes, and trends in software development, among other topics. Mulvany is equally comfortable focusing on the nuts and bolts of indexing—how to determine what is indexable, how to decide the depth of an index, and how to work with publisher instructions—and broadly surveying important sources of indexing guidelines such as The Chicago Manual of Style, Sun Microsystems, Oxford University Press, NISO TR03, and ISO 999. Authors will appreciate Mulvany's in-depth consideration of the costs and benefits of preparing one's own index versus hiring a professional, while professional indexers will value Mulvany's insights into computer-aided indexing. Helpful appendixes include resources for indexers, a worksheet for general index specifications, and a bibliography of sources to consult for further information on a range of topics. Indexing Books is both a practical guide and a manifesto about the vital role of the human-crafted index in the Information Age. As the standard indexing reference, it belongs on the shelves of everyone involved in writing and publishing nonfiction books.

Indexers on Indexing Society of Indexers, 1978 Includes: history of indexing, book indexing, index typography, periodical indexes, scientific and technical indexes, and indexing systems and methods.

A Guide for the Freelance Indexer April Michelle Davis, 2012 A Guide for the Freelance Indexer has been many years in the making when you take into account that April Michelle Davis, prior to teaching the Introduction to Indexing course through the Editorial Freelancers Association, earned a master's of professional studies degree in publishing from George Washington University as well as certificates in editing, book publishing, and professional editing. She also completed the Basic Indexing course at the USDA Graduate School and Indexing: Theory and Application at the University of California, Berkeley. A member of the American Society for Indexing, she is chair-elect for the Mid-South Atlantic chapter of ASI. This is an important book for anyone embarking on an indexing career, or considering such a move. But editors and writers should not pass by this opportunity to discover a wealth of valuable information pertinent to their own work.

Software for Indexing Sandi Schroeder, 2003 In this thorough inventory of software products used in indexing, professional indexers share their favorite features, tips, and techniques. As one would expect, the major dedicated indexing programs (Authex, CINDEK, MACREX, SKY Index, and WINDEX) are compared, but today's indexers are asked to do more than produce print indexes. They need tools to make indexes Web-compatible: HTML/Prep, HTML Indexer, and RoboHelp are covered. They have to embed indexing entries into originating documents: Framemaker, Microsoft Word, PageMaker, and Ixgen are covered. Voice recognition software is described, and a review of Sonar Bookends provides value for those contemplating automatic indexing. Here is an essential guide for indexers and technical writers desiring to maximize the efficiency of their day-to-day indexing and meet special project needs.

Indexing for Editors and Authors Fred Leise, Kate Mertes, Nan Badgett, 2008 At last an indexing guide for editors, authors, and designers who need to create, edit, format, or evaluate indexes and work with professional indexers. Three experienced indexer-authors explain the various types of indexes, the characteristics of good indexes, and common formatting considerations. They share dozens of practical tips and over 100 examples of good and bad indexing practices. Publishing professionals will not only learn how to edit an index, but how to hire freelance indexers and maintain successful editor/author/indexer relationships. While geared to the needs of publishing professionals who are not indexers, the book will serve indexers as a guide to navigating the publishing process and explaining indexing processes to their clients.

The Accidental Indexer Nan Badgett, 2015

Indexing Biographies and Other Stories of Human Lives Hazel K. Bell, 2020-02-26 Stories of human lives can be fascinating but frequently difficult to index well. The new, updated fourth edition of Hazel K. Bell's Indexing Biographies is a valuable guide to the points for consideration when indexing life histories, biographies, autobiographies, letters and other narrative texts. Topics include the indexing of fiction, analysis of the text before indexing, names and their various forms, appropriate language choice for index entries, impartiality of the indexer, and how to treat main characters (through appropriate subheading structure) and minor characters (where strings of locators are sometimes unavoidable). The book also discusses more technical matters of index layout, presentation and arrangement of entries, such as how to judge whether alphabetical, chronological, page order or thematic grouping is most appropriate for the text. Examples of good practice and outstanding indexes are provided throughout. Lists of useful reference works and relevant articles from The Indexer journal are also suggested. There is, of course, a comprehensive index. Indexing Biographies contains fine advice on best indexing practices for book indexers, trainee indexers, authors, publishers and all lovers of life histories. It is an excellent overview of the complex, important and rewarding task of indexing such material.

An Indexer's Guide to the Internet Lori Lathrop, 1999 This is a must-read for indexing professionals interested in learning about Internet tools and resources. Lathrop points readers to useful sites for indexers, while providing numerous informative how-to's, including tips on selecting equipment and service providers, locating other indexers and professionals online, deciphering geek-speak, designing Web sites, and using search engines. A directory, glossary, bibliography, and index are included.

The Art of Indexing Larry S. Bonura, 1994-04-06 A step-by-step guide to creating comprehensive and usable technical indexes. Numerous surveys indicate that the most common complaint about technical documents concern a poorly designed index--or the lack of an index altogether! An organized, thoughtful index not only ensures that the contents of your book are accessible, but also increases the value of your book. In The Art of Indexing, professional indexer and editorial consultant Larry Bonura addresses the indexing problems specific to technical documentation and presents practical solutions to those problems. The Art of Indexing shows technical writers, editors, and documentation managers how to chart the topics of their books, reports, and documents and present a concise and accurate map that readers, researchers, libraries, bookstores, and reviewers can use to maximize the usefulness of their book. Step-by-step, The Art of Indexing shows you how to become a better indexer by: * Discussing the function of an index * Showing how to estimate indexing time * Presenting methods for selecting entries and subentries * Reviewing reasons for cross-referencing * Describing how to treat locators * Offering an extensive editing checklist for reviewing indexes * Covering indexing for online documents * Including numerous usability tests for verifying the strength of an index * Containing information on indexing standards * Providing sample indexes and a sample indexing style guide * And much more!

The Indexer, 1980

The Indexing Companion Glenda Browne, Jon Jerney, 2007-03-05 Indexes are created to help people find information. Indexers work hard to find the best words to describe the topics covered by their books and collections. This book is an aid to decision making in indexing. It aims to look at decisions that indexers have to make everyday. Many book indexers are created by professional indexers, but others are made by authors and editors.

Indexing is part of their job for librarians, museum curators, technical writers and subject specialists. The book provides something of value for all indexers.

How to Make an Index Henry Benjamin Wheatley,1902

Indexing Specialties Margie Towery,Enid L. Zafran,2005 At last-an indexing guide for editors, authors, and designers who need to create, edit, format, or evaluate indexes and work with professional indexers. Three experienced indexer-authors explain the various types of indexes, the characteristics of good indexes, and common formatting considerations. They share dozens of practical tips and more than 100 examples of good and bad indexing practices. Publishing professionals will not only learn how to edit an index, but how to hire freelance indexers and maintain successful editor/author/indexer relationships.

Inter-indexer Consistency Studies, 1954-1975 Lawrence E. Leonard,1977

What is an Index? Henry Benjamin Wheatley,1878

Indexing Specialties Peter A. Kendrick,Enid L. Zafran,2001 This release in the popular Indexing Specialities series is devoted to the topic of legal indexing, with contributions from more than a dozen leading practitioners. Sections include Getting Started, Indexing and Tabling Legal Cases, The Unique Challenges of Indexing Statutory Materials, New Technologies and Methodologies, and Reflections on Legal Indexing. This is a unique and valuable reference that belongs on the desk of every legal indexer.

Indexing Pat F. Booth,2013-02-06

Indexing Specialties Pilar Wyman,1999 This in-depth look at the indexing specialty field of medicine includes contributions from more than a dozen noted medical indexers. The book features 13 chapters and four parts: Medical Indexers, Medical Indexes, Medical Indexing, and Resources. A directory of medical reference tools and Internet sites is included.

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