

Preparing Indices

1. General

- 1.1. The author/editor is responsible for creating any indices to be included. If you would like Lockwood Press to arrange for indexing at your expense, please contact admin@lockwoodpress.com for details.
- 1.2. At a minimum, each volume should contain a subject index. An ancient sources index is also necessary if the volume includes numerous references to such sources. A modern authors index is entirely optional.
- 1.3. Indices should be created from the second/corrected proofs only, not first/uncorrected proofs. That is, after Lockwood Press typesets the volume, you will review the first proofs and send any corrections; the typesetter will produce second/corrected proofs in PDF format (a single file containing the entire book), which you will use for indexing.
- 1.4. Unfortunately, even with searchable PDFs, indexing is largely a manual process; there is no “automatic” way to tag and collect index entries from PDF files. The searchable PDF allows the indexer to search for one topic/entry at a time and to list all of the page numbers on which the topic appears. However, searching for a given word will not guarantee that all the relevant pages are found; to create an accurate and comprehensive subject index, the indexer will probably need to supplement the search results with additional pages noted in a visual scan of the proofs.

1.5. Formatting

- 1.5.1. Each index entry in a subject index is formatted as follows: entry,[2 SPACES]page(s). Entries in an ancient sources or modern authors index should be formatted as follows: entry[TAB]page(s). Note that you are to use a single tab between the entry and the page number.
- 1.5.2. Entries that cover two or more consecutive pages are indicated by an inclusive page range such as 137–41. Note the use of an en-dash between the numbers and the omission of the “1” in “141” (see further SBLHS 4.2.3–4).
- 1.5.3. Lockwood Press practice is to distinguish entries citing notes from entries citing the main text. Thus, a name appearing on page 10 would list “10” in the index, while a name appearing in note 4 on page 10 would list “10 n. 4” in the index. An alternative way to list this entry is “10n4” (per the *Chicago Manual of Style*). Indexers are free to use either form.
- 1.5.4. If a single entry extends across several notes (e.g., a modern author cited in two or more notes), use the abbreviation “nn.” (or nn, in the second option above).
- 1.5.5. If a particular section of your book is key to an entry, use bold font to emphasize that section (e.g., 133, 145 n. 17, **159–66**, 174 n. 46).
- 1.5.6. If a long list of pages extends to a second line, allow it simply to wrap in your word processor. Do not insert a paragraph return and/or tabs at the end of a line.

1.6. Each of the three categories of indices has formatting peculiarities, on which see the following.

2. Subject Index

2.1. Sample

canon, 6, 143, 163, 173. *See also* Council of Carthage

coherence, literary, 165–66

concept formation, 129, 162, 170–76

criticism

 feminist, 33

 form. *See* form criticism

 historical, 34

 literary, 167

 philosophical, 146 n. 5

crucifixion, 9, 132–34, 138, 142–43

2.2. Guidelines

2.2.1. All main/primary entries should be set flush left, neither indented nor tabbed in. Subentries such as those listed under “criticism” should be set on separate lines indented further to the right than the main entry. Use the left margin adjustment on your ruler to indent subentry lines; do not use line-beginning tabs to inset the lines.

2.2.2. Subject entries should be capitalized only if they would be capitalized in the main text.

2.2.3. Use a comma followed by a space between the end of the subject entry and the first page number.

2.2.4. Separate multiple page listings with a comma followed by a space.

2.2.5. In contrast to a modern authors index, which typically contains mostly citations of notes, a subject index will typically include primarily page citations.

2.2.6. Indexers are encouraged to use *See* and *See also* cross-references generously. Note that both are preceded by a period and a space and that both are set in italics.

3. Ancient Sources Index

3.1. Sample

Hebrew Bible/Old Testament

Genesis

 1:2 70, 173, 204 n. 3

 1:7 113–15

 22:21–22 30, 47 nn. 15–16

Exodus 2:3 57 nn. 8–9 and 12, 63

3.2. Guidelines

- 3.2.1. Include the book name only at the beginning of the list of index entries, not on each line.
- 3.2.2. Use one (and only one!) tab between the reference and the page listing(s).
- 3.2.3. Separate multiple page listings with a comma followed by a space.
- 3.2.5. If a long list of pages extends to a second line, allow it simply to wrap in your word processor. Do not insert a paragraph return and/or tabs at the end of a line.
- 3.2.6. Common subdivisions of an ancient sources index include the following, in order:
 - Hebrew Bible/Old Testament [if Hebrew Bible order is followed; otherwise, use “Old Testament/Hebrew Bible]
 - Ancient Near Eastern Texts
 - Deuterocanonical Books [preferred to “Apocryphal Books”]
 - Dead Sea Scrolls
 - Ancient Jewish Writers [e.g., Josephus and Philo]
 - New Testament
 - Greco-Roman Literature
 - Rabbinic Works [or individually, in the following order: Mishnah; Tosefta; Talmuds; Targums; Midrash and Related Literature]
 - Early Christian Writings

4. Modern Authors Index

4.1. Sample

| | |
|---------------------|---|
| Bremmer, Jan | 220 |
| Brown, John Pairman | 132 n. 14, 166 n. 132 |
| Bryce, Trevor | 37–38, 42–45, 48–49, 51, 53, 58, 60, 69–71, 197, 225–26 |
| Buhl, Marie-Louise | 214 |
| Bunnens, Guy | 20 n. 72, 65 n. 920 n. 72, 65 n. 9, 86 |
| Burney, Charles | 7, 69, 69 nn. 20–22, 203, 225 |

4.2. Guidelines

- 4.2.1. Use an author or editor’s full name (not just initials) unless the individual typically uses only initials in his or her authorial name (e.g., E. P. Sanders).
- 4.2.2. Use one (and only one!) tab between the author/editor name and the page(s).
- 4.2.3. Separate multiple page listings with a comma followed by a space.
- 4.2.4. It is generally unnecessary to list the editor of a volume from which an essay has been cited. If, however, the entire volume is cited in a note, include the editor(s) in the index.