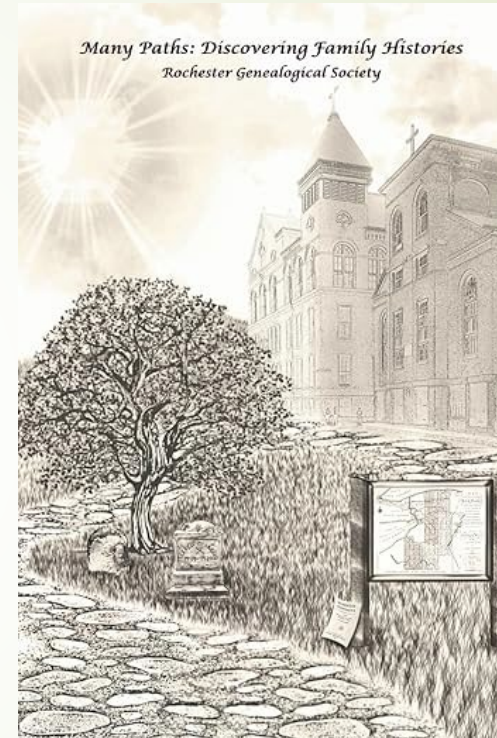


Indexing *Many Paths: Discovering Family Histories*




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Why index a book?

- Locate specific information
 - Provides reader insight into subject content
 - Find information serendipitously
- 



Basic Steps

- Read the book, cover to cover
- Create list of rules
- Reread the book, generate index entries
- Edit and Proofread
- Seek feedback



Read the book cover to cover



- Table of Contents
 - Preface, Introduction
 - Each chapter, including endnotes and image captions
 - Consider the book's audience
 - Decide what is most important about the content
- 




Table of Contents

- Frame the subjects
 - Tone of the contents
 - Variety of themes
- 



Preface and Introduction

- Background of book and authors
 - Begin to grasp book's concepts
 - Hints to who audience might be
- 



Create rules

- Consider subject and what is most important, in case of *Many Paths* - people, places, events, published works = named entities
- Standardize names of the above. Consult specific references to determine what is the standard – e.g. clerical names, official place names, military units, elected officials, etc.
- What parts of book will be indexed – chapter text, image captions
- Rules facilitate decision making



Reread book, generate index entries

- One card per entry - initials of authors, page number, reference if needed, check standard spelling
- See reference directs reader to larger subject, works one way – use for names that vary – Easton, NY, see *Easttown*, NY.
- See *also* reference directs reader to analogous subject, works two ways – Firth of Clyde, see *also* River Clyde; River Clyde see *also* Firth of Clyde
- Alphabetize entries
- Create actual list in word processor
- Add/check page numbers

American
Civil War - 13

8, 13, 22, 23, 24, 25,
27, 28, 54, 82, 83, 104,
110,

KCC, PD

3rd New York Artillery, Company A -
3rd New York Light Artillery
Regiment

13

KCC

117 AWWMC
See also American Wood
Working Machinery Company

MSB

American Wood working Machinery
Company - 118^o
See also AWWMC
113, 114, 119,

AWWMC
114, 115, 119, 120, 121,

MSB

~~Gribbin, Katherine Fagan 145~~
140

Gribbin, Katherine Fagan [sic]
141, 144

Gribbin, Catherine Fagan -
140, 148
MAS

~~Mt. Morris, New York - 43~~
42, 163,


Mount Morris
64, 158, 160, 161, 162, 163,

42, 64, 158, 160, 161, 162, 163

MH, WT




Edit and Proofread

- Edit - nothing left out, do rules apply, clarity
 - Proofread – spelling errors, punctuation, spacing
- 



Seek Feedback

- Ask someone else to look at index
 - Check page numbers
- 



Other resources

- ▶ Writing Cooperative
<https://writingcooperative.com/five-step-process-for-writing-a-book-index-9e2e5d763302>
- ▶ University of Chicago Press. *Chicago Manual of Style*, 18th ed. Chicago: University of Chicago Press, 2024.



Software

- Microsoft Word
- Acrobat
- Picardy
- Cindex
- PDF Index Generation
- Textract
- SKY Index Professional