

## Benchmarks of Quality Indexes

- ® All major topics are easily found in the index.
- ® All parts of the publication are easily found in the index: tables, illustrations, figures, notes, appendices.
- ® The index reflects the text.
- ® The index is consistent.
- ® Entries are listed in a recognizable, searchable order.
- ® Similar concepts are brought together.
- ® Subentries are succinct, clear, and readable.
- ® Prepositions and linking words are provided for readability.
- ® Double postings are provided for multiple access points.
- ® Cross-references are provided for synonyms.
- ® Cross-references from abbreviations and acronyms to full terms are provided as necessary.
- ® Cross-references are valid. (They lead to real entries.)
- ® Locators are accurate and complete.
- ® There are no strings of locators.

***Last, but not least:***

- ® The index meets your specifications.