

Checklist for Editing Indexes

Main topics and general content:

- All TOC headings and subheadings are in the index
- All tables, illustrations, figures, and appendices are in the index.

Index components:

- Review the specifications. Does the index meet them?
- Check the length. Is the index as long/short as requested? Check for space constraints as well as for level of detail (entries/page).
- Check the style. Is the index indented, as requested? While you're at it, check the number of subentry levels.
- Headings – alpha order?
- Headings – readable? Keywords?
- Headings – consistent?
- SubHeadings – enough?
- SubHeadings – readable? Keywords?
- SubHeadings – too many?
- Cross-references – accurate?
- Cross-references – format, placement?
- Cross-references – number?
- Page references – accurate, complete?
- Page references – format?
- Page references – strings?

Medical and other specialized content:

- Acronyms: cross-references to full term? Or double posts?
- Abbreviations: cross-references to full term? Or double posts?
- Chemical compounds: alpha sort?
- Drug names: generic and trade names? Cross-references between? Or double posts?
- Eponyms: consistent usage? Cross-references to clinical entities?
- Synonymous medical terms: consistent usage? Cross-references to preferred terms?
- Spellcheck?