

# CONSIDERATIONS FOR AN INDEX STYLE GUIDE

## Style Guide

House  Chicago  APA  Sample  Other: \_\_\_\_\_

## Reference Guide

*Dorland's*  *Stedman's*  MeSH  AMA  *OD&MB*  CBE  Other: \_\_\_\_\_

## Type of Index

Subject  Author  Subject & Author  Key word  Other (e.g., drugs): \_\_\_\_\_

## Format

Indented  Run-in  Other (combo): \_\_\_\_\_

## Electronic Format

RTF  AAP codes  HTML  Other: \_\_\_\_\_

## Group Heads

Letters: \_\_\_\_\_  Symbols/numbers: \_\_\_\_\_  Spaces

## Headings

Initial caps  All Caps  Plain text

## Subheadings

Max. # of levels  Continued lines  Alpha order  Chronological continuum

## Alphabetization

Letter-by-letter  Word  Prepositions ignored

## Cross-References

Punctuation: \_\_\_\_\_  Position: \_\_\_\_\_  Generics: \_\_\_\_\_  Within subentries

## Locators

Full  Abbreviated: \_\_\_\_\_  1<sup>st</sup> ref only  Hot links  Punctuation before: \_\_\_\_\_  
 Punctuation between: \_\_\_\_\_  Other (e.g., **bold** for main discussions): \_\_\_\_\_

## Levels of Entry

Light (1–2 entries/page)  Detailed (6–9)  Average (3–5)  Exhaustive (10–15)

## Indexable Matter (in addition to main text)

Figures, tables  Locator format: \_\_\_\_\_  
 Notes  Locator format: \_\_\_\_\_  
 Boxes or sidebars  Locator format: \_\_\_\_\_  
 Other: \_\_\_\_\_  Locator format: \_\_\_\_\_

